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## Regulation 1009. Academy Instructor Certificate Program (AICP)

### (a) Academy Instructor Certificate Program

The AICP is designed to promote general instructional excellence in instructors who teach Regular Basic Course curriculum.

(1) There are three AICP components:

- (A) Academy Instructor Certification Course
- (B) POST Academy Instructor Certificate
- (C) Triennial Academy Instructor Certificate re-certification requirement

(2) Effective March 1, 2008, each Regular Basic Course academy shall participate in the AICP program by following the requirements specified in this regulation. A participating academy shall require certification of all Regular Basic Course instructional staff. A participating academy that employs instructors who fail to become certificated within the required time-period is subject to removal from the AICP, and decertification as a basic course presenter pursuant to [Regulation 1057](#).

(3) Effective January 1, 2011, each Regular Basic Course – Modular Format presenter, that is not an academy, shall participate in the AICP program by following the requirements specified in this regulation. A participating presenter shall require certification of all Regular Basic Course instructional staff. A participating presenter that employs instructors who fail to become certificated within the required time-period is subject to removal from the AICP and decertification as a basic course presenter pursuant to Regulation 1057.

(4) Regular Basic Course instructors who are employed by an academy prior to March 1, 2008, shall possess the Academy Instructor Certificate within three years of March 1, 2008. Prior to instructing any component of the Regular Basic Course, any individual who is appointed on or after March 1, 2008, to an Academy, a Module I, or a Module II, instructor position shall:

- (A) Complete the Academy Instructor Certification Course (AICC), [Regulation 1082](#), or pass the AICC Equivalency Process, subsection 1009 c)(4), and
- (B) Possess the Academy Instructor Certificate.

(5) Regular Basic Course – Modular Format instructors who are employed by an academy prior to March 1, 2008, shall possess the Academy Instructor Certificate within three years of March 1, 2008. Prior to instructing any component of the Regular Basic Course, any individual who is appointed on or after March 1, 2008, to an Academy, a Module I, or a Module II, instructor position shall:

- (A) Complete the Academy Instructor Certification Course (AICC), Regulation 1082, or pass the AICC Equivalency Process, subsection 1009 c)(4), and
- (B) Possess the Academy Instructor Certificate.

(6) Regular Basic Course – Modular Format instructors who are employed by an academy, or other presenter, prior to January 1, 2011, shall possess the Academy Instructor Certificate within three years of January 1, 2011. Prior to instructing any component of the Regular Basic Course, any individual who is appointed on or after January 1, 2011, to a Module III instructor position shall:

- (A) Complete the Academy Instructor Certification Course (AICC), Regulation 1082, or pass the AICC Equivalency Process, subsection 1009 c)(4), and
- (B) Possess the Academy Instructor Certificate.

(7) Regular Basic Course instructors who teach certain specialized subjects must satisfy additional requirements, as specified in [Regulation 1070](#). Regular Basic Course instructors who also perform the duties of Academy Director, Academy Coordinator, or Academy Recruit Training Officer must satisfy additional requirements, as specified in [Regulation 1071](#).

(8) Academy Directors, Coordinators, and Recruit Training Officers (Academy Staff) assigned pursuant to Regulation 1052 may provide incidental instruction as needed to supplement and clarify content taught in the formalized setting, excluding instructional content identified in Regulation 1070, which requires specialized instruction, and shall expressly preclude academy staff from utilizing this language to bypass the AICP.

### (b) Academy Instructor Certification Course

The Academy Instructor Certification Course is designed to develop Regular Basic Course instructors' training delivery, adult learning techniques, planning, presentation, and facilitation skills. When the subject is taught in the Regular Basic Course, successful completion of this course is a prerequisite to teaching a specialized subject specified in [Regulation 1070](#).

**(1) General Requirements for Academy Instructor Certification Course**

- (A) The course shall be POST-certified in accordance with the requirements specified in [Regulations 1052-1056](#).
- (B) The instructor must be an experienced instructor development trainer skilled in competencies emphasized in Academy Instructor Certification Course curriculum ([Regulation 1082](#)).
- (C) The Academy Instructor Certification Course minimum course content as specified in Regulation 1082 shall be followed. Guidelines for an expanded course outline are provided in the publication [Academy Instructor Certificate Program Guidelines and Curriculum](#).
- (D) Priority for enrollment shall be accorded to an academy's current Regular Basic Course instructors or Regular Basic Course instructor applicants.
- (E) Student re-evaluations shall be limited to one re-evaluation, to be completed within 180 days.
- (F) An experienced instructor development trainer who is skilled in the competencies emphasized in the Academy Instructor Certification Course curriculum shall complete and sign all competency verifications.

**(2) The Academy Director/designee or Modular Format Coordinator shall:**

- (A) Complete and sign a [Competency Verification Checklist, POST 2-123 \(08/2003\)](#), for each student enrolled in the Academy Instructor Certification Course.
- (B) Provide remedial training for students not successful in completing the Academy Instructor Certification Course.
- (C) Issue the Academy Instructor Certificate awards as specified in subsection 1009(e).
- (D) Notify POST of all Academy Instructor Certificate awards within 15 days of issuance.
- (E) Maintain all required documentation as specified in subsections 1009(c), (d), and (e) for each individual participating in those components. The documents are subject to a POST audit of the AICP upon request.
- (F) Provide one re-evaluation to any candidate who requests a re-evaluation.
- (G) Provide each individual awarded the Academy Instructor Certificate with information on re-certification requirements as specified in subsection 1009(f).

**(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 \(08/2003\)](#), 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 subsection 1009(2)(A) and (B) 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 (08/2003).

**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 (08/2003), 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 subsection 1009(4)(C) 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 remedial training.
- (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).
- (6) The teaching demonstration for the competency verification may be performed in an Academy Instructor Certification Course, Regular Basic Course, or to academy staff.

**(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 subsection 1009(c).
- (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 Individual
  - (C) Social Security Number
  - (D) Individual's Employing Academy
  - (E) 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 1009(f)(1) and (2).

- (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 location(s), date(s), subject description(s), and hour(s) for the training, conference, symposium, etc., as described in subsections 1009(f)(1)(A) and (B). 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 AICP 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) Requalification 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).

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