

NHI Guidelines for Making a Video

In case a master trainer cannot be designated for a direct observation, NHI Instructor Certification may be obtained as a result of video taping of a training session. Instructors may also provide a tape of their presentation to NHI master trainers for review and general feedback on their presentation style.

As in a direct classroom observation, a master trainer will be looking for clear evidence for each competency, awarding you a holistic score for each competency. Many of the presentation skills described in the competency requirements are interrelated. Even though you will be evaluated on each competency, the same behavior could provide evidence for a number of competencies. For example, when you “Demonstrate Effective Questioning Skills and Techniques,” you may also be showing that you “Respond Appropriately to Learners’ Needs for Clarification.” For a successful video, it is important that you plan a seamless, integrated module rather than one that abruptly switches from one competency to another.

Video Format

Cassette size:

Only VHS tapes will be accepted

Standard:

NTSC standard is the preferred standard. Tapes sent in other formats, such as those used in other countries, may cause some delay in processing.

Equipment:

Using the best videotaping equipment will help ensure that the tape turns out well. The training site may have video equipment designed for this specific purpose and may be able to provide someone who will be able to assist with the taping who has good working knowledge of videotaping. Many hand-held cameras can produce tapes of acceptable quality. However, when no assistance is available, the use of a tripod will avoid wobbly videos which can distract the viewer.

NOTE: Use of a microphone is highly recommended. If the reviewer cannot clearly make out what you are saying, a thorough evaluation of your techniques will not be possible.

Requirements for the Videotaping:

Structure:

The videotape must show you demonstrating all six competency areas as required by NHI.

Authenticity:

Be sure that this is a videotape of a real training session, not a staged interaction. Highly artificial or contrived situations will negatively affect your credibility and will not result in certification.

Duration:

Each competency should be displayed for approximately 30 minutes, sufficient enough time to fully demonstrate the competency.

Editing:

No editing of the video is allowed.

Tips

- Graphics, blackboard writing, etc., should be clear and legible. Writing that is legible to the human eye may not be legible to the camera's eye. Be careful of the glare from chalkboards or whiteboards. Use markers on non-glossy paper taped to the board.
- Use only one camera. Positioning the camera at the side of the classroom will enable you to capture the learners as well as yourself.
- If moving the camera during taping, set the zoom lens to its widest setting. This will reduce the shakiness of the picture.
- More light will improve the picture quality. Do not shoot directly into the light source, however. For example, if blinds are open, shoot with the windows behind the camera.
- Sound presents one of the most difficult issues for videotaping. What is discernible to the human ear in person may not be audible on tape. Use of a microphone (preferably the clip-on variety so that it will be near your mouth at all times) is required if your video equipment can't reproduce your voice loudly and clearly. You are required to test the sensitivity of the microphone (whether you use the one in the video camera or an external clip-on microphone) during a practice taping to ensure that the sound quality is acceptable.
- You may wish to turn off any fans, air conditioners, laboratory equipment, or any other extraneous noises that will mar the quality of your video.

Back-Up video

You should always keep a backup of the tape you submit. While tapes are rarely lost or damaged, it is recommended that you make a copy or back-up video to submit in the event that loss or damage does occur.

Submitting Video Tape for Follow-up Observation

When videotaping for a follow-up observation, please keep in mind that the same procedures apply as with the first videotaping. With the video of a follow-up observation, however, special attention should be given to those areas that were identified as needing skill improvement.