

## ATTACHMENT A

[1009(a)...through 1009(b)...continued]

### (c) POST Academy Instructor Certificate Requirements

The Academy Instructor Certificate shall be awarded to individuals who have met the following criteria:

(1) Successful completion of a POST-certified Academy Instructor Certification Course, and

(2) Successful demonstration\* of all competencies listed on the [Competency Verification Checklist, POST 2-123](#), as verified by the Academy Director/designee through one or a combination of the following:

(A) Observation of individual within the Academy Instructor Certification Course classroom via a presentation made to classroom peers, or

(B) Observation of individual within a Regular Basic Course academy class.

\*Any competencies not demonstrated via the methods described in (2)(A) and (B) above may be demonstrated by oral examination.

(3) Approval by the Academy Director/designee or Modular Format Coordinator on the Competency Verification Checklist, POST 2-123.

### OR

(4) Completion of an equivalency process for an Academy Instructor Certificate, which includes:

(A) Successful completion of a minimum of 24 hours of a general instructor development course(s) as documented by a certificate of course completion or an expanded course outline;

(B) Completion of a self-study program on “adult learning and the Basic Course instructional system” as outlined in the POST-provided tutorial package; and

(C) Successful demonstration\* of competencies listed on the Competency Verification Checklist, POST 2-123, performed by teaching in an Academy Instructor Certification Course, a Regular Basic Course, or to academy staff. The Competency Verification Checklist shall be assessed and approved by an experienced instructor development trainer skilled in competencies emphasized in the Academy Instructor Certification Course curriculum.

\*Any competencies not demonstrated via the methods described in (4)(C) above may be demonstrated by oral examination.

**(d) Re-evaluations of Competency**

Any individual who receives an unsatisfactory evaluation on the “Competency Verification Checklist” may be re-evaluated as follows:

- (1) The candidate shall submit a written request to the Academy Director or Modular Format Coordinator for a re-evaluation within 10 days of receiving the unsatisfactory evaluation.
- (2) The Academy Director/designee or Modular Format Coordinator shall provide appropriate remediation.
- (3) The Academy Director/designee or Modular Format Coordinator shall provide one opportunity for re-evaluation.
- (4) The re-evaluation shall be scheduled at a mutually agreeable date, time, and place, but must occur within 180 days of the candidate’s date of completion of the Academy Instructor Certification Course or completion of the tutorial package for those following the equivalency process.
- (5) A new Competency Verification Checklist shall be completed in accordance with Regulation 1009(b)(1)(F).

**(e) Academy Issuance of the Academy Instructor Certificate**

Requirements for an academy’s issuance of the Academy Instructor Certificate shall be as follows:

- (1) The Academy Director/designee or Modular Format Coordinator shall issue the Academy Instructor Certificate within 30 days to an individual who has satisfied the certificate requirements in Regulation 1009(c) above.
- (2) The Academy Director/designee or Modular Format Coordinator shall provide the following information to POST within 15 days of certificate issuance, via the POST electronic AICP System:
  - (A) Date of Issuance/Award
  - (B) Name of
  - (C) Individual
  - (D) Social Security Number
  - (E) Individual’s Employing Academy
  - (F) Individual’s Subject(s) of Instruction in the Regular Basic Course

#### **(f) Triennial Re-certification Requirement**

The Academy Instructor Certificate shall be renewed every three years. Individuals seeking re-certification shall provide documentation that supports compliance with the requirements set forth in subsections (1) and (2) below.

(1) Re-certification shall be granted to an individual who, prior to the three-year renewal date, meets the following requirements as approved by the Academy Director/designee or Modular Format Coordinator:

(A) Delivery of a minimum of 24 hours of teaching/presentations (which exercise or expand instructor core competencies), and

(B) Completion of a minimum of 8 hours of “professional development” training through a course, conference, symposium, self-directed study, or any other training experience approved by the Academy Director/designee. The professional development training shall cover general instructor development or specialized training development which exercises or expands instructor core competencies.

(2) Documentation shall be provided via the POST electronic AICP System. An individual must provide personal log-in information and either a POST course control number along with hours and subject(s) taught or the locations(s), date(s), subject description(s), and hour(s) for the training, conference, symposium, etc., as described in subsections (f)(1)(A) and (B) above. The Academy Director/designee or Modular Format Coordinator may require additional documentation for evaluation purposes.

(3) The Academy Director/designee or Modular Format Coordinator, upon approval of a re-certification, shall notify POST within 15 days of the renewal date.

(4) The triennial recertification period begins on January 1, 2011, for all instructors on academy rosters as instructors on that date. Instructors added after January 1, 2011, will be required to renew their certification in the next triennial re-certification period. Notifications shall be provided via the POST electronic ACIP System.

#### **(g) POST-Certified Academy Instructor Designation**

An individual who possess a valid and unexpired Academy Instructor Certificate shall be recognized as a “POST-Certified Academy Instructor.”

#### **(h) Regualification of Instructors**

Any instructor, who fails to meet the triennial recertification requirement within the three-year period, may reestablish compliance as follows:

(1) Attend and successfully complete the 24-hour IDI Level 2 (Intermediate) Core Course; or

~~(+)~~(2) Complete an equivalency process as described in Regulation 1009 (c)(4)(C)

Successful demonstration\* of competencies listed on the Competency Verification Checklist, POST 2-123, performed by teaching in an Academy Instructor Certification Course, a Regular Basic Course, or to academy staff. The Competency Verification Checklist shall be assessed and approved by an experienced instructor development trainer skilled in competencies emphasized in the Academy Instructor Certification Course curriculum.

\*Any competencies not demonstrated via the methods described in (4)(C) above may be demonstrated by oral examination.