INSTRUCTOR CERTIFICATION/RECERTIFICATION REQUIREMENTS

1. Purpose: The purpose of this policy is to provide clarification of the administrative requirements referenced in 6VAC20-80-90 of the Rules Relating to Certification of Criminal Justice Instructors.

2. There are seven categories of instructor certification. All instructor certifications become effective upon completion of the requirements and entry of the instructor information into the DCJS records management system under the “Instructing” tab.

   a. Provisional
   b. General
   c. Firearms Specialty
   d. Defensive Tactics Specialty
   e. Driver Training Specialty
   f. Speed Measurement Specialty
   g. Standardized Field Sobriety Test (SFST)

3. Steps for Instructor Certification:

   A. Provisional instructor certification

   For the individual who has not previously met the requirements for instructor certification:

   1). Requires a high school diploma or high school equivalency certificate (GED);

   2). Requires that the individual has met the compulsory minimum training standards for the primary function for which employed by a criminal justice agency, if applicable;

   3). Does not authorize an individual to instruct or qualify others in mandated firearms, defensive tactics, driver training, speed measurement courses, or standardized field sobriety testing; and

   4). Is valid for not more than two years and is not renewable. An individual may apply for instructor certification upon meeting the requirements of 6VAC20-80-20 and 6VAC20-80-60.

   5). Applicant’s employing agency must submit a completed application (IC-1) to DCJS signed by the agency head or their designee, and the academy director.
6). DCJS is the final approval authority for all instructor applications.

B. Basic Requirements for General Instructor

1). Requires a high school diploma or high school equivalency certificate (GED);

2). Requires the applicant to be a sworn officer or an employee of a Virginia criminal justice agency, academy instructional staff, or an academy director. Non-sworn employees may apply for a general instructor certification provided that they only conduct training in their particular areas of expertise;

3). Requires a minimum of two years' experience in a criminal justice agency or two years of experience in the subject area the individual will instruct;

4). Requires the applicant to have successfully completed an instructor development course which meets or exceeds the standards of the instructor development course enumerated in 6VAC20-80-30;

5). Serve an apprenticeship within 12 months of successfully completing an instructor development course with a certified instructor who possesses a minimum of three years of experience as a certified instructor in the topic being apprenticed, as specified in 6 VAC20-80-40. The certified instructor shall document this successful completion of the apprenticeship. This documentation shall be maintained at the certified academy at which certification is obtained.

   a). Applicant must demonstrate proficiency in classroom presentation.

   b). Instruct a minimum of four hours. Supervised instruction during mandated instruction or another course of instruction approved by the academy director.

   c) Failure to complete the apprenticeship as specified, requires the applicant to repeat the basic requirements for General Instructor.

6). Instructor certification is valid for not more than three years, but may be renewed as specified in number 6, “Instructor Recertification Process” of this policy.

7). Instructor certification becomes null and void when the certified instructor is not employed by the agency who requested the instructorship. The instructorship may be reinstated upon employment with a new criminal justice agency upon request of the new employing agency.

8). General Instructor shall only be authorized to instruct or qualify others in non-specialty courses, as defined in this policy.
9). Applicant’s employing agency must submit a completed application (IC-1) to DCJS signed by the agency head (or their designee) and the academy director.

C. Skills and Specialty Areas (Firearms, Defensive Tactics, Driver Training, Speed Measurement, and Standardized Field Sobriety Testing)

1). Requires a high school diploma or high school equivalency certificate (GED);

2). Requires the applicant to be a sworn officer or an employee of a Virginia criminal justice agency, academy instructional staff, or an academy director.

3). Requires a minimum of two years' experience in a criminal justice agency or two years of experience in the subject area the individual will instruct;
   a. 6VAC20-80-20 requires Firearms Instructors, Defensive Tactics Instructors and Driver Training Instructors to have extensive training and experience to be qualified for instructorship in these areas.

4). Requires the applicant to have successfully completed an instructor development course which meets or exceeds the standards of the instructor development course enumerated in 6VAC20-80-30;

5). Serve an apprenticeship within 12 months of successfully completing an instructor development course with a certified instructor who possesses a minimum of three years of experience as a certified instructor in the topic being apprenticed, as specified in 6 VAC20-80-40. The certified instructor shall document this successful completion of the apprenticeship. This documentation shall be maintained at the certified academy at which certification is obtained.
   a). Applicant must demonstrate proficiency in both classroom and skills presentation.
   b). Instruct a minimum of four hours in the skill or specialty area (two hours for speed measurement) in mandated instruction or another course of instruction approved by the academy director.
   c). Agencies may request a training extension for the completion of the apprenticeship if circumstances meet the standard for an extension.
   d). Failure to complete the apprenticeship as specified, requires the applicant to repeat the basic requirements for the skill or specialty instructor.
6). Instructor certification is valid for not more than three years, but may be renewed as specified in number 6, “Instructor Recertification Process” of this policy.

7). Instructor certification becomes null and void when the certified instructor is not employed by the agency who requested the instructorship. The instructorship may be reinstated upon employment with a new criminal justice agency upon request of the new employing agency (IC-2).

8). Skill or Specialty instructor certification only allows an individual to instruct or qualify others in according to the skill or specialty.

9). Applicant’s employing agency must submit a completed application (IC-1) to DCJS signed by the agency head (or their designee) and the academy director.

D. Firearms Specialty Instructor Additional Requirements

1). Firearms Specialty Instructors shall only be authorized to instruct mandated firearms training courses and to conduct annual firearms qualifications only, unless meeting standards for other categories through mandated training and apprenticeship as defined in this policy.

2). In addition to the Basic Requirements listed in 3, B individuals who have had extensive firearms training and experience must:
   a). Have successfully completed a firearms instructor’s course which meets or exceeds the standards of the firearms instructors’ course approved by the department;
   b). Prequalify on a department "Modified Double Action Course or Virginia Tactical Qualification Course" with a minimum score of 90%.

E. Defensive Tactics Specialty Instructor Additional Requirements

1). Defensive Tactics Specialty Instructors shall only be authorized to instruct mandated defensive tactics training courses, unless meeting standards for other categories through mandated training and apprenticeship as defined in this policy.

2). In addition to the Basic Requirements listed in 3, B individuals who have had extensive defensive tactics training and experience must:
a). Have successfully completed a defensive tactics instructor’s course which meets or exceeds the standards of the defensive tactics instructor’s course approved by the department.

F. Driver Training Specialty Instructor Additional Requirements

1). Driver Training Specialty Instructors shall only be authorized to instruct driver training subjects, unless meeting standards for other categories through mandated training and apprenticeship as defined in this policy.

2). In addition to the Basic Requirements listed in 3, B individuals who have had extensive driver training and experience must:
   a). Have successfully completed a driver training instructor’s course which meets or exceeds the standards of the driver training instructor’s course approved by the department.

G. Speed Measurement Specialty Instructor Additional Requirements

1). Speed Measurement Specialty Instructors shall only be authorized to instruct speed measurement subjects, unless meeting standards for other categories through mandated training and apprenticeship as defined in this policy.

2). In addition to the Basic Requirements listed in 3, B individuals who have had extensive speed measurement training and experience must:
   a). Have successfully completed a speed measurement instructor school which meets or exceeds the standards established by the department.

3). This provision applies to all new personnel employed after July 1, 2007;

H. Standardized Field Sobriety Test Instructor Certification and Recertification refer to the SFST Policy in chapter 6.

I. Instructor certification applications (IC-1) and reinstatement applications (IC-2) are available on the DCJS website at http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=2&program=le

J. Certified Training Academy staff is responsible for ensuring accurate completion of the initial instructor certification application. Particular attention shall be given to the following areas:

1) Submission of the appropriate application (IC-1)

2) Verify the accuracy of the information in the DCJS records management system and the training dates.
3) Verify that the apprenticeship evaluator has at least three years experience as an instructor in the category for which the apprenticeship is conducted; and the apprenticeship consists of approved training and minimum hours (4 hours minimum for general and each specialty, except 2 hours for speed measurement).

K. The academy forwards the completed application to DCJS for final approval and entry into the records management system.

L. All instructor certifications become effective upon completion of the requirements and when entered into the DCJS records management system, and the individual is listed as a certified instructor.

4. Instructor Certification Exemptions:

A. The following individuals are exempted from the certification requirements:

   1). An individual assigned by the academy director to instruct in emergency situations;

   2). Individuals who possess professional or proficiency skills directly related to the subject matter in which they are instructing. (i.e. members of the bar, medical profession, public administrators, teachers, social service practitioners, etc.) Documentation of skills may be requested and final approval, if necessary, rests with DCJS;

   3). Certified emergency care and first aid instructors;

   4). Individuals who serve as field training officers or on-the-job training officers for purposes of providing field training only;

   5). Individuals who have conducted training as a subject matter expert may continue to conduct training in their area of expertise.

5. Revocation of Instructor Certification:

A. The department may revoke any instructor certification issued under these rules if it is determined that an individual has:

   1). Falsified any department report, application, form or roster;

   2). Demonstrated instructional incompetence based upon observation and assessment; or

   3). Otherwise misused the authority granted herein.
B. An instructor's certification may be recommended for revocation for cause upon written request of the chief of police, sheriff, agency administrator, or academy director.

C. When a certified instructor terminates employment with the criminal justice agency that recommended certification, or is no longer an employee of a Virginia criminal justice agency, or an academy director, the instructor certification shall become null and void. Upon reemployment with a Virginia criminal justice agency, the instructor's certification may be reinstated upon submission and approval by DCJS on Form IC-2 and signed by the chief of police, sheriff or agency administrator. Requests for reinstatement shall be authorized by an academy director.

D. Any instructor whose certification is revoked as provided in subsection A of this section shall not be eligible to reapply for certification for a period of three years from the date of revocation.

6. Instructor Recertification Process

A. Instructors must recertify each instructorship by December 31 of every third year following initial instructor certification to maintain their instructorship(s). Recertification must be completed before the instructor certification expires. If the certification has expired, see number 7 below for Instructor Reinstatement Process.

B. The academy director must verify each instructor has taught a minimum of 8 hours per instructorship from initial certification or last recertification date to be eligible for recertification.

C. Instructor Recertification Course shall be completed and include a minimum of two hours of training.

1) Instructor recertification courses shall be completed for each skill or special instructorship held.

   a. Firearms Instructor recertification course shall be a minimum of two hours training.

   b. Defensive Tactics Instructor recertification course shall be a minimum of two hours training.

   c. Driver Training Instructor recertification course shall be a minimum of two hours training.

   d. Speed Measurement Instructor recertification course shall be a minimum of two hours training.

   e. SFST Instructor recertification course shall be a minimum of four hours training.
2) The director of a certified academy shall establish recertification criteria for that academy and submit completion of the recertification training to the department.

3) No application is required for instructor recertification completed within the time limits established in 6.A.

4) Instructors will be recertified based upon the submission of the Form 41 training roster by the academy documenting completion of the instructor recertification course.

5) Instructor recertification becomes effective when entered into the DCJS records management system and the individual is listed as a certified instructor.

D. Instructor Certification Extensions

1) Instructors may receive a recertification training extension for demonstrated good cause for a maximum of 90 days upon the submission and approval of a Training Extension Form (DCJS Form TE-2) to the DCJS Field Services Staff serving the region.

2) Extensions will only be allowed prior to an instructor certification expiration date.

E. Any instructorship that has expired without the approval of a training extension must be handled as an Instructor Reinstatement.

7. Instructorship Reinstatement

A. Three types of instructor re-instatement

1) Employment related

   a. Instructor certification becomes null and void when the certified instructor is no longer employed by the agency who requested the certification.

   b. Upon reemployment with a Virginia criminal justice agency or certified academy, the agency or academy may request the instructorship be reinstated by submitting an Instructor Reinstatement Form (IC-2) with the agency administrator’s (or their designee) signature and the academy director’s signature to DCJS for approval.

2) Expired certification

When the instructor fails to complete the instructor recertification process within the required guidelines (three years following the initial certification and every three years thereafter), the instructor certification becomes null and void until reinstatement.
a. If the instructorship certification has been expired less than 12 months, the agency or academy may request the instructorship be reinstated by submitting an Instructor Reinstatement Form (IC-2) with the agency administrator’s (or their designee) signature and the academy director’s signature to DCJS for approval.

b. The expired instructor must complete an instructor recertification course as described in 6.C and complete a subsequent apprenticeship.

c. If the instructorship is expired due to lack of the 8 hour instruction requirement, the reinstatement apprenticeship shall include the remaining hours of the required instruction in addition to the 4 hour apprenticeship (2 hours for speed measurement).

d. Any instructorship certifications expired for more than 12 months shall not be eligible for reinstatement under this section and must complete the instructor certification process as new.

3) Revocation related

a. When the instructorship was revoked under the provisions of number 5, the instructor’s agency may apply for reinstatement three years from the date of revocation by submitting an Instructor Reinstatement Form (IC-2) with the agency administrator’s (or their designee) signature and the academy director’s signature to DCJS for approval.

b. Upon approval of reinstatement, the revoked instructor must repeat the basic instructor requirements to include a new basic instructor development course, new apprenticeship and new application.

B. Certified Training Academy staff is responsible for ensuring accurate completion of the instructor reinstatement application.

8. Apprenticeships

Each type of instructorship requiring an apprenticeship must have a separate apprenticeship and a separate application, IC-1 or IC-2.

9. It is the Academy Director’s responsibility to verify that all instructors are listed in the DCJS records management system as a currently certified instructor prior to an individual being allowed to instruct.

10. By submission of the application, the agency and academy requesting certification of the individual named on the form as a criminal justice instructor is attesting to compliance with the requirements of the “Rules Relating to the Certification of Criminal Justice Instructors” to include all employment, training and apprenticeship requirements. Specifically, the Authorized Agent of the employing agency is attesting that the applicant meets all
employment requirements and requesting that the applicant be certified as an instructor. The certified academy director is attesting that the applicant has successfully completed the training and apprenticeship requirements and is qualified to be a certified instructor. The certified academy director is responsible for maintaining documentation of completion of training and completion of the apprenticeship on file for inspection and review purposes upon request by DCJS.