Georgia Peace Officer Standards & Training Council

Application for Instructor Certification

Demographic Data – Section I

Last Name	***Social Sec#***
First Name	***Date of Birth****(mm/dd/yyyy)*
Middle Name	***Suffix***
E-MAIL ADDRESS	***Candidate's Phone Number***
Employing Agency	
Agency Street Address	
City:	**Zip Code**

Education – Section II

List the highest level of educational attainment. If your highest level is a high school diploma, you do not need to attach a copy of your diploma. Any diplomas for degrees must be attached.

Highest Level of Education (select one)	***Graduation Date of Highest level***
College/University/School Name for Highest Level of Education	
Give City & State location for College/University/School where Highest Level of Education was attained	

Instructor Type – Section III

Please select the type of Instructor for which you are applying:

☐ ***General Instructor – Must also complete Sections IV, V, IX, X, & XI***

☐ ***Specialized Instructor – Must also complete Sections IV, V, VI, VII, IX, X, & XI***

☐ ***Guest Instructor – Must complete Sections IV, VIII, IX, X, & XI***

Experience Type – Section IV

Check here if you are a Georgia POST certified peace officer & <u>go to the next section</u>.

If you are not a a Georgia POST certified peace officer, please complete the following. List the two most recent years of employment that directly relates to your subject matter or topic areas.

Employing Agency	
Agency Street Address	
City:	***State:***

Employed from (mo/year)	***Employed to (mo/year)***
Employing Agency	
Agency Street Address	
City:	***State:***
Employed from (mo/year)	***Employed to*** (mo/year)

Instructor Training – Section V

A copy of your instructor course completion certificate must be attached.

Course Name:	***Completed on:*** (mm/dd/yyyy)
Course Location:	***Instructor Training Course Hours*** (# of Hrs)

Specialized Certifications – Section VI

Please check the appropriate areas for which you are applying for certification as a specialized instructor:

☐ **Defensive Tactics**	(CD09900)	☐ **Firearms**	(CF09900)
☐ **Driver Training**	(CT09900)	☐ **Hazardous Materials**	(CH09900)
☐ **Emergency Medical**	(CE09900)	☐ **Speed Detection**	(CR09900)

Specialized Instructor – Section VII

Please list all specialized training that qualifies you to teach in the specialized area. Copies of diplomas/certificates must be attached in order for any training to be considered. Use additional paper if necessary to list all training.

Course Name:	***Completed on:*** (mm/dd/yyyy)
Course Location (Academy/Vendor – State)	***Course Hours (# of Hrs)***
Course Name:	***Completed on: (mm/dd/yyyy)***
Course Location (Academy/Vendor – State)	***Course Hours (# of Hrs)***

Credentials/Qualifications – Section VIII

Please list any credentials or qualifications that you possess that should be considered for this application. You may attach curriculum vitae, résumé, or use additional paper if necessary. Please list attachments here.

List the Course and Topic where the Guest Lecturer will be utilized, and give frequency of instruction during the year.

Course	Topic	Frequency

Course	Topic	Frequency

Attestation – Section IX

I hereby attest & affirm that the information contained herein is complete, true, and correct to the best of my knowledge.

Candidate's Signature _____ Date _____

Requesting Agency/Organization (if other than academy) – Section X

Requesting Agency

Street Address

City: | ***State:***

Title & Name of Agency Representative

Agency Representative's Signature _____

Date of Request _____

Academy Director Approval – Section XI

Academy Name:

Director or Representative's Signature _____

Date of Request _____

IMPORTANT NOTE: - GEORGIA PEACE OFFICER STANDARDS & TRAINING COUNCIL APPLICATION PROCESS: If the ***On-Site Instructor Evaluation Form*** does not accompany this POST instructor Certification application, the candidate will have a twelve month probationary period to get it completed. If you are already a General Instructor, you do not have to submit an ***On-Site Instructor Evaluation Form.*** Please use the checklist below to assist you and insure your application is complete. If you have any questions, please contact Georgia POST Council Certification Specialist Wendy Izenour at (770)-732-5805 for POST Instructor application questions. You may also e-mail her at wizenour@gapost.org .

Application Checklist:

Attached is a copy of diploma or degree (as required)

Attached On-site Instructor Evaluation Form (***required*** – Eval must be performed by ***Academy Staff ONLY***)

Attached copy of Instructor Course Completion Certificate (***required***)

Attached copies of Diplomas/Certificates for Specialized Subject areas (as required)
_____ # of copies/pages attached for this requirement

Attached Credentials/Résumé/Additional Pages (as required)
_____ # of copies/pages attached for this requirement

Attached is a copy of my Code of Ethics Form (signed & dated) (**required**)

POST INSTRUCTOR CODE OF CONDUCT AND ETHICS

As a Georgia Peace Officer Standards and Training Council certified instructor, I understand and agree to the following:

POST MISSION STATEMENT

It is the mission of the Georgia Peace Officer Standards and Training Council (P.O.S.T.) to provide the citizens of Georgia with qualified, professionally trained, ethical and competent peace officers and criminal justice professionals.

The Georgia P.O.S.T. Council administers the regulatory process, sets the standards for training and certification, and provides essential technical assistance to the law enforcement community.

The Georgia P.O.S.T. Council provides the highest degree of excellence in public safety service and eliminates unqualified individuals from the law enforcement profession.

PROFESSIONAL CONDUCT

As a law enforcement officer and POST certified instructor, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality, and justice.

I recognize the privilege of being a POST certified instructor and the public faith bestowed in me. I hereby adopt and accept the following code of conduct:

- I shall conduct myself at all times in a manner consistent with the **highest** ethical standards.
- I shall maintain the public trust, highest integrity, and good reputation of the Georgia Peace Officer Standards and Training Council.
- I will exhibit the ethical code of the Georgia Peace Officer Standards and Training Council as an instructor to my students, my fellow instructors, my department and the public.
- My actions as an instructor will always protect my students' physical or mental well-being. I will act unselfishly in this aspect with the highest regard for others as my foundation.
- I will conduct myself in a manner that will bring credit to the law enforcement profession. I will carry out my duties for the highest public good and strive vigilantly to be free from personal or private interest motivations that could negatively affect the public's perspective of me and my profession.
- My personal standards of behavior will allow me to remain objective, fair, and present impartial decisions in my instruction and actions. My strength of character will prevent ethical problems, and I will accept only those benefits that are reasonably judged to be fair and unrelated to any of my pending/future decisions or actions.
- Honesty, courtesy, consideration and respect for the rights and privileges of students, fellow instructors, and citizens throughout the State will be my guiding values and principles.
- Knowing that my conduct affects the efficiency, safety and discipline of my classes, I shall strive to be the instructor that students wish to teach them. My classes shall be free of conduct that could be deemed as harassing, profane, demeaning, discriminatory, harmful, or unfair.

- My attitude shall reflect an "ethical state of mind" in all areas of instruction. Characteristics of my classroom will include optimism, enthusiasm, confidence, commitment, honor, and appreciation of my moral obligations instead of the tools of cynicism.
- Respect for the diverse population of this country shall be understood, exhibited, and practiced in my classroom at all times.
- My own personal scholarship and preparation will be the method by which I provide the highest level of instruction.
- Consequences for any incident involving my lack of self discipline, my bad decisions, or my unwillingness to address ethical problems within myself or others are expected. I commit to pay the price for "doing things right" and addressing these issues timely throughout my tenure.
- Protection of all tests and performance evaluations will be my responsibility. Integrity of the testing process will be unquestioned under my instruction. I will strictly adhere to all rules, regulations, and ethical practices related to testing, performance evaluations, and any test result interpretations.
- Properly and adequately communicating to all students the rules of the tests, expectations for academic or physical performance, grading methods or scales, and interpretation of the results within this ethical standard is understandably my task.
- My self respect will be exhibited in my appearance in uniform, business attire, or field training attire. Respect will be maintained and communicated to my students in terms of care of any equipment and property used during the course of training and instruction.
- I will model effective use of force in conversation and in interactions with students and others.
- My instruction will endeavor to include the following:
    - Encouragement of all students to do their best;
    - Presentation of material in a manner that creates an environment of eager learning;
    - Demonstration and practice of methods in the correct and ethical manner avoiding the temptation to show "how not to do something";
    - Sincere appreciation for the struggle and stress that may accompany the efforts to gain new knowledge or skills;
    - Inspiration for both the gifted and challenged learner;
    - Constructive directions to correct mistakes and guide improvement;
    - Experience to allow students to fail and make mistakes in an environment that shows the understanding that sometimes the best learning takes place in overcoming obstacles; and
    - Genuine assistance to help every learner to achieve their goals;

My instruction in any law enforcement training facility, department, or educational/training venue shall constitute my acceptance of the specific requirements and the general standards stated above.

Agreed to by:

_____ _____

Instructor Signature Date

Instructor Address: _____

_____

Phone: _____ Email: _____

Instructor On-site Evaluation Form

_____

Name of Instructor Candidate (print name above - first, middle init, last)

_____

Subject Taught for Evaluation (Print title of subject above)

SS#: _____ Date of Evaluation: _____

_____

Academy Staff Evaluator (print name above) ------ ***NOTE: Academy staff member must conduct the evaluation.***

_____

Name of Academy (print name above)

SCORING INSTRUCTIONS: ***Assign*** **a value to each item in accordance with the scale of:**

0=Missing; 1=Unacceptable; 2=Poor; 3=Marginal; 4=Good; 5=Superior.

(Include any comments regarding the performance in the comments section below.)

SCORING	PRESENTATION OF THE LESSON PLAN
	1. Was sufficient information given to support the lesson purpose?
	2. Did the presentation adequately cover the information needed to achieve the student performance objectives?
	3. Were smooth transitions made within the body of the presentation?
	4. Was the material presented in a logical sequential order?
	5. Was the presentation consistent with the lesson plan?
	6. Were new terms properly defined and explained by the instructor?
	7. Were personal experiences and/or brief anecdotes relevant and appropriate?
DELIVERY	**TECHNIQUE**
	8. Were the instructor's language, terminology, and pronunciation appropriate?
	9. Did the instructor speak in a clear voice?
	10. Were the instructor's volume and rate of speech appropriate?
	11. Did the instructor avoid using distracting mannerisms?
	12. Were gestures and body language used appropriately?
	13. Did the instructor speak with confidence?
	14. Was the instructor enthusiastic about the instruction?
	15. Were important points emphasized using voice variation?
	16. Was good eye contact evident throughout the presentation?
	17. Did the instructor stimulate discussion and maintain control?
	18. Were sarcasm and personal beliefs sacred to others avoided?
	19. Were sufficient and appropriate questions asked to check students' understanding?
	20. Were questions answered in an acceptable manner with correct information?
	TOTAL (80 minimum/100 maximum)

COMMENTS: _____

_____ _____

Student **(Signature)** **Evaluator** **(Signature)**

This original form is required to **complete** your POST instructor Certification application process. If you have any questions, contact POST at (770)-732-5974.