



Florida Department of  
Law Enforcement

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**CRIMINAL JUSTICE STANDARDS & TRAINING COMMISSION  
TECHNICAL MEMO 2011-01**

**TO:** Criminal Justice Training Schools  
Criminal Justice Agencies

**FROM:** Michael D. Crews, Program Director  
Criminal Justice Professionalism Program

**SUBJECT:** CJSTC Instructor Certification

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Recently, there have been a number of issues resulting from individuals who have, for various reasons, incorrectly assumed that they are certified instructors when they are not. Commission staff is issuing this Technical Memo and has revised the CJSTC instructor courses to provide more detailed information about how to obtain a CJSTC instructor certification.

The main issue stems from applicants not understanding the requirements for applying for CJSTC instructor certification. Some assume that after completing an instructor course that they are certified and thus fail to complete the required internship, submit the necessary paperwork, and gain final approval from FDLE. Information contained in Attachments 1, 2, and 3 of this memo explain the entire process and has been added to the applicable instructor courses, effective July 1, 2011. The revised instructor courses are available on ATMS or from FDLE staff.

The information in Attachment 1 has been added to 1186 Florida General Instructor Techniques Course and 1115 General Instructor Refresher Course.

The information in Attachment 2 has been added to the four high liability instructor courses: 800 CMS Vehicle Operations Instructor Course; 801 CMS Firearms Instructor Course; 802 CMS Defensive Tactics Instructor Course; and 1114 CMS First Aid Instructor Course.

Attachment 3 contains specific language for 1159 Speed Measurement Instructor Course.

Instructors and training schools should ensure their students understand the procedures for obtaining a CJSTC instructor certification. Agencies delivering courses that require a CJSTC certified instructor should verify the current certification status of their instructors by checking ATMS.

MDC/la

cc: Criminal Justice Standards and Training Commission Members

## Attachment 1

### General Instructor Certification

A person who seeks certification as a General Instructor must meet the minimum requirements as specified in Rule 11B-20.001(3), F.A.C:

1. complete the Florida General Instructor Techniques Course through a Commission-certified training school
  - achieve a score of no less than 85% on a written end-of-course examination
  - pass the examination on the first attempt
2. become affiliated with one agency or training school
  - Before accepting the affiliation of the instructor, the training school director or agency administrator may require additional proof or demonstration of an instructor applicant's qualifications beyond the CJSTC rule requirements.
3. complete an internship under the supervision of a Commission-certified General Instructor
  - The instructor student will demonstrate instructor competency in a lecture setting.
  - Students in the class where the internship is being conducted will provide written evaluations of the instructor applicant's performance and effectiveness. The training center director, agency administrator, or designee will discuss the evaluations with the instructor applicant.
  - The internship is documented on Form CJSTC-81, Instructor Competency Checklist. The instructor student must complete 100% of the competencies listed on Form CJSTC-81. The training center director, agency administrator, or designee is responsible for completing and discussing the checklist with the instructor applicant. The student evaluations must be attached to the Form CJSTC-81.
4. complete Form CJSTC-71, Instructor Certification Application, and attach all required documentation specified on the form:
  - resume for non-sworn instructor applicants or ATMS Global Profile Sheet for officers
  - copies of the instructor course completion certificate or ATMS Global Profile Sheet indicating course completion
  - applicable professional licenses or certifications
  - completed Form CJSTC-81, Instructor Competency Checklist
  - student evaluations of the instructor applicant
  - ATMS Global Profile Sheet of the CJSTC certified instructor who completed Form CJSTC-81

The instructor applicant must apply for instructor certification within four years of the completion date of the instructor training. If an instructor applicant does not apply within four years, he or she must complete the General Instructor Refresher Course and an internship as described above before submitting an application.

## **Completing the Application Process**

The training center or agency will enter the instructor application in ATMS. The ATMS system sends an electronic notification to the FDLE regional representative that the application is ready for review.

Within 30 days, the FDLE representative reviews the application and accompanying documentation and, if complete, will finalize the instructor certification in ATMS.

Proof of instructor certification and the effective dates can be verified through the officer's ATMS Global Profile Sheet.

## **Maintaining an Instructor Certification**

An instructor certification expires on March 31 of the fourth year following the instructor's initial certification. For example:

Original Instructor Certification Date: November 21, 2007

Instructor Four-year Anniversary Date: November 21, 2011

Instructor Renewal Deadline: March 31, 2012

To maintain a General Instructor Certification, an instructor must meet the following requirements:

- instruct in a Commission-approved Basic Recruit Training Program course, Advanced Training Program course, or Specialized Training Program course delivered at a training school, or in-service training course delivered at an agency, once during their four-year cycle
- complete Form CJSTC-84, Instructor Compliance Application, and submit to their affiliating school or agency before March 31 of their expiration year

The affiliating training center or agency will enter Form CJSTC-84 in ATMS to renew and maintain the instructor certification.

Failure to meet maintenance requirements will result in a lapse of the instructor certification.

Instructors whose General Instructor Certification has lapsed must meet the following requirements to reactivate the certification:

- complete the General Instructor Refresher Course
- reapply for instructor certification using Form CJSTC-71, Instructor Certification Application, as explained above

## Attachment 2

### High-Liability Instructor Certification

A person who seeks certification as a High-Liability Instructor must meet the minimum requirements as specified in Rule 11B-20.0014, F.A.C:

1. possess a General Instructor Certification, or be eligible and apply for the certification at the same time as the High-Liability Instructor Certification, per Rule 11B-20.001(3), F.A.C. If applying for more than one instructor certification at the same time, the instructor student may take the applicable instructor courses in any order.
2. complete three years experience as a certified criminal justice officer or three years experience in the high-liability topic of instruction for which certification is sought
3. complete the applicable instructor course through a Commission-certified training school
  - achieve a score of no less than 85% on a written end-of-course examination
  - demonstrate proficiency skills as required in CJSTC rules
    - Defensive Tactics instructor students must demonstrate all defensive tactics techniques specified in the course at 100%.
    - First Aid instructor students must demonstrate all first aid proficiency skills specified in the course at 100%.
    - Vehicle Operations instructor students must demonstrate all vehicle operations proficiency skills with four out of five runs (80%) for each exercise specified in the course.
    - Firearms instructor students must demonstrate all firearms proficiency skills at 85% for the handgun and long gun as specified in the course.

There is no remediation for an instructor student, either for the end-of-course examination or the demonstration of proficiency skills.

4. become affiliated with one agency or training school
  - Before accepting the affiliation of the instructor, the training school director or agency administrator may require additional proof or demonstration of an instructor applicant's qualifications beyond the CJSTC rule requirements.
5. complete a high-liability internship under the supervision of a CJSTC certified instructor in the same high-liability area
  - For the General Instructor Certification, an instructor applicant should have completed an internship instructing in a classroom lecture setting. Therefore, another classroom demonstration is not required for a High-Liability Certification. However, instructor applicants requesting a High-Liability Instructor Certification must demonstrate training students in the performance areas of the course. Acting as the rangemaster or safety officer does not count as an internship.
  - If applying for both a General Instructor and High-Liability Certification at the same time, an instructor student may combine the required internships.
  - Students in the class where the internship is being conducted will provide written evaluations of the instructor applicant's performance and effectiveness. The training center director, agency administrator, or designee will discuss the evaluations with the instructor applicant.

- The internship is documented on Form CJSTC-81, Instructor Competency Checklist. The training center director, agency administrator, or designee is responsible for completing and discussing the checklist with the instructor applicant. The student evaluations must be attached to the Form CJSTC-81.
6. submit an application for CJSTC instructor certification by completing Form CJSTC-71, Instructor Certification Application, and attaching all required documentation specified on the form:
- resume for non-sworn instructor applicants or ATMS Global Profile Sheet for officers
  - copies of the instructor course completion certificate or ATMS Global Profile Sheet indicating course completion for each certification requested
  - completed performance evaluation form for each certification requested
    - CJSTC-4—Firearms Performance Evaluation
    - CJSTC-5—First Aid Performance Evaluation [First Aid also requires a current CPR instructor certificate. Medical professionals may be exempt from General Instructor Certification and must provide copies of their current professional certification and CPR Instructor Certificate pursuant to Rule 11B-20.0014, F.A.C.]
    - CJSTC-6—Defensive Tactics Performance Evaluation
    - CJSTC-7—Vehicle Operations Performance Evaluation
  - applicable professional licenses or certifications
  - completed Form CJSTC-81, Instructor Competency Checklist
  - student evaluations of the instructor applicant
  - ATMS Global Profile Sheet of the CJSTC certified instructor evaluator who completed Form CJSTC-81

The instructor applicant must apply for instructor certification within four years of the completion date of the instructor training. If an instructor applicant does not apply within four years, he or she must complete an internship and demonstrate the proficiency skills applicable to the high-liability topic before submitting an application.

### **Completing the Application Process**

The training center or agency will enter the instructor application in ATMS. The ATMS system sends an electronic notification to the FDLE regional representative that the application is ready for review.

Within 30 days, the FDLE representative reviews the application and accompanying documentation and, if complete, will finalize the instructor certification in ATMS.

Proof of instructor certification and the effective dates can be verified through the officer's ATMS Global Profile Sheet.

## **Maintaining an Instructor Certification**

A High-Liability Instructor Certification is added on to the General Instructor Certification and has the same expiration date as the General Instructor Certification. For example:

General Instructor Certification expires March 31, 2012

High-Liability Instructor Certification added on June 7, 2011

Both General Instructor Certification and High-Liability Instructor Certification expire on March 31, 2012

Additional instructor certification topics applied for within six months of the instructor's renewal deadline will automatically renew.

To maintain a High-Liability Instructor Certification, an instructor must meet the following requirements:

- instruct in a Commission-approved Basic Recruit Training Program course, Advanced Training Program course, or Specialized Training Program course delivered at a training school, or in-service training course delivered at an agency for each high-liability certification, once during his or her four-year cycle
- successfully complete continuing education or training approved by the training center director, agency administrator, or designee
- complete Form CJSTC-84, Instructor Compliance Application, and submit to his or her affiliating school or agency before March 31 of his or her expiration year;

The affiliating training center or agency will enter Form CJSTC-84 in ATMS to renew and maintain the instructor certification.

Failure to meet maintenance requirements will result in a lapse of the instructor certification. Instructors whose High-Liability Instructor Certification has lapsed must meet the following requirements to reactivate the certification:

- demonstrate proficiency skills as outlined above
- reapply for instructor certification using Form CJSTC-71, Instructor Certification Application, as explained above
- possess or reactivate the General Instructor Certification, if expired

## Attachment 3

### Speed Measurement Instructor Certification

A person who seeks certification as a Speed Measurement Instructor must meet the minimum requirements as specified in Rule 11B-20.0014, F.A.C:

1. possess a General Instructor Certification or be eligible and apply for the certification at the same time as the Speed Measurement Instructor Certification per Rule 11B-20.001(3), F.A.C. If applying for more than one instructor certification at the same time, the instructor student may take the applicable instructor courses in any order.
2. possess three years experience as a speed measurement device operator
3. complete the Speed Measurement Instructor Course (or an equivalent combination of retired courses specified in rule) through a Commission-certified training school
  - achieve a score of no less than 85% on a written end-of-course examination on the first attempt
  - demonstrate all speed measurement proficiency skills at 100% on the first attempt, documented on Form CJSTC-10, Speed Measurement Device Field Evaluation
4. become affiliated with one agency or training school
  - Before accepting the affiliation of the instructor, the training school director or agency administrator may require additional proof or demonstration of an instructor applicant's qualifications beyond the CJSTC rule requirements.
5. complete a speed measurement internship under the supervision of a CJSTC certified Speed Measurement Instructor
  - For the General Instructor Certification, an instructor applicant should have completed an internship instructing in a classroom lecture setting. Therefore, another classroom demonstration is not required for a Speed Measurement Instructor Certification. However, instructor applicants must demonstrate training students in the speed measurement performance areas of the course.
  - If applying for both a General Instructor and Speed Measurement Instructor Certification at the same time, an instructor student may combine the required internships.
  - Students in the class where the internship is being conducted will provide written evaluations of the instructor applicant's performance and effectiveness. The training center director, agency administrator, or designee will discuss the evaluations with the instructor applicant.
  - The internship is documented on Form CJSTC-81, Instructor Competency Checklist. The training center director, agency administrator, or designee is responsible for completing the checklist and discussing with the instructor applicant. The student evaluations must be attached to the Form CJSTC-81.

6. submit an application for CJSTC instructor certification by completing Form CJSTC-71, Instructor Certification Application, and attaching all required documentation specified on the form:
  - resume for non-sworn instructor applicants or ATMS Global Profile Sheet for officers
  - copies of the instructor course completion certificate or ATMS Global Profile Sheet indicating course completion for each certification requested
  - completed Form CJSTC-10, Speed Measurement Device Field Evaluation
  - applicable professional licenses or certifications
  - completed Form CJSTC-81, Instructor Competency Checklist
  - student evaluations of the instructor applicant
  - ATMS Global Profile Sheet of the instructor evaluator who completed Form CJSTC-81

Instructor applicants must apply for instructor certification within four years of the completion date of the instructor training. Instructor applicants who do not apply within four years must complete an internship and demonstrate the speed measurement proficiency skills before submitting an application.

### **Completing the Application Process**

The training center or agency will enter the instructor application in ATMS. The ATMS system sends an electronic notification to the FDLE regional representative that the application is ready for review.

Within 30 days, the FDLE representative reviews the application and accompanying documentation and, if complete, will finalize the instructor certification in ATMS.

Proof of instructor certification and the effective dates can be verified through the officer's ATMS Global Profile Sheet.

### **Maintaining an Instructor Certification**

A Speed Measurement Instructor Certification is added on to the General Instructor Certification and has the same expiration date as the General Instructor Certification. For example:

General Instructor Certification expires March 31, 2012

Speed Measurement Instructor Certification added on June 7, 2011

Both General Instructor Certification and Speed Measurement Instructor Certification expire on March 31, 2012

Additional instructor certification topics applied for within six months of the instructor's renewal deadline will automatically renew.

To maintain a Speed Measurement Instructor Certification, an instructor must meet the following requirements:

- instruct a speed measurement topic in a Commission-approved Basic Recruit Training Program course, Advanced Training Program course, or Specialized

Training Program course delivered at a training school, or in-service training course delivered at an agency once during his or her four-year cycle

- successfully complete continuing education or training approved by the training center director, agency administrator, or designee
- complete Form CJSTC-84, Instructor Compliance Application, and submit to their affiliating school or agency before March 31 of their expiration year

The affiliating training center or agency will enter Form CJSTC-84 in ATMS to renew and maintain the instructor certification.

Failure to meet maintenance requirements will result in a lapse of the instructor certification. Instructors whose Speed Measurement Instructor Certification has lapsed must meet the following requirements to reactivate the certification:

- complete a speed measurement internship as described above
- reapply for instructor certification using Form CJSTC-71, Instructor Certification Application, as explained above
- possess or reactivate the General Instructor Certification, if expired