

	Washington State Criminal Justice Training Commission POLICY AND PROCEDURE	Policy Number	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revised Policy	Date of Original Issue
		Pages	Date of Revision	Scheduled Review
Authorizing Source: <i>WAC 357-01-025</i>		1301	03/2010	March 1, 2005
Subject Academy Operations Instructor Certification Program		11	Contact DTS Manager	Month May
Authorizing Source: <i>WAC 357-01-025</i>		ACA: CALEA: <i>1.1.3, 8.5.1, 8.5.2</i>		
Subject Academy Operations Instructor Certification Program		By Authority Of Michael D. Parsons Executive Director		

I. PURPOSE:

This policy defines and describes the types of certified instructors, the requirements, basic qualifications, and limitations imposed upon instructors, and the criteria for evaluating certified instructors.

II. POLICY:

The Washington State Criminal Justice Training Commission (WSCJTC) requires instructors to meet minimum standards before teaching sponsored courses. To maintain the quality of our instructional staff, all TAC officers, contractors, and Academy staff who teach must be certified through the Instructor Certification Program.

III. DEFINITIONS:

For purposes of policy administration, the following definitions apply:

Division Manager – WSCJTC staff responsible for the management of an agency division.

Agency Administrator – the chief administrator of any criminal justice agency and specifically includes any Chief of Police, Sheriff, or agency director. “Agency Administrator” also includes a designee formally appointed in writing by the agency administrator.

Appointing Authority – an individual lawfully authorized to appoint, transfer, layoff, reduce, dismiss, suspend, or demote employees.

Apprenticeship – a period of supervised instruction, occurring after satisfactory completion of an approved instructor development course, wherein the instructor candidate is evaluated by a certified instructor during approved instruction.

Instructor Certification Board – a board made up of the Managers of each division of WSCJTC to review instructor applications and approve/disapprove applicants for certification.

Criminal Justice Agency – any government agency, or identifiable sub-unit, which has one or more of the following principal duties: the prevention, detection, and investigation of crime; the apprehension, detection, and prosecution of alleged offenders; the confinement or correctional supervision of accused or convicted persons; or the administrative or technical support of these functions.

Executive Director – the Director of the WSCJTC.

Instructor – an individual who has complied with all of the applicable standards for certification or recertification contained herein and is eligible to instruct, teach or lecture approved or mandated WSCJTC training.

Sponsored Training – courses developed by or for the WSCJTC and for which the WSCJTC is responsible for the content, and delivery of the course

IV. SCOPE:

Any person instructing a sponsored WSCJTC training course or program as an instructor, teacher, professor, or lecturer must first be certified by the WSCJTC as an instructor unless specifically exempted under section VI.

Those involved in acting or evaluating mock scenarios are not considered instructors for the purposes of this policy. Neither does this policy apply to those who assist as monitors, safety officers, or skill assessors under the direction and supervision of a certified Specialized Instructor.

Criteria for these assistants and assessors will be set by the program manager in the relevant skill area.

V. PROCEDURE:

The WSCJTC certifies instructors under the following categories:

- General Instructor Certification
- Psychomotor Skills Instructor Certification
- Professional Lecturer Certification

Instructor certification is granted on the basis of documented qualifications of experience, education, and training.

In addition to all other requirements of this section, each instructor certified by the WSCJTC to teach a WSCJTC course shall remain competent in their specific or specialty areas. Such competence includes remaining current in the instructor's area of expertise, which *may* be demonstrated by attending and successfully completing continuing education courses approved by the WSCJTC.

The WSCJTC may notify an applicant for instructor certification or a certified instructor if a deficiency appears to exist; and attempt, in an advisory capacity, to assist the person to correct the deficiency.

A. Minimum Standards For Instructors

General Instructor Certification

For individuals who have professional or proficiency skills in a field directly related to criminal justice, this certification:

- Requires a high school diploma or high school equivalency certificate (GED).
- Requires the applicant to be instructional staff of WSCJTC or a current or retired employee of a criminal justice agency.
- Requires a minimum of three years experience in a criminal justice agency.
- Requires the applicant to have successfully completed the WSCJTC's 40-hour instructor development course (#2001), or an approved equivalent instructor development course so determined by the WSCJTC, or receive a waiver (by applicant's written request) from the manager of the Development, Training, & Standards division based on previous training experience and an in-person evaluation of training competence
- Requires the applicant to serve an apprenticeship with a certified instructor until the applicant demonstrates the ability to successfully instruct without supervision. The certified instructor must document the successful completion of the apprenticeship on the Instructor Evaluation Form
- Does not authorize an individual to instruct or qualify others in mandated firearms, defensive tactics, emergency vehicle operations, or any other psychomotor skill area specified by the WSCJTC

Psychomotor Skills Instructor Certification

The WSCJTC may issue a Psychomotor Skills Instructor Certification to an applicant who has developed specific motor-skills and abilities by virtue of special training and demonstrated experience for defensive tactics, firearms, emergency vehicle operations, radar, or any other skill area specified by the WSCJTC.

This type of certification is **limited** in subject matter and awarded to applicants on the basis of their education, specialized training and experience in the subject area to be instructed. This certification:

- Requires a high school diploma or high school equivalency certificate (GED).
- Requires the applicant to be instructional staff of WSCJTC or a current or retired employee of a criminal justice agency.
- Requires a minimum of three years experience in a criminal justice agency.
- Requires the applicant to have successfully completed the WSCJTC's 40-hour instructor development course (#2001), or an approved equivalent instructor development course so determined by the WSCJTC, or receive a waiver (by applicant's written request) from the manager of the Development, Training, & Standards division based on previous training experience and an in-person evaluation of training competence
- Requires the applicant also to have successfully completed specialized instructor training in the subject area for which certification is being sought as determined by the program manager
- Requires the applicant to serve an apprenticeship with a certified instructor until the applicant demonstrates the ability to successfully instruct without supervision. The certified instructor must document the successful completion of the apprenticeship on the Instructor Evaluation Form.

Professional Lecturer Certification

The WSCJTC may issue Professional Lecturer Certification to individuals who, by virtue of academic degrees and professional expertise, have developed special knowledge in a subject area they are instructing. This may include but not be limited to members of the bar, medical profession, psychologists, and public administrators.

- Must be a graduate of an accredited law school, medical school, or other school accredited for awarding degrees in formally recognized professions acceptable to the WSCJTC; and
- Provide a letter of reference from an agency administrator or the administrator of a Board-certified school who can:
 - i. Recommend the applicant for certification as a professional lecturer.
 - ii. Describe the applicant's expected participation, topic areas, duties, and responsibilities in a delivery of criminal justice training conducted by the academy, school, or department.
 - iii. Describe the positive attributes the applicant possesses that would enhance the delivery or presentation of a criminal justice training program.
- Demonstrate instructional ability by:
 - i. Successfully completing WSCJTC's 40-hour instructor development course (#2001) or an approved equivalent instructor development course so determined by the WSCJTC.; or
 - ii. Submitting a community college or university teaching certificate; or
 - iii. If nominated as a specialist, providing documentation that clearly demonstrates expertise and ability in a special field.

B. Equivalent Instructor Development Course Requirements

If an individual holds a current or non-expiring, valid, and equivalent instructor certification from another state or the military they *may* be considered waived from the requirement to complete the WSCJTC's 40-hour instructor development course (#2001). Completion of an equivalent instructor development course is acceptable if there is documentation of training in all the following topics contained in the course:

- Performance objective development
- Liability and ethics of instructors
- Adult learning theory
- Instructional techniques and methods
- Role of the instructor
- Selecting and using training aids
- Evaluation and measurement of performance
- Demonstration of instructional ability thru evaluated presentations

Documentation must be submitted with the original application packet.

Waiver of Instructor Development Requirement

In addition, an applicant may be waived from attending Instructor Development if one or more of the following circumstances exist:

1. If an applicant is a full-time or adjunct instructor for an accredited college or university
2. If an applicant is a full-time vocational-technical instructor
3. If the applicant has received a waiver from the manager of the Development, Training, & Standards division based on previous training experience and an in-person evaluation of training competence. A copy of the waiver response will be included in the subject's ICP file and will include:
 - a. Relevant information regarding education, training, and/or experience indicating the applicant has adequate skills to meet all standards without having completed an approved Instructor Development course
 - b. Documentation of evaluation of the applicant's skills through direct observation

A waiver from attending WSCJTC's 40-hour Instructor Development course does not waive an applicant from the requirement to successfully complete an apprenticeship for certification to teach the courses being applied for.

C. Instructor Apprenticeship Requirements

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

1. The apprenticeship will:
 - a. Occur after the successful completion of the WSCJTC's instructor development course (#2001) or an approved equivalent instructor development course as determined by the WSCJTC (unless waived) and will be non-paid.
 - b. Be conducted under the supervision and evaluation of a WSCJTC certified instructor who possesses at least three years of experience as an 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 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.

D. Application for Instructor Certification

Application for instructor certification must be received by the WSCJTC within twelve months of completion of the course apprenticeship for which certification is requested. The application packet should include:

1. A properly completed Instructor Certification Application
2. If the applicant is currently employed by a criminal justice agency in any capacity, the application must be accompanied by signed letter of support from the Chief of Police, Sheriff, agency administrator or their designee (can be scanned, original or faxed).
3. A letter or endorsement from the program manager(s) for whom the instructor will be teaching classes is required as part of the application packet. This letter can be included by the applicant as part of their submission, or may be sent directly from the program manager to the program administrator.

All applications for original instructor certification are reviewed by an approval board comprised of each division manager. The approval board has the option of certifying, denying certification, or certifying with stipulation.

1. If the approval board determines the application meets the requirements of this policy, the board grants certification, and the applicant receives notification in the form of a certification letter and a certificate. The certification letter specifies the type of certification and stipulated conditions, if any. The certificate names the certified instructor and specifies the type of certification granted.
2. If the approval board determines the application does not meet the requirements of this policy, they specify in writing and forward to the applicant the reasons for denial. The determination will be issued no later than thirty (30) days following receipt of the application, except in instances for cause shown.

Certified instructors may be evaluated by the WSJCTC at any time. Instructors are evaluated on their presentation, knowledge of the subject matter, and for properly following WSCJTC objectives and lesson plans.

E. Instructor Recertification

Instructor certifications are valid for two years; at the end of the two-year period, certification must be renewed to remain valid.

1. Individual instructors must meet all applicable recertification requirements **by the expiration date of their certification**. Applications for recertification will be submitted on the Instructor Recertification Application Form. An Instructional Log must be included in the recertification submission.
2. If the applicant is currently employed by a criminal justice agency in any capacity, the application for recertification must be accompanied by a letter of support from the Chief of Police, Sheriff, agency administrator or their designee (can be scanned, original or faxed).
3. A letter of endorsement from the program manager(s) for whom the instructor will be teaching classes is required in the re-certification packet. This letter can be included by the applicant as part of their submission, or may be sent directly from the program manager to the program administrator.
4. The applicant must attend and successfully complete update or continuing education training as required by the relevant WSCJTC program manager.
5. Individuals who instruct for the WSCJTC must document continued experience and education in their topic area. Competency may be demonstrated by:
 - Instructing or attendance in each of their ICP courses for two classes over a two year period
 - Attending advanced education in the topic area equal to double the time period of their ICP courses
 - Instructing at least 80 hours in a related or similar subject topic during a two year period
 - A combination of instructing and continuing education in their subject area
6. Individuals whose certification expires must comply with all requirements outlined in the minimum standards for instructors , reapply for original certification, and meet all certification requirements that are in effect at that time – including repeating the apprenticeship process.
7. The DTS Division Manager may grant an extension of the time limit for completion of the recertification requirements under the following conditions:

The Chief of Police, Sheriff, or agency administrator presents written notification, if applicable, that the instructor was unable to complete the required submission within the specified time limit due to:

- Illness
- Injury
- Military service
- Special duty assignment required and performed in the public interest
- Leave without pay or suspension pending investigation or adjudication of a crime
- Any other reason documented by the agency administrator

Such reason must be specified and any approval granted will not exceed ninety (90) days.

Requests for extension of the time limit must be requested sixty (60) days or more **prior** to certification expiration.

F. Revocation of Certification:

1. The WSCJTC may deny, suspend or revoke any instructor's certificate to instruct for the Commission when the Commission finds the person has:
 - a. Failed to meet and maintain any of the requirements for qualification.
 - b. Failed to remain current in the person's area(s) of expertise; or has failed to deliver training in a manner consistent with the approved instructor lesson plan.
 - c. Demonstrated unprofessional conduct in the delivery of WSCJTC training.
 - d. Demonstrated instructional incompetence based upon observation and assessment.
 - e. Falsified any WSCJTC report, application, form, or roster.
 - f. Been convicted of a felony
 - g. Been decertified as a peace officer
2. An instructor's certification may be recommended for suspension or revocation for cause upon written request of the Chief of Police, Sheriff, agency administrator, or Academy Director.

3. If an instructor's certification is revoked for any of the listed reasons, notice of this action is sent in writing to the individual by the Deputy Director.
4. The Deputy Director may request an investigation to be conducted by the Commission. Upon conclusion of the investigation, the Deputy Director, sets a hearing date and time to permit the instructor to answer the allegation.
5. After reviewing relevant information, the Deputy Director determines whether the allegation is supported by fact.
6. If the allegation is supported by fact, the Deputy Director may temporarily suspend or permanently revoke the instructor certification.
7. The Deputy Director provides the written findings of fact to the instructor.
8. The decision of the Deputy Director may be appealed to the Executive Director.

An instructor, whose certification is revoked as provided in subsection 1, is not eligible to reapply for certification for a period of three years from the date of revocation.

VI. Exemptions to Certification Requirements

Files will be created and maintained in the Division of Development, Training and Standards (DTS) for individuals exempted under this section.

The following individuals are exempt from the certification requirements:

1. An individual assigned by the division manager, program manager or their designee to instruct in **emergency situations**.
 - a. If an instructor teaches courses because of emergency circumstances, the instructor must be qualified in the specific subject matter to be taught, regardless of the exceptional circumstances. The division manager, program manager or instructor must document the instructor's qualifications on an Instructor Exemption Form, which is maintained on file in DTS.
2. **Qualified Subject Matter Instructors** who are presenting content developed and owned by outside agencies or organizations AND who are qualified by the developing agency or organization's processes to instruct their curriculum, for example – BAC, SFST, DID Instructors (WSP); First Aid, CPR, AED Instructors (American Heart Association); PREA

Instructors (NCTI), NIMS Instructor (FEMA). The program manager or the instructor must document the instructor's qualifications on an Instructor Exemption Form, which is maintained on file in DTS.

3. **Content Expert Presenters:** If an individual is uniquely qualified in a specific subject matter, the division manager may, when applicable, document the instructor's unique qualifications on an (to be revised) Instructor Exemption Form.
 - a. The presentation can be no longer than 8 hours
 - b. The presenter must be audited by an impartial evaluator from another division/program during the first presentation and instructor ability/expertise must be documented on the competency checklist
 - c. A resume, letter of permission from agency (if currently employed by a criminal justice agency), and application form must be submitted to DTS prior to presenting.
 - d. Objectives, lesson plans, handouts and related material used during these presentations will be filed in the division hosting the presentation pending disclosure requests
4. **Supervised Presenter:** Individuals who are subject matter experts may instruct and facilitate in WSCJTC-sponsored courses under the direct supervision of a full-time ICP certified WSCJTC Program Manager (**when that Program Manager is also the supervisory instructor and present for the entire class**) and are exempt from instructor certification requirements.
5. **Guest Lecturers:** To benefit our customers, WSCJTC may infrequently contract with regionally or nationally known presenters with specific subject experience (example, Gordon Graham, Kevin Gilmartin and Colonel Grossman). WSCJTC recognizes these practitioners are not direct instructors and does not require them to receive instructor certification.