

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 original and add area 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 their instructor certificate; or Has been found to have had their 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
Email: 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 evidence of meeting the following requirements in addition to meeting the general conditions for certification (Section 7-294e-12(a) of the Regulations of State Agencies)

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 unit's 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 Section 7-294e-12 of the Regulations of State Agencies, 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, 209, 301, 301A, 301B, 301C, 302A, 302B, 302C, 302D, 304, 306, 306A, 306B, 308A, 309, 509A, 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 except sections 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 section 3.

2. All Currently certified instructors that would like to **add on an endorsement** should complete all parts of the application except sections 5,6,7 and 8 need only be updated. Be certain that the area of choice is indicated/circled on page 3 or 3A. Return the full application (5 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 section 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 carriejo.mcguffey@Ct.gov

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. **NO SIGNATURE STAMPS ACCEPTED.**

3. RENEWAL APPLICANTS: You must complete **ALL PARTS** of the application except sections 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 sections 5, 6, 7, and 8 unless they need to be updated. Lesson Plans must also be submitted

SECTION 1 Personal Information		Applicants Name (Last) (First) (Middle)	SS# Last Four Digits	Office Phone
INSTRUCTOR No.		Home Address (no. & street) (city or town) (state) (zip code)	Date of Birth	Cell Phone
		Department Address (no. & street) (city or town) (state) (zip code)	E-Mail Address	
SECTION 2 Request (Check Applicable)		Type of Application <input type="checkbox"/> Original (Attach lesson plan(s)) <input type="checkbox"/> Renewal <input type="checkbox"/> Add Area (Attach lesson plan(s))	Type of Certification Request <input type="checkbox"/> Standard <input type="checkbox"/> Provisional <input type="checkbox"/> General (civilian) <input type="checkbox"/> I certify I have read and understand the disqualifiers on Page 1 of the instructions**	
SECTION 3 Chief Law Enforcement Officers Statement		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 sucessful performance of the duties of instructor for law enforcement.		
		Signature of Chief Law Enforcement Officer/Chief of Police NO SIGNATURE STAMPS	Department	Date signed
SECTION 4 Applicants Statement		Print Name 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 Genreral Statute § 53a-157b, is a class A Misdmenaor		
		Signature of Applicant	Rank	Date Signed

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 &instructor level training courses. Include all Method of Instruction 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
OTHER 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)				
100A	Orientation to Basic Training	103	Police Authority & Discretion	105	Community Research Project		
102	Police Ethics & 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	208A	Search Warrant Preparation	211	Weapons & Permits
202	Connecticut Liquor Laws	206	Laws of Evidence	209	Use-of-Force	212	Courtroom Testimony & Demeanor
203	Civil Liability	207	Laws of Arrest	209P	Use-of-Force (Train the Trainer)	212A	Mock Trial
204	Connecticut Criminal Law	208	Search and Seizure	210	Hunting Laws	213	Landlord Tenant Disputes
300 Practical Police Skills			(AREAS APPLYING FOR MUST BE CIRCLED)				
301	Firearms	302A	Baton	304A	General Medical	307	Practical Skills Day (Academy Staff ONLY)
301A	Decision Shooting	302B	OC & Aerosols	305	Water Safety	308A	Driver Simulators
301B	Patrol Rifle	302C	Electronic Defense Weapon (EDW)	306	Officer Safety & Mechanics of Arrest and Control	309	EVOC
301C	Low Light/No Light	302D	Chem/Spec Munitions	306A	Handcuffing	310	Physical Fitness
301P	Firearms (Train-the-Trainer)	304	Medical Response Technician	306B	Defensive Tactics	312	De-Escalation Training
400 Human Relations			(AREAS APPLYING FOR MUST BE CIRCLED)				
401	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	LE & 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	502C	Criminalistics	510A	Narcotics Field Testing	518	Child Abuse & Neglect
501A	Surveillance, Informants and Intelligence	502D	BWC/In-car Cameras	512	Sexual Assault & Rape Crisis	520	Arson Awareness
501B	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	514A	Prostitution & Human Trafficking	526	Drug Endangered Children
502A	Fingerprinting	509A	Terrorism & Suicide Bombers	515	Case Preparation		
502B	Photography	510	Identification & 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/Techniques	622	PPE (APR Etc.)
602	Problem Oriented Policing	608	Hazardous Materials	614	Collect System	623	Traffic Direction & Control
602A	Computer Crime Familiarization	608A	Electrical Emergencies	615	Weapons of Mass Destruction	623A	Work Zone Safety
603	Crime Prevention	608B	Blood Borne Pathogens	616	Vehicle Stop Techniques	624	Gangs and Gang Violence
604	Crimes in Progress	609	Principles & Operations Radar/Laser	617	Civil Complaints & Service Calls	625	Missing Persons
604A	Building Search & Active Aggressor	610	Impaired Driving	618	Note Taking & Report Writing	626	Critical Incident Response
604B	Stopping Suspicious Persons	610A	Intoximeter Certification	619	Laws and Policies of Roadblocks	627	National Incident Management System
605	Handling Animals	610B	DMV Per se Hearings	620	K-9 Teams	628	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	702P	Methods of Instruction (Train the Trainer)	705	Field Training Officer (FTO) Responsibility	709	Crisis Decision Making
702	Basic Methods of Instruction (MOI)	703	Leadership	705P	FTO (Train-the-Trainer)	710	Evaluating Officer's Reports
800 Middle Management (In-Service)		(AREAS APPLYING FOR MUST BE CIRCLED)					
801	Principles of Police Management	806	Decision Making	812	Policy 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 & 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 etc.) 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.

10 of 10

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

Initial Box

10 of 10

I Certify the lesson plan(s) and training materials used in each of the instructional areas that I am certified to teach, has been reviewed and updated within the past twelve (12) months to reflect changes in applicable law, law enforcement best practices and advances in areas of specialization and are on file at my sponsoring agency.

Initial Box