

CJTC Instructor Certification Program Apprenticeship Guide

The WSCJTC Instructor Apprenticeship Program is a hands-on training program in which potential instructors can develop the skills they need to be an effective and competent trainer. A person taking apprenticeship training is called an apprentice. This is a non-paid position.

The following guide is intended for the use of the Washington State Criminal Justice Training Commission Instructor Certification Program Instructor cadre who are responsible for training apprentices. The purpose of this guide is to provide clear expectations of apprentice and instructor responsibility and to provide a checklist to assist instructors in their role as an apprenticeship trainer.

Both the WSCJTC and apprentices will benefit from apprenticeship training. The WSCJTC helps create a pool of skilled instructors who can help meet the agency's need in delivering effective training. The apprentices receive training that will start their careers as certified instructors.

A. Instructor Apprenticeship Requirements:

An instructor applicant shall serve an apprenticeship and be evaluated by a fully certified instructor. The purpose of the apprenticeship is to provide an evaluation of the applicant's instructional abilities

1. The apprenticeship shall
 - a. Occur after the successful completion of the Commission's instructor development course, an approved equivalent instructor development course, or receipt of a waiver; and will be non-paid.
 - b. Be conducted under the supervision and evaluation of a Washington certified instructor who possesses at least three years of experience as a certified instructor in the topic of apprenticeship instruction.
 - c. Consist of successfully presenting all critical and/or core curricula areas of the specific course. The results shall be recorded on an Instructor Evaluation Checklist, and a copy maintained as part of the applicant's instructor file.
 - d. At their discretion, the division manager of the assigned training division or their designee may require the instructor applicant to complete additional hours specific to the nature of or needs of the subject area and the applicant's instructional abilities; but may not waive the requirement for evaluation from a tenured, certified instructor in the relevant subject matter.

B. Apprentices Role and Responsibilities

1. Apprentices must prove to the CJTC that they are competent in the skills described in the instructor certification standards established by the Commission.
2. Once an apprentice has demonstrated these skills and completed the required on-the-job training, they may apply for instructor certification.
3. Apprentices who successfully complete the Apprenticeship Program and meet all the Instructor Certification Program requirements will be eligible to receive an instructor certificate. The certificate will indicate that the apprentice's skills and knowledge meet the standards set forth by the Commission for either General Instructor Certification or Specialized Instructor Certification.

C. Certified Instructor Responsibilities

1. Thoroughly know the curricula you are responsible for instructing and serve as a positive role model for the apprentice.
2. Communicate your expectations with apprentices before the beginning of the program. Clearly convey their areas of responsibility for instruction, exercises, and other matters affecting instruction of the course.
3. Provide a positive and safe learning environment for the apprentice.
4. Describe and discuss with the apprentice ethics and legal liability issues related to training.
5. Demonstrate and model effective interpersonal skills as outlined on the Instructor Evaluation Checklist.
6. Effectively demonstrate how to select, develop, and use appropriate training and job aids when applicable. The instructor's training program should be designed to incorporate student participation as well as lecture so you meet the needs of every learning style. Additionally, the principles of adult learning should be incorporated into classroom instruction and apprenticeship responsibilities.
7. Evaluate the apprentice to ensure they have the skills, knowledge and abilities needed to effectively teach the subject area solely. At the end of the apprenticeship, the instructor should have discussed and demonstrated all of the competencies listed on the Instructor Evaluation Checklist.
8. At the conclusion of the apprenticeship, complete the Instructor Evaluation Checklist, sign, and return the form to the Instructor Certification Program Manager.