



**CAREER-LEVEL  
CERTIFICATION  
APPLICATION**

WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION  
19010 1ST AVENUE S. BURIEN, WA 98148  
(206) 835-7340

**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**.

**ALL APPLICATIONS MUST BE SIGNED, SCANNED AND SUBMITTED VIA EMAIL to:**  
[registrar@cjtc.state.wa.us](mailto:registrar@cjtc.state.wa.us)

Incomplete applications will be returned without processing.

|  |  |                |                              |              |                                  |
|--|--|----------------|------------------------------|--------------|----------------------------------|
| <b>(Last)</b>                                      |  | <b>(First)</b> |                              | <b>(MI)</b>  |                                  |
| <b>Social Security Number (only Last 5 Digits)</b> |  |                | <b>Current Rank or Title</b> |              | <b>Promotion Date</b><br>_/_/___ |
| <b>Agency Name</b>                                 |  |                | <b>Agency Phone Number</b>   |              |                                  |
| <b>Agency Mailing Address</b>                      |  |                | <b>City</b>                  | <b>State</b> | <b>Zip</b>                       |

**CERTIFICATION REQUESTED**

Executive Certification: Non-Mandated

**CRIMINAL JUSTICE WORK EXPERIENCE**

| Agency | Dates | Rank/Position |
|--------|-------|---------------|
|        |       |               |
|        |       |               |
|        |       |               |

**FOR COMMISSION USE ONLY**

Received: \_\_\_/\_\_\_/\_\_\_

Approved                      Not Approved

Entered \_\_\_\_\_ Letter/Cert \_\_\_\_\_

Mailed \_\_\_/\_\_\_/\_\_\_

**CORE COURSES/CERTIFICATION COMPLETED**

Applicant must provide certificates of completion, agency training record or CJTC's training record. Please check the appropriate boxes below and put completion dates that represent your 80 hours of required training. If you are using 40 hours of elective training that is not one of the suggested courses below then please fill in the category section below. The elective training does not need to address all categories listed, these are only desired topic areas.

**CERTIFICATION**

- Command College (CJTC/FBI) Date Completed: \_\_\_\_\_
- Executive Leadership Academy (CJTC/Seattle University) Date Completed: \_\_\_\_\_
- FBI National Academy Date Completed: \_\_\_\_\_
- Northwestern Command College Date Completed: \_\_\_\_\_
- FBI LEEDA Date Completed: \_\_\_\_\_
- Leadership in Police Organizations (LPO) Date Completed: \_\_\_\_\_
- FBI National Executive Institute (NEI) Date Completed: \_\_\_\_\_
- Police Executive Leadership Forum Senior Management Institute for Police (SMIP)  
Date Completed: \_\_\_\_\_
- 40 Hours of other executive leadership training within three years of application date:  
Title \_\_\_\_\_ 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: |

**Categories Defined:**

|                                |  |  |
|--------------------------------|--|--|
| <b>Planning and Management</b> | <ul style="list-style-type: none"> <li>Managing internal and external customer needs</li> <li>Planning and budgeting</li> <li>Identifying short and long term organizational goals</li> <li>Grants, application and oversight</li> </ul>   | <ul style="list-style-type: none"> <li>Setting Priorities effective</li> <li>Employee promotions and transfers</li> <li>Managing critical incidents</li> <li>Problem solving and contingency planning</li> <li>Data analysis and intelligence</li> </ul>                                   |
| <b>Commitment to Safety</b>    | <ul style="list-style-type: none"> <li>Selection of training to enhance safe operations</li> <li>Enforcement and oversight of high risk policies and practices</li> </ul>  | <ul style="list-style-type: none"> <li>Evaluations of new equipment</li> <li>Promoting employee safety and wellness</li> <li>Understanding, identifying and managing risk</li> </ul>   |
| <b>Communications</b>          | <ul style="list-style-type: none"> <li>Developing written and oral communications</li> <li>Providing communications training</li> <li>Developing good listening skills</li> <li>Ensuring vertical and horizontal communications</li> <li>Developing good interagency communications</li> </ul> | <ul style="list-style-type: none"> <li>Presentation of new ideas and concepts to critical groups</li> <li>Providing the opportunity for others to have meaningful input</li> <li>Serving as a role model for your organizations' values</li> <li>Supporting and managing change</li> </ul> |
| <b>Ethics and Integrity</b>    | <ul style="list-style-type: none"> <li>Conducting yourself within ethical principles</li> <li>Maintaining fair and consistent management practices</li> </ul>  | <ul style="list-style-type: none"> <li>Establishing clear goals and expectations</li> <li>Demonstrating pride in the profession</li> <li>How to recognize and reward</li> </ul>  |

|  |   |   |
|--|---|---|
|  | <ul style="list-style-type: none"> <li>• Holding yourself and your agency to a higher standard</li> </ul>   | <ul style="list-style-type: none"> <li>• good performance</li> <li>• Timely and appropriate disciplinary action</li> </ul>  |
| <b>Critical Thinking and Problem Solving</b> | <ul style="list-style-type: none"> <li>• Commitment to an action</li> <li>• Demonstrating a logical thought process</li> <li>• Develop alternative approaches for overcoming obstacles or problems</li> </ul>   | <ul style="list-style-type: none"> <li>• Responding logically and decisively</li> <li>• Demonstrating your capacity for self-reflection and critical reexamination of your beliefs, values and conclusions</li> </ul>   |
| <b>Leadership</b>                            | <ul style="list-style-type: none"> <li>• Objective consideration of other ideas and opinions</li> <li>• Encourage partnerships and team work</li> <li>• Inspire and positively influence others</li> <li>• Provide confident vision and direction</li> <li>• Taking responsibility for delivering on commitments</li> </ul> | <ul style="list-style-type: none"> <li>• Engage in effective conflict resolution</li> <li>• Your role in the employment and termination process</li> <li>• Delegating responsibility with associated authority</li> <li>• How to remain visible and approachable with others</li> <li>• Gaining support and buy-in through participation of others</li> </ul> |
| <b>Interpersonal Skills</b>                  | <ul style="list-style-type: none"> <li>• Interacting sensitively and respectfully with individuals</li> <li>• How to foster mutual respect and understanding</li> <li>• Working effectively in teams</li> <li>• Demonstrating trust, sensitivity, and mutual respect</li> </ul>   | <ul style="list-style-type: none"> <li>• Identification and resolution of issues through consultation, negotiations and consensus building</li> <li>• Effective conflict resolution</li> <li>• Effective negotiations</li> </ul>  |
| <b>Service Orientation</b>                   | <ul style="list-style-type: none"> <li>• Building strong customer relationships</li> <li>• Ensuring the delivery or quality service</li> <li>• Understanding perception and how it effects attitudes</li> <li>• Managing critical incidents</li> </ul>  | <ul style="list-style-type: none"> <li>• Managing ICS process</li> <li>• Knowing and understanding the community's needs and resources</li> <li>• Knowing and understanding the political environment</li> </ul>  |

**Applicant:** I affirm that the above information is true and correct. I understand that falsification of information on this document is a violation under RCW 43.101.105 (b) and may constitute action to revoke my peace officer certification.

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Print Name of Applicant

Signature

Date