

APSC INSTRUCTOR CERTIFICATION APPLICATION

F-9

NOTE: Continue on another sheet of paper if you need more space.

Name (Last, First, Middle)				Certification Requested: <input type="checkbox"/> Police <input type="checkbox"/> Corrections <input type="checkbox"/> Probation/Parole	
Home Address				Social Security Number	
City, State, Zip Code		Email Address		Phone (Business)	
A. PROFESSIONAL EXPERIENCE	Agency (List Present Employer First)	Address/Location		Dates Employed	
				From	To
	1.				
	2.				
	3.				
	4.				
B. TEACHING EXPERIENCE & EDUCATION	Recent Teaching Experience			Course requesting Certification to Teach: PLEASE ATTACH F-20 and LESSON PLAN for Course	
	Where	When	Subjects Taught	Law Enforcement:	
	1.				
	2.				
	3.				
	Instructor Courses Completed (Attach Verification of Training)			General:	
	1.				
2.					
3.					
C. ACADEMIC EDUCATION	High School <input type="checkbox"/> Diploma <input type="checkbox"/> GED	College(s) Attended/Location	Credit Hours	Major	Degree (Type)
	Date Received:				
	School/Location:				
D. SIGNATURES	Signature of APPLICANT Attesting Above Information is True and Correct:			Date	APSC USE ONLY
	Signature of ENDORSING OFFICIAL (Department Head/Academy Director/Training Coordinator)			Date	Date issued

Information contained on this form will be used by the council for purposes of determining the applicant's eligibility for employment and certification.

APSC INSTRUCTOR CERTIFICATION

The Alaska Police Standards council will award a permanent instructor certificate in law enforcement and general subject areas, as specified below. All applications must be made on this form, F-9. Unless already sent to the APSC, verification of training and education must accompany the application. The requirements below are intended to insure that instructors meet minimum qualifications in training, education, and experience. For full text of regulations governing instructor certification, see 13 AAC 87.040, printed in the APSC Regulations and Procedures Manual.

A. **Law Enforcement Subjects.** To be eligible for certification to teach subjects clearly law enforcement in nature, an applicant must have a minimum of:

1. high school diploma or the equivalent;
2. three years experience in their respective professions as police, probation, parole, or correctional officers;
3. 40 hours of council-approved instructor training - including but not limited to: communications, psychology of learning, techniques of instruction, use of instructional aids, lesson plans, evaluation of training, teaching resources, preparing and giving tests, and trainee motivation;
4. 40 hours of verified training in each subject to be taught; and
5. recommendation by a director of a council-approved training program* or by the applicant's department head (per signature of endorsing official on this form).

B. **General (non-police) Subjects.** To be eligible for certification to teach general subjects, an applicant must have the minimum of:

1. a bachelors degree from an accredited college;
2. three years experience in the subject taught and
3. the recommendation by a director of a council-approved training program* (per signature of endorsing official on this form).

C. **Waivers.** The council may waive any part of the above requirement if:

1. it finds that a person, though not meeting all of the requirements, is otherwise qualified to be an instructor.

Training directors/coordinators or department heads must submit a request for waiver in writing, stating why they consider the applicant qualified, even though he/she does not meet all requirements specified above.

The council may revoke certification whenever it finds an instructor is no longer qualified; the instructor will be so notified and allowed the opportunity to be heard. **An instructor certificate becomes inactive if the holder does not instruct at least one APSC certified course during an interval of three consecutive years.**

*Programs certified by the APSC under 13 AAC 87.010 or .020