Instructor Tip Sheet – CAMT

Thank you for serving as an Instructor for the Certified Apartment Maintenance Technician (CAMT) program. As an instructor, you will be provided with the materials you need to successfully guide participants through this course. The following information will assist you with classroom instruction and preparing your participants for the exam.

Preparation for Instruction

- Once the training dates and location have been set, obtain confirmation from the affiliate association of what equipment will be available, the number of registrants, room set-up, and start and end times for each session. You will need a laptop plus a projector and screen to show the PowerPoints and videos.

- To prepare for the course, make sure you have all of the course materials, including the most recent edition of the Instructor Guides, a sample Participant Guide, and the flash drive containing the PowerPoint slides and videos (videos are embedded in PowerPoint slides on flash drive). Here are some suggestions regarding preparation:

    o Review the PowerPoint slides ahead of time.
    o Take the time to create additional handouts and learning tools related to equipment and situations that your students will encounter.
    o Assemble any parts, items or components that are to be used during class. Suggested parts and activities can be found in the Appendix to each course Instructor Guide titled "Suggested Training Kit for this Course."

- The materials for this course include:
    o Participant Guide for each participant and one for the Instructor
    o Instructor Guide for the Instructor for each module
    o USB Flash Drive containing PowerPoint slides
    o Sign-in form (to be turned in to the affiliate office at the end of each class)

- The equipment needed in the training room includes:
    o Flipchart or whiteboard with stand and markers
    o Computer with LCD to project PowerPoint slides
    o Screen or clear, light-colored wall
    o Microphone or sound system (if necessary)

- Each CAMT course requires a training kit of tools, parts and demonstration equipment related to the subject. Arrive at the training site at least one hour before class begins to make sure you have the equipment ready.

- The Instructor Guide for the course matches the content of the Participant Guide and also includes additional information to facilitate learning. The Instructor Guide includes the estimated time for each section of the course, slide icons to indicate which PowerPoint slide to show at what point in the course, and instructor notes.

- The Participant Guide includes the course content plus Skill Checks for each module. Skill Checks help participants review the material and provide study materials for the exam. Encourage participants to use the Skill Checks for self-study and to check for correct answers by downloading the Skill Checks answer keys from the NAAEI website at http://www.naahq.org/learn/education/candidate-resources.

- The Participant Guide also includes FranklinCovey Insights on Demand Activities for participants to complete during the courses where indicated in the guide. The additional FranklinCovey activities are optional.

- To run the PowerPoint slides:
    - Plug the USB flash drive into any USB port on the computer.
    - You'll see a folder for each course with a PPTVIEW file within it.
    - Double-click the PPTVIEW file to open it in PowerPoint.
    - Choose to "run the slide show from the beginning" (most PowerPoint versions have a Slide Show menu) to run the slide show. You'll see a title slide displaying.

- All videos play from within the PowerPoints. Look for a Watch Video button on your screen whenever there is a video. Click that button during the slide show and the video will play. When running the PowerPoint presentations from the flash drive, an Internet connection is not needed. Some CAMT courses also require additional manuals; those are listed where applicable.

Additional Course Requirements

- In addition to six technical courses, CAMT includes brief online practice scenarios for each course plus a 10-module, non-technical course, which teaches a number of essential soft skills through demonstration and interactive scenarios.

- CAMT candidates can access the online module and practice scenarios through the NAAEI Visto learning management system at www.gowithvisto.org. Participants will use their unique NAA User IDs and passwords to access the online programs, which must be completed before the exam can be taken.

Exam Preparation and Resources

- The CAMT online exam is comprised of 100 multiple choice questions timed for 2.5 hours. The exam can be taken through the affiliate, at home or at work. Results are displayed immediately following the exam.

- The exam is accessed with an eligibility code provided to each participant by the affiliate association. The exam is displayed in both English and Spanish for all exam-takers.

- The CAMT Skill Checks, the Answer Key and 75-question practice exam are available on NAA's website under Candidate Resources at http://www.naahq.org/learn/education/candidate-resources.

- The CAMT certificate has lifetime validity. In addition, all CAMT credential holders become eligible to join the Apartment Institute for Maintenance Excellence (AIME).

- Membership in AIME is optional. AIME membership dues are $50 and are due annually on the anniversary of earning the CAMT credential. Members must report three (3) continuing education credits (CECs) per year from courses offered by NAAEI, NAA or their state or local apartment association.

Instructor Training

- NAAEI provides a three-day Advanced Instructor Training (AIT) course for individuals who wish to be recognized as NAAEI faculty.

- Faculty commit to volunteer 12 teaching hours each year to the local association.