



Florida Department of
Law Enforcement

INSTRUCTOR CERTIFICATION APPLICATION

Incorporated by Reference in Rule 11B-20.001(2)(a), F.A.C.



CJSTC
71

Please type or print in black or blue ink and use capital and small letters to write names, titles, and addresses

1. Social Security Number: _____
2. Instructor's Name: _____
Last First MI
3. Date of Birth: _____
4. Ethnic Group or Race: White ☐ Asian ☐ Black ☐
American Indian or Native Alaskan ☐ Other ☐
5. Sex: Male ☐ Female ☐
6. Enter "X" in the box that indicates the instructor's current status:
Officer ☐ *Non-Officer or Civilian ☐
7. Employer: _____
(Do not abbreviate employer name)
8. Employer Address: (Street) _____
City: _____
State: _____ Zip Code: _____
Telephone Number: _____
Pager or Cellular Telephone Number: _____
E-mail Address: _____
9. Enter "X" in one of the following boxes to apply for:
New ☐ Add Subjects ☐ Change of Affiliation ☐

An instructor applicant shall attach the following:

- A résumé; and
- Copies of instructor course completion certificate(s) or CJSTC instructor profile, and applicable proficiency or field evaluation form(s); and
- Applicable professional licenses or certifications; and
- Instructor Competency Checklist form CJSTC-81.

To add subjects, an instructor applicant shall attach the following:

- The instructor course completion certificate(s) or CJSTC instructor profile, and applicable proficiency or field evaluation form(s); and
- Applicable professional licenses or certifications; and
- Instructor Competency Checklist form CJSTC-81.

Training schools or agencies shall attach the following:

- ATMS profiles of the instructor applicant.
- ATMS profile of the instructor completing the form CJSTC-81 Instructor Competency Checklist, if applicable.

10. After January 1, 1994, new instructors and those renewing their certification shall have completed Human Diversity Concepts for Trainers Program, which is a one-time requirement. Date the Human Diversity Concepts for Trainers was completed: _____

Separate course ☐ or Included in Instructor Techniques ☐

11. Enter "X" by each subject for the requested certification:

<input type="checkbox"/> General	<input type="checkbox"/> Law
<input type="checkbox"/> Vehicle Operations	<input type="checkbox"/> Speed Measurement
<input type="checkbox"/> Firearms	<input type="checkbox"/> Canine Team
<input type="checkbox"/> Defensive Tactics	<input type="checkbox"/> Breath Test
<input type="checkbox"/> First Aid	

12. The applicant agrees that he or she has not been convicted of a felony or misdemeanor involving perjury or a false statement; has not received a dishonorable discharge from any of the Armed Forces of the United States; and has not after July 1, 1981, pled guilty or nolo contendere or have been found guilty of any felony or of a misdemeanor involving perjury or a false statement, notwithstanding suspension of sentence or withholding of adjudication; and has not had a certification issued by the Criminal Justice Standards and Training Commission relinquished or revoked.

Signature

Date Signed

I hereby affirm that the above information is true and can be verified by documents on file. **Training school or agency staff:** After the training center director, agency administrator, or designee has signed and dated this completed form, contact the Regional Field Specialist for approval.

13. _____
Training Center Director, Agency Administrator, or Designee's Signature:

Date signed: _____

14. _____
Training School or Employing Agency

Two-digit Training School
Number or Employing Agency's ORI Number

CJSTC USE ONLY

<input type="checkbox"/> General	<input type="checkbox"/> Law
<input type="checkbox"/> Vehicle Operations	<input type="checkbox"/> Speed Measurement
<input type="checkbox"/> Firearms	<input type="checkbox"/> Canine Team
<input type="checkbox"/> Defensive Tactics	<input type="checkbox"/> Breath Test
<input type="checkbox"/> First Aid	

Criminal Justice Standards and Training Commission Signature

Review date

Expiration date

Instructor applicants applying for instructor certification shall:

1. Be affiliated with a training school or agency.
2. Possess good moral character pursuant to Rule 11B-27.0011(4), F.A.C., as applied to instructor applicants and certified instructors.
3. Not have been convicted of a felony or of a misdemeanor involving perjury or false statement, or have received a dishonorable discharge from any of the Armed Forces of the United States; and
4. After July 1, 1981, any person who has pled guilty or nolo contendere to any felony or of a misdemeanor involving perjury or a false statement is not eligible for instructor certification, notwithstanding suspension of sentence or withholding of adjudication; and
5. Notwithstanding subsections (3) and (4) of Rule 20.001(2)(c)3., F.A.C., any person who has pled nolo contendere to a misdemeanor involving a false statement, prior to December 1, 1985, and has had such record sealed or expunged shall not be deemed ineligible for instructor certification.

Instructions For Completing Form CJSTC-71:

1. Use this form to Criminal Justice Standards and Training Commission (CJSTC) instructor certification to apply for certification, add subject(s), or change the instructor's affiliation.
2. Complete items 1-12 and submit to the Commission-certified criminal justice training school in the instructor's region or to the employing agency.
3. The training center director, agency administrator, or designee shall review the instructor's credentials and abilities and shall approve and sign the instructor certification application upon finding that the instructor's credentials and abilities are satisfactory.
4. The training school or employing agency shall submit the approved application to the field specialist in its region.

How To Complete Each Item:

1. **Social Security Number.** Enter the instructor's nine-digit social security number as in this example: 000-00-0000.
2. **Name.** Enter the instructor's legal name. Enter the instructor's last and first name. If the instructor has a middle initial, enter it above "MI."
3. **Date of birth.** Enter the instructor's date of birth as in this example: 08-21-1962.
4. **Ethnic group or race.** Enter X in the box beside the instructor's ethnic group or race. Read how ethnic groups and races are defined before placing an X in one of the boxes.
 - ♦ **Hispanic:** All persons of Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race. May be either white or black.
 - ♦ **Asian or Pacific Islander:** Originated from the original peoples of Far East, Southeast Asia, Indian Subcontinent, or Pacific Islands. (Examples are: China, Japan, Korea, Philippine Islands, and Samoa.)
 - ♦ **American Indian or Native Alaskan:** Originated from the original peoples of North America and maintain cultural identification through tribal affiliation or community recognition.
 - ♦ **Black:** Originated from the Black racial groups of Africa, but not of Hispanic origin or culture.

- ♦ **White:** Originated from the original peoples of Europe, North Africa or Middle East, but not of Hispanic origin or culture.
 - ♦ **Other:** Individuals who are not Hispanic, Asian, Pacific Islander, American Indian, Native Alaskan, Black or White.
5. **Sex.** Enter X in the appropriate box.
 6. **Current Status.** Enter X in the box that indicates the instructor's current status. If the instructor is non-sworn, the training school shall ensure that the instructor does not have any felony convictions.
 7. **Employer.** Enter the name of the training school, agency, school, or business where the instructor is employed.
 8. **Employer's address.** Enter the instructor's employment address. Enter the street address, including the apartment or P.O. Box number, on the first line. Enter the city on the second line. Enter the state and nine-digit zip code on the third line. Enter the first five digits before the dash and last four digits after the dash. Enter the employer's telephone number including the area code. Enter the employer's pager or cellular telephone number, and e-mail address if applicable.
 9. **Applying For New Certification, Adding Subjects, or Changing Affiliation.** Attach the required documentation. Enter X in the box beside "New" if applying for new certification. If the instructor has a certification in one or more subjects and is applying for certification in additional subjects, enter X in the box beside "Add Subjects." If the instructor is currently a certified instructor and requests to change his or her affiliation, enter "X" in the box beside "Change of Affiliation."
 10. After January 1, 1994, instructors who apply for a new or renewed certification shall complete the Human Diversity Concepts for Trainers Program. Indicate the date the course was completed and what type of course was taken. This course needs to be completed only once for all renewed instructors.
 11. **Subject(s) for which you are applying for certification.** Enter X in the box beside each subject for which the instructor is requesting CJSTC certification.
 12. **Applicant's Signature.** The instructor applicant shall read and sign this form. Instructor applications are not valid unless signed by the applicant.
Date Signed: Enter the date the instructor signed his or her name. Example: 06-07-1991.
 13. **Training Center Director or Agency Administrator's signature.** After verifying the applicant's credentials and abilities, the training center director, agency administrator, or designee shall sign this form. **Date signed.** The training center director, agency administrator, or designee shall record the date they signed this form. Example: 11-28-1991.
 14. **Training School or Employing Agency's Name and Number or Agency ORI number.** Enter the training school's name and two-digit training school number, or the employing agency's name and ORI number for the school or agency evaluating the instructor's credentials and abilities.
Enter the last seven digits of the originating agency identifier number. There are nine digits in agency ORI codes. The first two have been entered for you, which are FL. Enter as in this example: FL0370000. The training school or employing agency shall provide the instructor with the correct ORI number.
- Upon completion of items 1-12, submit this application to a Commission-certified criminal justice training school or employing agency.