



STATE OF ARKANSAS  
**Department of Finance  
 and Administration**

**OFFICE OF PERSONNEL MANAGEMENT  
 Administrator's Office**  
 1509 West Seventh Street, Suite 201  
 Post Office Box 3278  
 Little Rock, Arkansas 72203-3278  
 Phone: (501) 682-1753  
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June 8, 2012

Senator Michael Lamoureux, Co-Chair  
 Representative Bryan King, Co-Chair  
 Uniform Personnel Classification and  
 Compensation Plan Subcommittee  
 Arkansas Legislative Council  
 State Capitol Building, Room 315  
 Little Rock, Arkansas 72201

Dear Gentlemen:

For over 20 years, NTI has offered a training program for their instructors that do not hold an Arkansas teaching license. This Performance Based Teacher Education (PBTE) module program has proved to be an excellent training program for those employees that are hired into instructor positions but lack formal education training and experience. These achievements and their corresponding pay adjustments are only applicable for the following classifications: Career & Technical Faculty, E027C, grade C120; Nurse Instructor, L036C, grade C121; and Specialized Technical Faculty, E018C, grade C122. NTI has requested continuation of this successful salary administration grid that allows for adjustments to be made to those individuals that complete the different levels of the continuing education program:


<u>Teacher Training Achievement</u>	<u>Pay Adjustment</u>
Senior Instructor	3%
Master Instructor	3%

The details of the PBTE program are provided in the attached letter from NTI.

The Office of Personnel Management has reviewed the requested salary administration grid and recommends the continuation into and through Fiscal Year 2013.

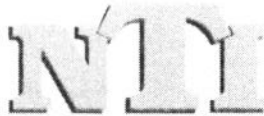
Your consideration of this request is appreciated.

Sincerely,

  
 Kay Barnhill Terry  
 State Personnel Administrator

  
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 Chief Fiscal Officer of the State

MAY 31 2012  
 \_\_\_\_\_  
 Date



NORTHWEST TECHNICAL INSTITUTE

P.O. Box 2000 • 709 So. Old Missouri Rd.  
Springdale, AR 72765-2000  
(479) 751-8824  
Fax: (479) 751-7780

April 30, 2012

Mrs. Kay Terry  
Administrator  
Department of Finance & Administration  
Office of Personnel Management  
P.O. Box 3278  
Little Rock, AR 72203

**RECEIVED**  
MAY 01 2012  
OFFICE OF PERSONNEL MGMT  
CLASS & COMP

Re: Salary Grids and Certification Pay Differentials

Dear Mrs. Terry:


Participation in the Performance Based Teacher Education program is a requirement of instructors who do not have an Arkansas Teachers Certificate at the time of hire. The program is comprised of modules used for professional development and documentation of an instructor's knowledge, skills, and understanding of the teaching and classroom/lab environments. The program has proven beneficial to all new instructors. The PBTE program offers an opportunity for instructors to improve their teaching skills as well as equip them with information to more effectively meet the needs of the students. An additional requirement of the program is the completion of Continuing Education Units. Instructors earn CEU credit by attending workshops/seminars, working in industry in their field, or attending classes relative to their field at an accredited school.

Newly hired instructors begin the PBTE program at the Associate Instructor level. Participants in the PBTE program must remain at each level for a minimum of one year. After meeting all requirements, they are eligible to promote to level II, Instructor. By the time an instructor reaches level III, Senior Instructor, they have completed a minimum of 64 modules and 8 CEUs. The next and last level is Master Instructor. To achieve this level, a total of 100 modules and an additional 4 CEUs must be completed.

Instructors earn a 3% salary increase when they obtain Senior Instructor. It takes a minimum of two years from the date of hire to reach the Senior Instructor level. A second and final 3% salary increase is earned when instructors reach the Master Instructor level. We are requesting authorization to continue with the current PBTE salary grid.

Thank you for your consideration. Please call if you have any questions.

Sincerely,

  
George V. Burch  
President



NORTHWEST TECHNICAL INSTITUTE

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Springdale, AR 72765-2000  
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(479) 751-7780 (FAX)

## Northwest Technical Institute

### Pay Grid for Community Education Classes

Community Education classes are broken down into five categories and the pay grid is set for a semester class of 48 class hours. Pay for classes shorter than 48 hours will be adjusted accordingly. Community Education classes are generally presented in the evenings and although the presenter may or may not have formal training in education, they will have expertise in the field in which they teach.

Business and Microsoft Office Instruction-----\$1056.00. Includes but not limited to classes in:

Office 2007	Excel I	Excel II
MS Word I	MS Word II	Quickbooks
Keyboarding	Accounting I	

Allied Health Instruction-----\$1200.00. Includes but not limited to classes in:

Medical Terminology	Introduction to Medical Insurance
Billing and Coding	Anatomy and Physiology

Industrial Classes-----\$1200.00. Includes but not limited to classes in:

Welding	HVAC	Machining
Automotive A/C	Collision Repair	

Special Interest Classes-----\$1200.00. Includes but not limited to classes in:

Horseshoeing	Conversational Spanish	Small Gas Engines
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Specialty/Technical Computer Classes-----\$1440.00. Includes but not limited to classes in:

Revit	AutoCad	Digital Photography
PhotoShop	Web Page Development	Spanish for Nurses