



**CAREER-LEVEL
CERTIFICATION
APPLICATION**

WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION
19010 1ST AVENUE S. BURIEN, WA 98148
(206) 835-7332 FAX (206) 835-7926

PLEASE TYPE OR PRINT CLEARLY. DO NOT ABBREVIATE.

To apply for Career-Level Certification, please complete all of the following information, and be sure to enclose all necessary documentation including an **Agency Organizational Chart**. Incomplete applications will be returned without processing.

(Last)	(First)	(MI)
Social Security Number		Current Rank or Title
Agency Name		Agency Phone Number
Agency Mailing Address	City	State Zip

CERTIFICATION REQUESTED

Middle Management – WAC 139-25-110 (1)(b)

NOTE: Please carefully review WAC 139-25-110 to make sure you meet the requirements for the certification for which you are applying.

CRIMINAL JUSTICE WORK EXPERIENCE

Agency	Dates	Rank/Position

FOR COMMISSION USE ONLY	Received: _____
	Approved _____ Not Approved _____
	MTRS _____ CLC DB _____
	Letter/Cert _____
	Mailed _____

CORE COURSES/CERTIFICATION COMPLETED

(Applicant must provide certificates of completion, agency training record or CJTC's training record) Training must have been completed within 4 years of this application being submitted. Skills, knowledge and abilities for each competency are listed in detail on page 3 of this application.

CERTIFICATION

Middle Management Date Completed: _____

PLANNING AND MANAGEMENT

Course Title:	
Hours:	Date Completed:

COMMITMENT TO SAFETY

Course Title:	
Hours:	Date Completed:

COMMUNICATIONS

Course Title:	
Hours:	Date Completed:

ETHICS AND INTEGRITY

Course Title:	
Hours:	Date Completed:

CRITICAL THINKING AND PROBLEM SOLVING

Course Title:	
Hours:	Date Completed:

LEADERSHIP

Course Title:	
Hours:	Date Completed:

INTERPERSONAL SKILLS

Course Title:	
Hours:	Date Completed:

SERVICE ORIENTATION

Course Title:	
Hours:	Date Completed:

Planning and Management	<ul style="list-style-type: none"> • Managing internal and external customer needs • Planning and budgeting • Identifying short and long term organizational goals • Grants, application and oversight 	<ul style="list-style-type: none"> • Setting Priorities effective • Employee promotions and transfers • Managing critical incidents • Problem solving and contingency planning • Data analysis and intelligence
Commitment to Safety	<ul style="list-style-type: none"> • Selection of training to enhance safe operations • Enforcement and oversight of high risk policies and practices 	<ul style="list-style-type: none"> • Evaluations of new equipment • Promoting employee safety and wellness • Understanding, identifying and managing risk
Communications	<ul style="list-style-type: none"> • Developing written and oral communications • Providing communications training • Developing good listening skills • Ensuring vertical and horizontal communications • Developing good interagency communications 	<ul style="list-style-type: none"> • Presentation of new ideas and concepts to critical groups • Providing the opportunity for others to have meaningful input • Serving as a role model for your organizations' values • Supporting and managing change
Ethics and Integrity	<ul style="list-style-type: none"> • Conducting yourself within ethical principles • Maintaining fair and consistent management practices • Holding yourself and your agency to a higher standard 	<ul style="list-style-type: none"> • Establishing clear goals and expectations • Demonstrating pride in the profession • How to recognize and reward good performance • Timely and appropriate disciplinary action
Critical Thinking and Problem Solving	<ul style="list-style-type: none"> • Commitment to an action • Demonstrating a logical thought process • Develop alternative approaches for overcoming obstacles or problems 	<ul style="list-style-type: none"> • Responding logically and decisively • Demonstrating your capacity for self-reflection and critical reexamination of your beliefs, values and conclusions
Leadership	<ul style="list-style-type: none"> • Objective consideration of other ideas and opinions • Encourage partnerships and team work • Inspire and positively influence others • Provide confident vision and direction • Taking responsibility for delivering on commitments 	<ul style="list-style-type: none"> • Engage in effective conflict resolution • Your role in the employment and termination process • Delegating responsibility with associated authority • How to remain visible and approachable with others • Gaining support and buy-in through participation of others
Interpersonal Skills	<ul style="list-style-type: none"> • Interacting sensitively and respectfully with individuals • How to foster mutual respect and understanding • Working effectively in teams • Demonstrating trust, sensitivity, and mutual respect 	<ul style="list-style-type: none"> • Identification and resolution of issues through consultation, negotiations and consensus building • Effective conflict resolution • Effective negotiations
Service Orientation	<ul style="list-style-type: none"> • Building strong customer relationships • Ensuring the delivery or quality service • Understanding perception and how it effects attitudes 	<ul style="list-style-type: none"> • Managing ICS process • Knowing and understanding the community's needs and resources • Knowing and understanding the political environment

