



**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 (Last 5 Digits)</b>		<b>Current Rank or Title</b>		<b>Promotion Date</b> __/__/__	
<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**

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**

<b>Agency</b>	<b>Dates</b>	<b>Rank/Position</b>

**FOR COMMISSION USE ONLY**

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

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

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

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

[Type text]

[Type text]

**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:	
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[Type text]

[Type text]

Hours:	Date Completed:
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<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> <li>Holding yourself and your agency to a higher standard</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 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> </ul>	<ul style="list-style-type: none"> <li>Identification and resolution of issues through consultation, negotiations and consensus building</li> </ul>

	<ul style="list-style-type: none"> <li>• Working effectively in teams</li> <li>• Demonstrating trust, sensitivity, and mutual respect</li> </ul>	<ul style="list-style-type: none"> <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 for Elective Training Hours:** 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

**Applicant's Agency Head:** I affirm 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 Agency Head

Signature

Date