



# **INSTRUCTOR APPLICATION PACKET**

**Vermont Criminal Justice Training Council**

**317 Academy Road**

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This package contains the necessary forms for applying for instructor certification with the Vermont Criminal Justice Training Council (VCJTC), and for submitting lesson plans for approval. Lesson plans only need be submitted when you are planning to become a VCJTC certified instructor, NOT if you are planning on instructing only for officers in your own agency and/or an adjoining agency. There are two methods in which an individual may become certified as an instructor by the VCJTC:

**1. Use a lesson plan that is already approved and on file**

- a. To fulfill this method of instructor certification, the applicant must complete the *Application for Instructor Certification*. Approved lesson plans can be obtained from the VCJTC. By becoming instructor certified with a pre-approved lesson plan, the applicant is agreeing that he/she will be utilizing this lesson plan in all trainings that he/she conducts. No deviation from this lesson plan is permitted without approval from the Training Advisory Committee (TAC) or the Use of Force/Firearms Committee (UOF), depending on the type of instructor certification you are pursuing.

**2. Use of your own lesson plan (please read top of page 5!)**

- a. The applicant must complete an *Application for Instructor Certification* and a *Course Lesson Plan*. The TAC or the UOF Committees will review the lesson plan. Should the committee endorse the lesson plan, it will be forwarded to the Council for official action.

Prerequisites for the various instructor positions differ accordingly. Applicants for certification as instructor shall meet the following criteria (Rule 12):

## **Instructor of Law Enforcement Skills**

Application for this position may be made by a certified law enforcement officer with a minimum of two (2) years of law enforcement experience; and has:

- A. completed an instructor development course approved by the Council; and
- B. completed any pre-requisite "train-the-trainer" or subject specific required courses; and
- C. has demonstrated professional skills.

Instructors may be required to document specific refresher or update training prior to recertification.

## **Instructor of General Subjects.**

Applications for this position may be made by any person who possesses training or expertise in any subject offered as part of an approved program or course. These instructors are viewed as having knowledge in a specific topic or subject matter, and usually provide small blocks of narrowly focused training.

Instructors may be required to document specific refresher or update training prior to recertification.

## **Use of Force Instructor.**

Application for this position may be made by any person who has completed a police firearms instructor's course or use of force instructor's course approved by the Council.

1. A "Use of Force" Committee consisting of use of force and firearms instructors representing municipal, state, and county law enforcement agencies, and other criminal justice personnel shall be appointed by the Executive Director.
2. To be eligible for recertification, the use of force instructor must attend and satisfactorily complete a Council approved use of force instructor update/refresher. In addition, the application for recertification must document the instructor's active participation as an instructor and any additional training received pertinent to the subject for which they are certified as an instructor, since their last certification. Failure to attend and successfully complete the required update/refresher within the certification period will render the instructor ineligible for recertification as a use of force instructor.

An individual may apply for certification in more than one area of instruction. Completing one application and indicating the desire for multiple certifications is acceptable.

*The staff of the VCJTC will normally review and make recommendations for approval or denial of applications to the Executive Director within 72 hours of receipt. The staff reserves the right to request a more comprehensive review be conducted by either the TAC or NLUOF committees. In cases where the instructor application is denied, the applicant may appeal the decision of the Executive Director pursuant to Rule 12.*

It is the responsibility of the instructor to request re-certification every two years after initial 1-year certification is granted. A refresher course in his/her instructor certified field may be required every two years in order to maintain certification.

## APPLICATION FOR INSTRUCTOR CERTIFICATION

**This form is for Initial Certification (one year).**

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_ SSN (last 4): \_\_\_\_\_

Agency: \_\_\_\_\_ Title: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Agency Phone: \_\_\_\_\_ Home (optional): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Subject Area (s) for Certification: \_\_\_\_\_

### CERTIFICATION CLASSIFICATION

Law Enforcement Skills       General Subjects       K-9

Use of Force (please include initial and update classes as appropriate)

Initial FA/UOF: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      FA/UOF Update: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### LESSON PLAN INFORMATION

I will be using a lesson plan/course materials which are approved and on file with the VCJTC. The lesson plan was developed by \_\_\_\_\_ (i.e. VCJTC, NHSTA, FLETC).

I am submitting my own lesson plan for approval. [If so please submit the *Course Lesson Plan* information sheet on pages 5 - 6.]

### INSTRUCTOR DEVELOPMENT

I have **NOT** yet attended an instructor development school approved by the VCJTC

I have attended an approved VCJTC instructor development school on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### IF A VERMONT LAW ENFORCEMENT OFFICER

Date of Basic Training \_\_\_\_ / \_\_\_\_ / \_\_\_\_       Level III     Level II     Level I

**OTHER TRAINING APPLICABLE TO SUBJECT AREA IN WHICH AN INSTRUCTOR CERTIFICATION IS REQUESTED (PLEASE ATTACH CERTIFICATES AND ADDITIONAL PAPERWORK AS NECESSARY).**

DATES	COURSE	LOCATION	TOTAL HOURS

**PROFESSIONAL EXPERIENCE (RESUMES ARE STRONGLY ENCOURAGED)**

DATES	LOCATION	TITLE	DUTIES

The information contained herein is true and correct to the best of my knowledge. Pending agency approval I agree to make myself available to instruct for the Vermont Criminal Justice Training Council in my area of certification **at least once each calendar year.**

\_\_\_\_\_ **Applicant Signature** \_\_\_\_\_ **Date**

I, \_\_\_\_\_, being the agency head (or designee) for the applicant's agency, do hereby approve the applicant's request for instructor certification in the subject area indicated herein, and I know the applicant to be knowledgeable and capable of instructing in said subject area. **I agree to make reasonable efforts to allow the applicant to instruct for the Vermont Criminal Justice Training Council at least once each calendar year.**

\_\_\_\_\_ **Agency Head/Designee Signature** \_\_\_\_\_ **Date**

<b>Staff Use Only</b>
Date received:
Date approved by staff:
Date certification expires:
Approving staff signature:
Date approved by Director:
Director's signature:

# COURSE LESSON PLAN

**NOTE:** The following pages (pp. 5-7) on course lesson plans only need to be filled out if you are applying for approval to use a custom written lesson plan. You DO NOT have to complete these pages IF you will be using lesson plans already on file with the VCJTC. Examples of such lesson plan include but may not be limited to those crafted by the VCJTC, NHSTA, etc.

**Acceptance of this lesson plan will allow its use in certified programs of the Vermont Criminal Justice Training Council. The plan will be on file at the Vermont Police Academy and is available to anyone certified to teach in the subject area. This form is also used to submit revised or updated plans.**

*It is absolutely necessary that you submit*

1. A copy of the course outline
2. A copy of test/examination(s) and if applicable, practical exercise(s)
3. A copy of all materials that will be given out to students

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Date of Application: \_\_\_\_\_

New Lesson Plan  Update/Revision to existing lesson plan

## SUBJECT AREA

Please state the overall subject matter, such as Criminal Law, Patrol Procedures, Crisis Intervention, Domestic Violence, et cetera, for which you are applying to be instructor certified.

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## TOPIC

Please state a specific area of training within the subject; for example, if the subject is within Criminal Law, a topic area would be Laws of Arrest.

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## TARGET GROUP(S)

Include the group for which this instruction is primarily intended and other groups which may benefit from all or part of the training; for example, Laws of Arrest has a primary target group of law enforcement, but a secondary target group may be probation and parole.

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**COURSE LENGTH**

Time requirement for course. The Academy can supply you with time frames for courses taught in basic training. \_\_\_\_\_ hours

**TRAINING GOALS**

Please provide a brief description of the overall aim of the training.

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**TRAINING OBJECTIVES**

State the specific abilities that the student will be able to demonstrate as a result of this training.

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**STUDENT ACTIVITIES**

Please list the activities that the students will complete in order to enhance their learning experience.

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**INSTRUCTIONAL AIDS**

Please list all handouts, manuals and other materials necessary to conduct the class: ***A COPY OF ALL HANDOUTS MUST BE ATTACHED TO THIS APPLICATION.***

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**If you have any questions please call the Vermont Police Academy at (802) 483 - 6228.**

<b><u>Staff Use Only</u></b>
Date received _____
Date approved by Committee _____
Date approved by Director _____