GOVERNMENT TRAINING AGENCY
INSTRUCTOR DEVELOPMENT INSTITUTE (IDI)
INSTRUCTIONAL TECHNOLOGY EQUIVALENCY

The Instructional Technology course is an entry level course designed to familiarize instructors with the different types of technology, both low and high level, that may be utilized in the classroom. If you believe you have demonstrated proficiency in a variety of technology related uses within a classroom setting, then you may apply for the Instructional Technology Equivalency. If approved, the equivalency verifies that you have demonstrated the minimum skills required for this particular course. Please note that the equivalency process does not allow for Instructional Technology course to be reflected on your POST profile. Only individuals that attend the actual course in person will receive POST credit for the IDI Instructional Technology course. However, if you provide an essay and sufficient documentation supporting that you have met the minimum skills required, then upon approval of your application, you will receive a certificate reflecting that you have completed the Instructional Technology Equivalency process.

To apply for the Instructional Technology Equivalency, you must provide BOTH an essay explaining how you have used various technologies and instructional resources within your instruction as well as provide supporting documentation, which may include photos, activity examples and a sample PowerPoint. Below is the list of topics that must be addressed in your essay:

- How do you locate and use various instructional resources in your instruction? Provide examples.
- How do you utilize resources available on the POST website and POST Learning Portal in your instruction? If you have not, navigate both sites and explain how you might use that resource to support your instruction.
- Explain and provide examples of the various handouts and other supportive learning activity materials you have created to support interactive engagement in the classroom.
- Explain and demonstrate how to effectively use easel charts in the classroom
- Explain what types of software or interactive technology, such as "game" software, that you are aware of or have used to engage learners in the classroom.
- Explain how you connect an LCD projector to a computer and how you triage technical issues when they arise in the classroom.
- Provide an example of a PowerPoint presentation that includes the following:
  - Insertion of picture(s)/images
  - Insertion of a video
  - Use of a hyperlink
  - Appropriate use of text (including amount of text, color selection and font style)
- If you were required to develop your own movie clip for a course to demonstrate a technique or highlight something important, explain how you would develop the story line, develop video, edit, add sound/music, and use transitions.
- Explain, as an instructor, what copyright laws you need to be aware of and what you would do to seek permission, if necessary.

Please note – An essay addressing each of these topics is not sufficient. You must provide examples of your work to support your written work.

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Please submit your essay and supporting documents to Marisa Messier via email at mmessier@govtraining.com