Examiner Schools Instructor Application

Dear Examiner Schools Instructor Applicant,

We are excited to offer twelve unique examiner schools, with most being conducted a couple of times during the year. We also offer programs on-demand and custom programs for states at their request.

Providing outstanding training and development opportunities for our members is a part of our mission and a point of pride for us. As our educational offerings continue to expand and improve, we need and want to increase the size of our instructor teams available for our schools. You will find in this packet details for serving as an instructor as well as an application.

If this is of interest to you, please complete and return the application via email to [meetings@csbs.org](mailto:meetings@csbs.org). Please note, your manager and Director/Commissioner/Superintendent or Deputy must also approve and sign off on the application.

We commend your interest in serving as an instructor for our examiner schools. If you have any questions, please don’t hesitate to contact me.

Sincerely,

Katie Hoyle

Director, Workforce Development

Conference of State Bank Supervisors

202-808-3556

[khoyle@csbs.org](mailto:khoyle@csbs.org)

**Examiner Schools:**

We are currently seeking instructors for the following Examiner Schools:

|  |
| --- |
| * Bank Analysis School |
| * Capital Markets School * Credit Evaluation School |
| * Effective Meetings with Management School |
| * Examiner-In-Charge School |
| * BSA/AML Examiner School * IT Examiner School * Introduction to Becoming an MMC EIC * Introduction to Mortgage Originations Examinations * Introduction to Mortgage Servicing Examinations * Introduction to Problem Banks * Trust Examiner School |

**Instructor Commitment:**

By committing to volunteer as an instructor, you are agreeing to:

* Attend the annual instructor training workshop (typically three to four and a half days)
* Attend a minimum of one school for training (arrive by 8:00 pm on Sunday prior to the course; course will end before noon on Friday)
* Participate in virtual training school/sessions in place of in-person, as necessary
* Serve as an instructor for at least one school (arrive by 8:00 pm on Sunday prior to the course; course will end before noon on Friday)
* Participate in pre-course planning call(s) as needed
* Participate in post-course wrap-up call
* Develop and present content including PowerPoint presentations, interactive learning sessions, case studies and other types of learning activities as determined by the course requirements
* Submit PowerPoint presentations, handouts, activities, biographies, and other required items by time frames outlined by CSBS staff
* Adhere to CSBS travel guidelines
* Commit to a five-year term for course instruction

Your approximate time commitment will be:

* Pre-Course: varies; includes time to develop necessary content and to prepare for leading assigned sessions
* Course: typically, virtual courses are held Tuesday, Wednesday, and Thursday afternoons for two consecutive weeks. In-person courses are held over 4.5 days.
* Post-course: varies; includes time for post-course wrap-up, post-course communication, etc.
* Approximate time away from work\*: nine days
  + At least one teaching opportunity at a 4.5-day in-person school or 6 afternoons when held virtually
  + Annual instructor training workshop (3 to 4.5 days)

\*Time away from work and teaching opportunities are based on your availability as well as CSBS training school needs and demands. Typically includes at least one four-and-a-half-day school (in-person) or six afternoon sessions (virtually) and one annual instructor training workshop, as scheduled.

**CSBS Commitment:**

* Facilitate planning calls and course planning
* Provide necessary resources to instructors to fulfill their course commitments and needs
* Cover standard travel expenses for scheduled instructor programs including airfare, ground transportation, hotel, and meals (Instructor Guidelines apply.)
* If approved to be an instructor, your availability will be considered when selecting a date for a course. You will be confirmed to be an instructor two to three months or longer in advance (unless there are extenuating circumstances).

*Please note, serving as an instructor is a volunteer position. No monetary compensation will be made other than reimbursement of typical travel expenses.*

**Instructor Criteria:**

To serve as an instructor, you must meet the below criteria:

* Currently employed by a State Banking Department or retired from regulatory position within the last 12 months
* Have a minimum of three years of experience as an examiner or in field of expertise
* Have attended at least one CSBS educational program
* Have an ability and interest in training other examiners
* Have your supervisor’s approval and/or Commissioner/Deputy approval as necessary

**Application**:

**Applicant Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Title:** |  | | |
| **Current Employer:** |  | | |
| **Primary responsibilities at current position:** |  | | |
| **Office Phone:** |  | **Cell Phone:** |  |
| **Email:** |  | | |
| **City:** |  | **State:** |  |

**Supervisor Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Title:** |  | | |
| **Phone:** |  | **Email:** |  |

**Work History:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous Employer:** |  | **City, State:** |  |
| **Job Title:** |  | | |
| **Responsibilities Relevant to Financial Regulation and/or Training:** |  | | |

|  |  |
| --- | --- |
| **List any certifications that you hold**  **(i.e. COE, CEM, CPA, CFP, etc.):** |  |
| **Years of experience as an examiner:** |  |
| **Years of experience in specialty area**  **(BSA, IT, Trust, etc.):** |  |
| **Areas/topics of interest:** |  |
| **Any additional relevant training or work experience:** |  |

**Regulatory Training Courses:**

*Please list all courses that you have attended within the last five years.*

|  |  |  |
| --- | --- | --- |
| **Course** | **Sponsor (CSBS, FDIC, FRB)** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Teaching Experience:**

*Please list any teaching or public speaking experience you have within the last five years.*

|  |  |
| --- | --- |
| **Experience** | **Date** |
|  |  |
|  |  |
|  |  |

**Schools of Interest:**

*Indicate below all schools you would be interested in/qualified for teaching. If you have more than one choice, please rank them with 1 being the school you are most interested in teaching.*

|  |  |  |
| --- | --- | --- |
| Bank Analysis | Examiner-in-Charge | IT Examiner School |
| Credit Evaluation | Capital Markets | Trust Examiner School |
| Effective Meetings with  Management | Bank Secrecy Act/  Anti-Money Laundering | Introduction to Mortgage  Originations Examinations |
| Introduction to  Problem Banks | Introduction to  Becoming an MMC EIC | Introduction to Mortgage  Servicing Examinations |

**Approval:**

*Please note application will not be accepted without your supervisor’s signature.*

I, as the supervisor of , verify that I am aware of and in agreement that the candidate is applying to volunteer as an Examiner School Instructor. I am aware of the time commitment and the potential days they will be away from the office if selected to serve as an instructor. If a higher level of approval is necessary above the supervisor (Deputy/Commissioner), please indicate their name/position and obtain the required approval prior to submission.

Additional Requirements by the State of :

*Please list any additional information/requirements needed by your state.*



**Applicant’s Signature**  **Date**

**Supervisor Name Title**

**Supervisor Signature**  **Date**

**Deputy/Commissioner Name as Necessary Title**

**Deputy/Commissioner Approval and Signature as necessary Date**