

**APPLICATION INSTRUCTIONS**  
**FOR ORIGINAL LAW ENFORCEMENT INSTRUCTOR CERTIFICATION**

Each type of certification (**General, Provisional or Standard**) requires specific data to be submitted. An outline of the requirements for each type of certification is presented below. Complete **ONLY** the requirements that pertain to the type of certification you seek.

Resumes, official documents, and copies of official school transcripts shall be attached to the application. Be sure that the name on any documents sent is the same as the name you used on the application form, or has an explanation i.e.; maiden. Include as much background information and any documents you determine necessary to complete the application package. All applications must have completed lesson plans attached for the areas to be taught, meeting the Basic Training objectives as required.

**DISQUALIFIERS FOR INSTRUCTOR CERTIFICATES:** You may neither apply nor a department or law enforcement agency may submit a law enforcement instructor application if the applicant: Has been convicted of any felony crime, Has been found not guilty of a felony crime by reason of mental disease or defect pursuant to Section 53a-13 (CGS), or Has been convicted of a violation of Subsection (c) of Section 21a-279 (CGS); or Has been found to have falsified any document in order to obtain or renew his or her instructor certificate; or Has been found to have had his or her law enforcement certificate cancelled or revoked by another jurisdiction on grounds which would authorize cancellation or revocation under the provisions of Subsection 7-294d(c)(2) (CGS); or Has been found by a law enforcement unit, pursuant to procedures established by such unit, to have committed any act that would constitute Tampering With or Fabricating Physical Evidence in violation of 53a-155 (CGS), Perjury in violation of 53a-156 (CGS) or False Statement in the 2nd degree in violation of 53a-157b (CGS).

**All inquiries should be addressed to:**

**Police Officer Standards and Training Council**  
**Certification Division**  
**285 Preston Avenue**  
**Meriden, CT 06450**  
**Telephone: 203-427-2605**  
**Fax: 203-238-6643**

[Email: CarrieJo.McGuffey@ct.gov](mailto:CarrieJo.McGuffey@ct.gov)

**GENERAL CERTIFICATES**

General Certificates are for civilian instructor personnel invited by a department to instruct in specific, specialized areas (such as someone who conducts computer training). The applicant shall present any evidence of meeting the following requirements in addition to meeting the general conditions for certification (Council reg 7-294e-12(a)):

A Baccalaureate degree, with a major or concentration of courses in the discipline/area to be taught.

POST will consider certification from other accrediting bodies under this category, such as a local university or professional licensing bodies. GENERAL certificates are valid for one (1) year and may be renewed, as long as instruction was performed in the area of certification during the certification period to Connecticut police officers.

Complete all sections on the application form except area three (3) which must be signed by the Chief Executive Officer or the agency Director or Commanding Officer of the law enforcement units Training Division or Training Academy which seeks to use your services.

**PROVISIONAL CERTIFICATES - LAW ENFORCEMENT OFFICER**

Police Officer applicants must have at least three (3) years experience in the subject area to be instructed. They may be experts or specialists in their respective fields, but who have not yet satisfactorily completed an approved instructor development or method of instruction course. POST may accept/grant provisional certification to an individual who has documented expertise in an area of instruction (i.e. may include the completion of specialized and/or advanced training; acceptance as an "expert" by court of law, association, society, or other recognized body); and/or experience in the subject area.

Complete all sections of the application form except area three (3) which must be signed by your Chief of Police or Chief Executive Officer.

**STANDARD CERTIFICATES**

Applicants must have at least three (3) years experience in the subject area to be instructed; recommendation of their Chief Executive Officer; training in the area of, or a concentration of course work in the discipline to be taught; and satisfactory completion of an instructor development or method of instruction course or a recognized equivalent thereof.

Complete all sections of the application form except area three (3) which must be signed by your Chief of Police or Chief Executive Officer.

**RENEWAL APPLICATION INSTRUCTIONS**  
**FOR LAW ENFORCEMENT INSTRUCTOR CERTIFICATION**

**REGULATIONS OF THE POLICE OFFICER STANDARDS AND TRAINING COUNCIL REQUIRE THE FOLLOWING IN ORDER TO RENEW AN INSTRUCTOR CERTIFICATION**

The holder of a certificate shall make application for renewal of said certificate **60 days prior to its expiration date**. Certificates will remain in effect for a period not to exceed three years.

The application process for renewal of the certificate shall be the same as for the holder's original application for certification except that applicants shall be required to verify that they have:

**-taught at least one class per year in each area** in which they have held law enforcement instructor certification since obtaining certification unless the subject area, for which recertification is being sought, is approved by the council for recertification on a triennial basis.

-updated their training materials to reflect advances in each area of specialization and maintain good standing as law enforcement instructors and, if applicable, as police officers in the State of Connecticut.

**PROVISIONAL CERTIFICATES**

**Provisional Certificates shall not be renewed** unless extended by the council. Holders of Provisional Certificates shall meet the general and specific conditions established under Subsection 7-294e-12, Standard Certification, during the three years of their provisional certification.

**STANDARD CERTIFICATES**

**Standard Certificates will not be renewed if:**

1. The instructor has terminated employment with a law enforcement unit;
2. The instructor has failed to provide adequate instruction, failed to teach the subject area the amount of time required. The following teaching areas require **annual** teachings for renewal: **201, 203, 204, 205, 206, 207, 208, 208A, 301, 301A, 301B, 301C, 302, 302A, 302B, 302C, 302D, 304, 306, 306A, 306B, 308, 308A, 308B, 308C, 308D, 308E, 308F, 509A, 525, 608, 608A, 610, 610B, 615, 622, 624, 625, 626, 627 and 628**. All other areas require a minimum of one teaching for a minimum one hour for renewal.
3. The instructor has omitted information or falsified any document in order to obtain or renew any certificate;
4. The instructor has not followed the prescribed curriculum for the course taught;
5. The quality or method of instruction violates generally accepted principles of instruction or training;
6. The Instructor fails to take proper steps to assure the safety of trainee's. "Generally accepted principles of instruction," as used in this section, includes attitude toward trainees, command and knowledge of the subject, organization of the material prescribed, use of training aids, and overall preparation.

1. **Renewal** applicants should complete all parts of the application but categories 5,6,7 and 8 need only be updated from the last renewal. Renewal applicants should complete the ACTIVITY INFORMATION on page 4. Be sure to have your Chief of Police/Chief Executive Officer complete area 3.

2. All Currently certified instructors that would like to **add on an endorsement** should complete all parts of the application but categories 5,6,7 and 8 need only be updated. Be certain that the area of choice is indicated on page 3. Return the full application (4 pages) with a lesson plan, resume and any /all documentation of expertise. (ie. Certificates from classes attended) to the Certification Division for consideration. Be sure to have your Chief of Police/Chief Executive Officer complete area 3.



**STATE OF CONNECTICUT  
POLICE OFFICER STANDARDS AND TRAINING COUNCIL  
APPLICATION FOR LAW ENFORCEMENT INSTRUCTOR CERTIFICATE**



Forward Completed Application to:  
Police Officer Standards and Training Council  
Certification Division  
285 Preston Avenue  
Meriden, CT 06450  
(203) 427-2605

**INCOMPLETE APPLICATIONS WILL BE RETURNED  
Additional Instructions Attached**

1. Please type or print. For added space, attach additional pages to this application. A resume, Curriculum Vitae or training record may be submitted if appropriate, for portions of this form.
2. This form is to be completed by the applicant and approved by the department's Chief of Police or Chief Law Enforcement Officer. **ORIGINAL SIGNATURES ARE REQUIRED, NO SIGNATURE STAMPS ACCEPTED.**
3. **RENEWAL APPLICANTS:** You must complete **ALL PARTS** of the application except categories 5, 6, 7, and 8 unless they need to be updated from the last application. Renewal applicants must complete the **ACTIVITY SHEET ON PAGE 4.**
4. **ADDITIONAL AREA REQUESTS:** You must complete **ALL PARTS** of the application except categories 5, 6, 7, and 8 unless they need to be updated.

<b>SECTION 1</b>		<b>Applicants Name (Last) (First) (Middle)</b>	<b>SS# Last Four Digits</b>	<b>Office Phone No.</b>
<b>Personal Information</b>				
<b>INSTRUCTOR No.</b>	<b>Home Address (no. &amp; street) (city or town) (state) (zip code)</b>		<b>Date of Birth</b>	<b>Cell Phone No.</b>
<b>Department Address (no. &amp; street) (city or town) (state) (zip code)</b>			<b>E-Mail Address</b>	
<b>SECTION 2</b>	<b>Type of Application</b>	<b>Type of Certification Request</b>		
<b>Certification Request (Check Applicable)</b>	<input type="checkbox"/> <b>Original</b> <input type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> <b>Add Area</b>	<input type="checkbox"/> <b>Standard</b> <input type="checkbox"/> <b>General (civilian)</b> <input type="checkbox"/> <b>I certify I have read and understand the disqualifiers on Page 1 of the instructions**</b>	<input type="checkbox"/> <b>Provisional</b>	
<b>SECTION 3</b>	I hereby recommend that the certificate requested be awarded. To the best of my knowledge the applicant possesses the personal and professional attributes necessary for the successful performance of the duties of instructor for law enforcement.			
<b>Recommending Chief Law Enforcement Officers Statement</b>	<b>Signature of Chief Law Enforcement Officer/Chief of Police</b>		<b>Department</b>	<b>Date signed</b>
	<b>NO SIGNATURE STAMPS</b>			
	_____			
	<b>Print Name</b>			
<b>SECTION 4</b>	I have read and signed this form and attest that the information provided herein is true and accurate to the best of my knowledge. I understand that intentionally making a false written statement that I do not believe to be true with the intent to mislead a public servant in the performance of their official functions on a form bearing this notice is punishable by law. False Statement in the 2nd degree, under Connecticut General Statute § 53a-157b, is a class A Misdemeanor			
<b>Applicants Statement</b>	_____		_____	_____
	<b>Signature of Applicant</b>		<b>Rank</b>	<b>Date Signed</b>

**SECTION 5  
ACADEMIC EDUCATION**

Do you have a High School Diploma?

Yes       No

Do you have a G.E.D. (General Equivalency Diploma) ?

Yes       No

**College Education**

College, University or Trade school Name/State	Major	Dates Attended	Semester	
			Hrs	Degree/Certification

**SECTION 6  
LAW ENFORCEMENT TRAINING & EDUCATION**

List all professional development & training courses. Include all Method of Instructional Courses

School Name and Course Titles	Course Hrs	Date Completed

**SECTION 7  
EMPLOYMENT HISTORY (law enforcement experience)**

List any professional experience you have had in any phase of law enforcement including patrol, supervisory or administrative areas. Start with most recent first

AGENCY	Rank	Dates of Employment	Supervisor

**SECTION 8  
INSTRUCTIONAL EXPERIENCE**

**RENEWAL APPLICANTS PLEASE USE PAGE 4 FOR INSTRUCTIONAL EXPERIENCE**

Course Taught	Hours	Dates Taught	Location

100 Introduction to Law Enforcement (AREAS APPLYING FOR MUST BE CIRCLED)							
100-A	Orientation to Basic Training	103	Police Authority & Discretion	105	Community Researchy Project		
102	Police Ethics and Moral Issues	104	History of Policing & Civil Rights Movement				
200 Police and the Law (AREAS APPLYING FOR MUST BE CIRCLED)							
201	Constitution Law	205	Immigration Law	208-A	Search Warrant Preparation	212	Courtroom Testimony & Demeanor
202	Connecticut Liquor Laws	206	Laws of Evidence	209	Use of Force	212-A	Mock Trial
203	Civil Liability	207	Laws of Arrest	210	Hunting Laws	213	Landlord Tenant Disputes
204	Connecticut Criminal Law	208	Search and Seizure	211	Weapons & Permits		
300 Practical Police Skills (AREAS APPLYING FOR MUST BE CIRCLED)							
301	Firearms	302-D	Use of Less Lethal Force (Chem/Spec Munitions)	306-B	Defensive Tactics	308-D	Vehicle Control
301-A	Decision Shooting	304	Medical Response Technician	307	Practical Skills Day (Academy Staffs ONLY)	308-E	Pursuit Driving
301-B	Patrol Rifle	304-A	General Medical	308	Driver Training/Program Introduction & Space Management	308-F	Pursuit Driving Practical (Skill)
301-C	Low Light/No Light	305	Water Safety	308-A	Driver Simulators	309	EVOG
302-A	Use of Less Lethal Force (Baton)	306	Officer Safety/Mechanics of Arrest and Control	308-B	Time/Space Management	310	Physical Fitness
302-B	Use of Less Lethal Force (OC)	306-A	Handcuffing	308-C	Backing and Parking	312	De-Escalation Training
302-C	Use of Less Lethal Force(EDW) Electronic Defense Weapon						
400 Human Relations (AREAS APPLYING FOR MUST BE CIRCLED)							
401	Human Behavior/Interpersonal Communications	406	Supervisor/Subordinate Relations	412	Cultural Awareness & Diversity	417	Anti-Racism
402	Stress Management	407	Substance Abuse Issues	413	Fair & Impartial Policing	418	Community Forum
403	Police and the Public	409	Victim/Witness Advocacy	414	Blue Courage	419	Implicit Bias
404	Juvenile Law/Dealing with Juveniles	410	Law Enforcement & Citizens with Special Needs	415	Mental Health First-Aid		
405	Suicide Recognition, Management & Intervention	411	Conflict Management	416	Procedural Justice		
500 Criminal Investigations (AREAS APPLYING FOR MUST BE CIRCLED)							
501	Principles of Investigations	502-C	Criminalistics	510-A	Narcotics Field Testing	518	Child Abuse & Neglect
501-A	Surveillance & Informants and Intelligence	502-D	Body Worn/Dashboard Cameras	512	Sexual Assault/Rape Crisis	520	Arson Awareness
501-B	Identification of Suspects, Crimes Against People, Crimes Against Property and Public Policy	503	Interviewing Techniques & Skills/Admissions & Confessions	514	Gambling, Organized Crime	524	Crimes Motivated by Bigotry & Bias
502	Crime Scene Processing	509	Explosives/Incendiary Devices	514-A	Prostitution & Human Trafficking	526	Drug Endangered Children
502-A	Fingerprinting	509-A	Terrorism and the Suicide Bomber	515	Case Preparation		
502-B	Photography	510	Identification and Evidence Collection of Drugs	517	Motor Vehicle Theft		
600 Patrol Procedures (AREAS APPLYING FOR MUST BE CIRCLED)							
601	Accident Investigation	607	Domestic Violence	612	Preparation and Techniques	622	PPE (In-Svc. Only)
602	Problem Oriented Policing	608	Hazardous Materials	614	Collect System	623	Traffic Direction & Control
602-A	Computer Crime Familiarization	608-A	Electrical Emergencies	615	Weapons of Mass Destruction for Law Enforcement	623-A	Work Zone Safety
603	Crime Prevention	608-B	Blood Borne Pathogens (In-Svc. Only)	616	Vehicle Stop Techniques	624	Gangs and Gang Violence
604	Crimes in Progress	609	Principles & Operations Radar/Laser (In-Svc. Only)	617	Civil Complaints & Service Calls	625	Missing Persons
604-A	Building Search/Active Aggressor	610	Impaired Driving	618	Note Taking & Report Writing	626	Critical Incident Response Training
604-B	Stopping Suspicious Persons	610-A	Intoximeter Certification	619	The Laws and Policies of Roadblocks	627	National Incident Management System
605	Handling Animals	610-B	DMV Per se Hearings	620	K-9 Teams	628	OBTS/CISS
606	Crowd Control/Civil Disorder	611	Motor Vehicle Law & Enforcement	621	Seized Property	629	Blue on Blue Off Duty Encounters
700 Supervision (In-Service) (AREAS APPLYING FOR MUST BE CIRCLED)							
701	Introduction To Supervision	705	Field Training Responsibility	710	Evaluation of Officer's Reports		
703	Leadership	709	Crisis Decision Making				
800 Middle Management (In-Service) (AREAS APPLYING FOR MUST BE CIRCLED)							
801	Principles of Police Management	806	Decision Making	812	Police Development	816	Selection & Training
802	Reporting/Communication	808	Police Stress	815	Evaluation of Personnel	817	Improving Personnel
900 Executive Management (In-Service) (AREAS APPLYING FOR MUST BE CIRCLED)							
901	Personnel Management	902	Organizational Development	903	Principles of Police Organization	904	Planning and Development

INSTRUCTOR RENEWAL ACTIVITY SHEET

**ONLY LIST AREAS THAT YOU ARE POSTC CERTIFIED TO TEACH**

Applicants Name: \_\_\_\_\_

Department: \_\_\_\_\_

**LESSON PLAN (S) AND TRAINING MATERIALS**

*Any area that comes with a finite expiration date ( e.g. State Licenses, Manufacturer Certificates) are not renewable for recertification if you allow them to expire. Should your outside certification expire within the one or three year POSTC certification period, it is your responsibility to keep all certificates and training current throughout this period of certification.*

I Certify that all areas I am certified through POSTC to teach and that come with a finite expiration date are current.

Initial Box

I Certify the lesson plan and training material used in each of the instructional areas that I am certified to teach, has been reviewed and updated to reflect changes in applicable law, law enforcement best practices and advances in areas of specialization.

ACTUAL Day Course Taught	List Sponsoring Police Department ONLY	Area	Hours Taught
<i>example (1-5-2009)</i>	<i>example (Darien Police Department)</i>	<i>example (302) (302a)</i>	<i>example (5 hrs)</i>

*FOR POSTC USE ONLY  
Certification Division Action*

*Credentials Reviewed and Verified*

YES                      NO

*Certificate Issued (Level)*

*Recommendations*

*Area Endorsements Approved*

*Area Endorsements Denied*