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."