February 9, 2005

ALL AGREEMENT STATES, MINNESOTA, PENNSYLVANIA

SOLICITATION OF INTEREST: POTENTIAL INSTRUCTORS FOR THE LICENSING PRACTICES AND PROCEDURES COURSE AND THE INSPECTION PROCEDURES COURSE AND OTHER NRC SPONSORED COURSES (STP-05-013)

The U.S. Nuclear Regulatory Commission (NRC) Technical Training Center (TTC) is soliciting volunteers from the Agreement States to present lectures in the Licensing Practices and Procedures Course (G-109), the Inspection Procedures Course (G-108) and other NRC Sponsored Courses.

Details regarding the topics covered, level of effort and other administrative requirements are discussed in the Enclosure.

If you have any questions regarding the training courses or details discussed in the enclosure, please contact Dr. John Ricci at the NRC TTC at (423) 855-6514 or e-mail: JLR1@NRC.GOV. Questions relating to other NRC-Agreement State training issues should be sent to the contact listed below.

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/RA/

Paul H. Lohaus, Director
Office of State and Tribal Programs

Enclosure:
As stated

STP-05-013

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SOLICITATION OF INTEREST: POTENTIAL INSTRUCTORS FOR THE LICENSING PRACTICES AND PROCEDURES COURSE AND THE INSPECTION PROCEDURES COURSE AND OTHER NRC SPONSORED COURSES

The NRC Technical Training Center (TTC) is soliciting volunteers from the Agreement States to present lectures in the Licensing Practices and Procedures Course (G-109) and the Inspection Procedures Course (G-108) and other NRC sponsored courses.

Volunteers should have expertise in one of the areas listed in the table below and also have good communications and public speaking skills. Volunteers should discuss this with their Supervisors/Program Directors and receive an indication that, if selected, they would be approved to prepare for, travel to, and present the necessary lectures.

Lectures in the Licensing and Inspection courses typically range from one to five hours depending on the subject.

In most cases the presentation materials have already been developed (typically in MS PowerPoint or Corel Presentation), however, volunteers will have the option of revising the materials to suit their own preferences, subject to final approval by the Course Director. Student manuals typically contain copies of the presentation slides and may also have additional text material.

In some instances, instructors have developed case studies to (a) illustrate the material presented, (b) provide an opportunity for the students to apply the concepts and (c) generate group discussions. Existing case studies may be revised or new ones created subject to final approval by the Course Director.

There are no examinations in these courses, however, some lecturers provide self corrected quizzes to permit students an opportunity to challenge their understanding of the concepts. Volunteers may revise existing quizzes or develop new ones subject to final approval by the Course Director.

As long as an electronic copy is provided to the Course Director in sufficient time, the Course Director will assume responsibility for reproducing training materials for inclusion in the student manuals.

Volunteers will be responsible for revising the presentation materials (if they elect not to use the material provided as-is) and preparing to teach the course. Depending on familiarity with the material, preparation time typically ranges from three to six hours for each one hour of presentation.

Typical commitment (exclusive of development and preparation time) involves approximately two to three days consisting of about one-half day travel to and one-half day travel from the site and one to two days on-site.

Although a schedule for presentation of the course exists, a change in the sequence of presentations is possible to accommodate unique circumstances.

The NRC Office of State and Tribal Programs (STP) will cover travel and per diem expenses under Federal Travel Regulations for Agreement State staff presenting lectures.

The default location for the Licensing and Inspection training courses is the NRC TTC located in Chattanooga, Tennessee. However, the courses may be conducted in other locations if a specific need is identified and approved. For example, these courses have, in the past, been conducted in Sacramento, California, Pittsburgh, Pennsylvania, Columbus, Ohio, Orlando, Florida, Topeka, Kansas, Atlanta, Georgia, and King of Prussia, Pennsylvania.

At the beginning of each year, volunteer instructors will be provided with the dates and locations of the courses to be conducted. Based on their own schedules, instructors may express a preference as to which of the scheduled course(s) they wish to participate in. If more than one instructors volunteers for the same lectures in the same course, the Course Director will make the selection. If no one volunteers for a specific lecture, the Course director will attempt to secure a volunteer for that lecture. If none are available the course may have to be canceled.

As the Course Director becomes familiar with the abilities of the instructors, he may designate some as primary and others as backup instructors. If a primary instructor is unable to participate, a backup instructor would be asked to substitute. The backup would typically be provided with sufficient notice to make travel arrangements and adequately prepare for the course. Volunteers always have the option of declining the request for support if they have other commitments which preclude their participation.

Although volunteer Agreement State instructors may mention the differences between their State's Rules and Regulations and NRC's relative to the particular area being discussed, for the sake of standardization, the basic presentation should reference NRC Rules and Regulations. Although it is expected that the process of reviewing a license or conducting an inspection will be generic, the administrative aspects (such as documentation, reviews, follow-up actions etc) may differ and such differences may (and possibly should) be discussed briefly to encourage critical thinking concerning the best method to accomplish the stated objectives.

Areas currently covered in the Licensing and Inspection training courses and the number of hours currently devoted to each subject are specified below. The subjects and time allotted will be reviewed periodically for relevance and adequacy and are subject to change:

Inspection Course

Overview of Inspection Process - 5
Medical Inspections - 3
License Termination Inspections - 1
Inspection of Industrial Sources - 4
Industrial Radiography Inspections - 4
Laboratory R&D Inspections - 3

Licensing Course

Overview of Licensing Process - 4
Medical Licensing - 4
Licensing of Portable and Fixed Gauges - 4
Licensing of Laboratory R&D - 4
Industrial Radiography Licensing - 7

Other NRC sponsored courses may be presented in different locations and the duration of the lectures may be different.

If you would like to volunteer as a guest instructor for NRC sponsored training courses, please send an e-mail to John Ricci (JLR1@NRC.GOV).

Please include the following information:

(1) Name.
(2) State.
(3) Phone number.
(4) E-mail address.
(5) Supervisor's name.
(6) Supervisor's e-mail address.
(7) A very brief summary of your teaching or public speaking experience.
(8) On the table below, select the areas in which you believe you have the expertise to provide training and specify how many years experience you have in each area.

Subject	**Licensing**	**Inspection**
Medical (Nuclear Medicine, Teletherapy and Brachytherapy)		
Industrial Radiography (permanent installations & field operations)		
Gauges (fixed and portable)		
Irradiators (category I, II, III and IV)		
Well Logging		
Laboratory R&D		
Decommissioning		
Other Areas (specify below)		

Once we have reviewed all the applications, we will contact you to discuss how best to utilize your expertise. Volunteers may withdraw their application at any time if circumstances change (an e-mail withdrawal is requested). If a volunteer is no longer able to support this effort, we request that sufficient advance warning (several months) be provided (if possible) so that a replacement instructor can be recruited.