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**TRAINING SCHOOL**

**REVIEWER**

**DATE**

Commission-certified training schools shall comply with the following staffing and personnel requirements pursuant to Rule 11B-21.005(8), F.A.C.:

1. \_\_\_\_\_ One full-time salaried training center director designated by a Commission-certified training school and employed on a 12-month basis with faculty or administrative status, whose responsibilities are the management and quality control of the delivery of Commission-approved training programs that do not include teaching assignments. A director initially employed after July 1, 1990, shall possess a bachelor's degree from an accredited university and possess two years criminal justice experience.
  - a. Any additional administrative or instructional responsibilities shall not be undertaken by the training center director upon determining that the additional responsibilities would interfere with the director's effective management of the training school. Training center directors shall be responsible for the scheduling, presentation, and management of Commission-approved training programs, which includes preparation of required reports and records, and ensuring quality of instruction, administration, and security of examinations.
  - b. A training center director's designee shall be employed full-time with faculty or administrative status whose responsibilities are the management and quality control of Commission-approved training programs.
  
2. \_\_\_\_\_ At least one full-time clerk or administrative assistant assigned to report to the training center director, whose responsibilities are limited to providing clerical and administrative assistance to the director. Two or more individuals may perform such clerical or administrative duties, provided the aggregate personnel time dedicated to these duties is equivalent, at minimum, to a full-time position.
  
3. \_\_\_\_\_ At least two full-time criminal justice instructors or instructional coordinator positions assigned to report solely to the training center director for training schools with a Type "A" certification. One coordinator position can be composed of two or more instructional coordinators, provided the aggregate personnel time dedicated to these duties is equivalent, at a minimum, to one full-time position. A training school with a Type "B" or "C" certification shall have at least one full-time criminal justice training instructor or instructor coordinator position assigned to report solely to the training center director. In the absence of the training center director, at least one full-time instructor, instructional coordinator, or other individual specifically designated by the director shall be accessible while criminal justice training is being administered and shall be responsible for quality control. The training center director shall designate an individual responsible for coordinating courses, scheduling instructors, facilities, and materials, and for addressing student-related concerns.

In Compliance  Not In Compliance  Corrected on site by the Field Specialist

Rule Violation: \_\_\_\_\_, F.A.C.

Comments: \_\_\_\_\_  
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Field Specialist's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Center Director or Coordinator or Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_