



Georgia Peace Officer Standards & Training Council
Application for Instructor Certification

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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 & go to the next section.

If you are not 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:



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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:

- | | |
|---|---|
| <input type="checkbox"/> Defensive Tactics (CD09900) | <input type="checkbox"/> Firearms (CF09900) |
| <input type="checkbox"/> Driver Training (CT09900) | <input type="checkbox"/> Hazardous Materials (CH09900) |
| <input type="checkbox"/> Emergency Medical (CE09900) | <input type="checkbox"/> 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



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Course	Topic	Frequency
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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.



Instructor Certification Application Information

Please complete the application as directed for General, Specialized or Guest instructor. Be sure to include all **required** diplomas, certificates, résumés, curriculum vitae, or other information. If you are a GA POST certified officer, you **do not** have to submit a copy of your high school diploma.

You will need to have a POST certified academy director approve and sign your application. The POST certified academies are listed in the pull down menu of the application or see the POST web site menu list at www.gapost.org/academies.html.

If a completed On-Site Evaluation form is not submitted with this application, you will receive a “probationary” certification. You are required to complete the on-site evaluation within 12 months of receiving the instructor certification. Please note that only POST certified **academy staff** can conduct on-site evaluations for instructors. The evaluator must be a full-time, paid staff member in an instructional capacity with the POST certified academy. You can send in your on-site evaluation with your initial instructor certification application. POST certified General instructors seeking other specialized instructor certifications do not have to submit an on-site evaluation with their other specialized instructor applications.

FAQ's

Once I have completed the Instructor Training Course, can I sign Course Completion (C12s) forms for POST credit for officers?

No. You must first receive your POST instructor certification to be able to sign off for any courses that you instruct. Completing the IT course and receiving your instructor certification are two different aspects of the certification process.

Who should provide copies of their educational attainment?

If you are already a certified peace officer in GA, please do not send a copy of your education info. If you are not a certified peace officer in GA, you will need to provide the necessary copies of your diplomas.

How long does an individual have to complete their on-site evaluation?

Once an application is submitted and approved by POST, the individual has a year from their submission date to complete the on-site evaluation with a POST certified academy staff member. There has been confusion with Instructors who think they have a year from taking the 80 Hr IT course to be certified or else they have to go back through IT.

Can GA certified peace officers apply to be Guest Instructors?

No. Certified Peace Officers in the State of GA cannot apply to be Guest Instructors. Once you have a certification as a peace officer, even if you are no longer actively employed in law enforcement, you cannot apply for a Guest instructor certification.

Who can perform the on-site evaluation?

Only instructional staff of a POST certified academy. The evaluator must be a full-time, paid instructional staff employee of the POST certified academy.



When will I get my POST instructor certification number?

There is not a Certification Number affiliated with a General, Specialized, or Guest Instructor certification. Currently, the Instructor Code for your Instructor certification does not show on your Officer Profile under Certifications. In the current database, it is located under Instructor certifications. Please note that there are certification numbers for **Senior & Master** Instructor Trainers.

Does POST accept instructor training courses from other states?

POST does accept training from other states. The training has to be the equivalent of Georgia's Instructor Training Course (80 hour). All training courses from other states are reviewed on a case by case basis to check for equivalencies. Training from the Federal Law Enforcement Training Center is generally accepted, but these courses have to be pre-approved by POST. In addition, as a general rule, any neighboring states' training is accepted as long as it is equivalent in the # of hours and training objectives. If in doubt, please e-mail the course outline, certificates, and any other relevant details for determining equivalency to wizenour@gapost.org.

How long is my Instructor certification valid?

Currently, Instructor certifications do not expire. You are expected to stay proficient with your own training that is relevant to any course that you are instructing. Revocations or suspensions by POST Council are the only other measures that can affect your Instructor certification.

If I am applying for a specialized instructor and already have a General instructor certification, do I have to complete an on-site evaluation?

No. If you have completed your General instructor certification by having an on-site evaluation submitted to POST, then you have already been evaluated as an instructor.

If I have questions about my POST instructor certification application, what should I do?

It is recommended that you e-mail your questions to wizenour@gapost.org for assistance first. You may also call Wendy Izenour at (770)-732-5805.

Who qualifies for a Guest Instructor certification?

POST Rule 464-06-.08 states, "Because of the inherent nature of certain professions or particular skill levels achieved, certain individuals may be requested to instruct. Such persons shall be designated as guest instructors and shall be recognized by Council as such. Guest instructor recognition shall be granted only by the written request of the academy director or a professional criminal justice association recognized by the Georgia Peace Officer Standards and Training Council. No certified officer shall be recognized as a guest instructor."



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) _____

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