



Florida Department of
Law Enforcement

Gerald M. Bailey
Commissioner


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**CRIMINAL JUSTICE STANDARDS & TRAINING COMMISSION
TECHNICAL MEMO 2013-03**

TO: Criminal Justice Training Center Directors

FROM: Program Director Jennifer C. Pritt 
Criminal Justice Professionalism Program

SUBJECT: **Competency-Based Specialized Instructor Course Hours**

The Criminal Justice Standards and Training Commission has previously approved competency-based instruction for Commission-approved Instructor Courses. When a training center conducts an instructor course, the actual contact hours should be entered into the Automated Training and Management System (ATMS) rather than the established course hours. This will ensure that the course information is accurately reflected in ATMS and the instructor-students are receiving the proper amount of credit.

Commission-certified criminal justice training schools that choose to deliver Commission-approved instructor courses using competency-based instruction shall indicate the following information on the instructor's course completion certificate:

- The number of Commission-approved contact hours for the course; and
- The actual number of instructor/student contact hours for course completion.

If you have any questions regarding this issue, please contact your assigned field representative or Terry Baker, Training and Research Manager in the Bureau of Standards at (850) 410-8688.

JCP/GWH/tb/djh

cc: Criminal Justice Standards and Training Commission Members