



INSTRUCTOR CERTIFICATION PACKET



PEACE OFFICER STANDARDS AND TRAINING INSTRUCTOR PACKET

Peace Officer Standards and Training would like to commend you for your interest in becoming a POST Certified Instructor. Enclosed in this packet, you will find the documents needed to apply for a certification.

Your application will be closely reviewed by the Executive Director. Acceptance will be based on such variables as need, region, background, recommendations, etc.

- 1) In order to be considered for **certification to instruct law enforcement subjects**, you must meet the following criteria:
 - a) A minimum of three (3) years of law enforcement experience for personnel instructing law enforcement subjects.
 - b) A minimum of high school graduation or the equivalent as recognized by the Council for personnel instructing law enforcement subjects.
 - c) All new applicants for instructor certification will be required to have completed a POST approved Instructor Development Course. The POST Council may waive the requirement in exceptional cases reflecting outstanding education, experience, or achievement; or under unusual circumstances upon written application by a law enforcement agency head.
- 2) Personnel **instructing general subjects pertinent to law enforcement** such as criminal law, human relations, and management topics, may be certified on the basis of the following minimum recommended qualifications:
 - a) Be a graduate of a certified Police Basic Training Course.
 - b) At least three (3) years of experience in the subject area to be instructed.
 - c) Attend and successfully complete a P.O.S.T. Council approved Instructor Development Course.
 - d) Recommendation from an academy director or law enforcement agency head.

Once you have met the requirements, complete the following to apply for instructor certification:

- 1) Application for POST Instructor Certification signed by Agency Head.
- 2) Resume of schools attended in preparation to instruct in the subject you selected and include education, training and any documented special expertise.
- 3) Three (3) letters of recommendation
- 4) **For POST lesson plan**, attach table of contents or objective page. **For lesson plan approved by a Academy Director**, attach lesson plan, visual aids, equipment needed, handouts and test questions with answers.

- 5) Mail the packet to:

Kevin Hewitt
Executive Director,
Peace Officer Standards and Training Council,
1 Estate Diamond, Frederiksted, VI 00840

- 6) If you are applying for initial certification, contact the POST Executive Director to arrange an instructor teaching evaluation. (not required for certification in additional titles)

When your instructor packet is complete, the POST Executive Director will submit the packet to the POST Council for review and approval. Your approved instructor certificate(s) will be mailed to your agency.

Once you have attained POST Certified status, your certification for all titles will be valid for a period of three (3) years and instructors must document sixteen (16) hours of instruction within the three-year certification. To renew your certification, send in a teaching log (enclosed in this packet) indicating that you have instructed at least sixteen hours of instruction in the last 36-month period. Include an updated lesson plan if any changes have been made. Firearms instructors requesting renewal need to also qualify with a POST certified firearms instructor on the particular firearm certification being renewed. Send the firearms qualification score sheet with your renewal. Conducted Energy Device instructors must show proof of successful completion of the manufacturer's recertification requirements for each Conducted Energy Device they are POST certified to instruct.

POST encourages you to set up your own personal file to house all information pertaining to your instructor status including information and rosters on classes you have taught.



**VIRGIN ISLANDS PEACE OFFICER STANDARDS
AND
TRAINING
APPLICATION FOR POST CERTIFIED INSTRUCTOR**

I. PERSONAL HISTORY			
Legal First Name	Full Middle Name	Last Name	
Social Security Number	Birth Date: (mm/dd/yyyy)	Gender: __ Male __ Female	
Agency:			
Agency Address: (address/city/state/zip)		Home Phone: Work Phone:	
Email:			
Are you a certified law enforcement officer? __ Yes __ No State:			
How many total years of law enforcement experience do you have?			
II. EMPLOYMENT HISTORY			
Identify your full time work experience. (Use additional sheet if needed.)			
From	To	Description of Work	Name of Employer
III. EDUCATIONAL BACKGROUND			
High School Diploma or GED __ Yes __ No Date Received : _____ Location: _____			
College Degree Yes No If yes, list below			
Name of College	Field of Study	Degrees Attained, Hours Attended	

IV. SUBJECTS FOR INSTRUCTOR CERTIFICATION

(attach separate sheet(s) as necessary)

Subject	Lesson Plans For POST Lesson Plan, attach table of contents or objectives page For Lesson Plan Approved By Regional Coordinator, attach lesson plan, visual aids, equipment needed, handouts and test questions with answers	
	POST Lesson Plan	__ Submitted In-Service Lesson Plan
	__ POST Lesson Plan	__ Submitted In-Service Lesson Plan
	__ POST Lesson Plan	__ Submitted In-Service Lesson Plan
	__ POST Lesson Plan	__ Submitted In-Service Lesson Plan

V. INSTRUCTOR COURSES COMPLETED

(attach certificates)

Subject	Date(s) Attended (mm/dd/yyyy to mm/dd/yyyy)
1.	
2.	
3.	
4.	

I hereby attest that to the best of my knowledge the information on this form is true and correct.

Signature of Applicant

Date

I have reviewed the instructor packet and recommend the applicant for instructor certification.

Signature of Agency Head

Date

Lesson Objectives and Plans, Lesson Presentation Materials and Handouts and Lesson Test Questions:

As outlined in the POST Certified Instructor Packet, I have submitted the objectives, lesson plan and corresponding safety plan, visual aids, equipment list, handout masters and potential test questions with answers for the material and content that I will instruct or will teach the POST approved basic lesson plan. I will instruct to this POST Council approved material, including the POST Curriculum Matrix of topics. In the event that significant content changes are made I will re-submit the above items for approval.

I understand that it is a privilege to instruct for POST and that my failure to adhere to the above or to maintain my POST Instructor Certification can be cause for my certification and/or my opportunities to instruct to be revoked. My instruction at or for POST or other agencies shall constitute my acceptance of the specific requirements and the general standards stated above.

Agreed to by:

Instructor Signature

Date

Instructor Address: _____

Phone: _____

Email: _____