




Criminal Justice Standards and Training Commission

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CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION **TECHNICAL MEMORANDUM 2025-05**

DATE: April 16, 2025
TO: Criminal Justice Agency Administrators
Criminal Justice Training Center Directors
Criminal Justice Selection Center Directors
FROM: Director Chad Brown 
Criminal Justice Professionalism Division
SUBJECT: Florida Administrative Code Rule Revisions

Numerous changes were made to Florida Administrative Code (F.A.C.) Rule Chapters 11B-14, 11B-18, 11B-20, 11B-21, 11B-27, 11B-30, and 11B-35 and promulgated by the Commission. The changes are effective April 9, 2025. The substantive changes are included in this technical memorandum; however, technical changes have not been included.

The full rule language can be accessed at the FDLE website located at the following website: <http://www.fdle.state.fl.us/CJSTC/Publications/CJSTC-FAC-Rules.aspx>.

The newly revised CJSTC forms, effective March 2025, may be accessed via the FDLE website located at the following website: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>.

The Active CJSTC Curricula is available at the following website: <http://www.fdle.state.fl.us/CJSTC/Curriculum/Active-Courses.aspx>.

The significant **2024–2025** rule and form changes are as follows:

Rule 11B-14, F.A.C.

11B-14.002 General Program Provisions.

11B-14.002(2) This revision incorporates the revised Training Report, form CJSTC-67. The form was revised to clarify that the original form is to be retained by the training school.

11B-14.002(6)(b) This revision incorporates the revised Higher Education for Salary Incentive Report, form CJSTC-63. The form was revised to clarify that the original form is to be retained by the employing agency and provide directions for agencies that are unable to enter the information via ATMS.

Rule 11B-18, F.A.C.

11B-18.0053 Officer Training Monies Budget and Expenditure Categories.

11B-18.0053(3)(a) This revision adds language to allow personnel identified in this rule section to attend trust funded courses on a space-available basis provided that no Florida certified officers are displaced.

11B-18.0053(3)(a)1. and 3. These revisions remove the reference to attending trust-funded courses on a space-available basis.

11B-18.0053(3)(a)4. This revision identifies members of consolidated dispatch agencies as authorized to attend trust funded courses and removes the reference to attending trust funded courses on a space-available basis.

Rule 11B-20, F.A.C.

11B-20.001 Definitions and Minimum Requirements for General Certification of Instructors.

11B-20.001(1)(a) This revision incorporates the revised Training Report, form CJSTC-67. The form was revised to clarify that the original form is to be retained by the training school.

11B-20.001(2)(a) This revision incorporates the revised Instructor Certification Application, form CJSTC-71. The form was revised to change the instructor certification category from Firearms to Handgun; to add Shotgun and Patrol Rifle as categories; and to clarify that the original form is to be retained by the employing agency or the training school submitting the form.

11B-20.001(3)(a)3.a. This revision incorporates the revised Instructor Competency Checklist, form CJSTC-81. The form was revised to change the instructor certification category from Firearms to Handgun and to remove Diving.

11B-20.001(3)(a)5.a. This revision incorporates the revised Affidavit of Separation, form CJSTC-61. The form was revised to clarify that the original form is to be retained by the agency and to provide directions for agencies that are unable to enter the information via ATMS.

11B-20.001(3)(a)5.b. This revision incorporates the revised Internal Investigation Report, form CJSTC-78. The form was revised to add the officer's email address.

11B-20.0013 Commission Instructor Certification Categories.

11B-20.0013(2)(b) This revision changes Firearms to Handgun as an instructor certification category.

11B-20.0013(2)(e) This revision adds Patrol Rifle Instructor Certification as an instructor certification category.

11B-20.0013(2)(f) This revision adds Shotgun Instructor Certification as an instructor certification category.

11B-20.0014 Minimum Requirements for High-Liability and Specialized Instructor Certifications.

11B-20.0014(1)(d) This revision incorporates the revised Instructor Competency Checklist, form CJSTC-81. The form was revised to change the instructor certification category from Firearms to Handgun and to remove Diving.

11B-20.0014(2)(b) This revision changes Firearms to Handgun as an instructor certification category and clarifies it is the certification required to instruct handgun topics.

11B-20.0014(2)(b)2. This revision reflects the name change of the required instructor training course from Firearms Instructor Course to Handgun Instructor Course.

11B-20.0014(2)(b)3. This revision reflects the name change of the required instructor training course from Firearms Instructor Course to Handgun Instructor Course and clarifies that the internship must be supervised by a certified handgun instructor.

11B-20.0014(2)(e)-(f) These revisions add both the Patrol Rifle Instructor Certification and the Shotgun Instructor Certification as instructor certification categories and identifies requirements that must be met before someone may apply for these certifications.

11B-20.0014(3)(c)5. This revision incorporates the revised Canine Team Instructor Performance Evaluation, form CJSTC-20. The form was revised to update a rule reference and to clarify that the original form is to be retained by the employing agency.

11B-20.0016 Inspection of Instructor Certification Applications.

11B-20.0016(2) This revision incorporates the revised Instructor Certification Deficiency Notification, form CJSTC-271. The form was revised to clarify that the original form is to be retained by the employing agency or training school.

11B-20.0017 Maintenance and Duration of Instructor Certifications.

11B-20.0017 This revision incorporates the revised Instructor Compliance Application, form CJSTC-84. The form was revised to change the instructor certification category from Firearms to Handgun; to add Patrol Rifle and Shotgun as categories; and to clarify that the original form is to be retained by the employing agency or training school.

Rule 11B-21, F.A.C.

11B-21.005 Criminal Justice Training School Requirements for Certification and Re-Certification.

11B-21.005(3) This revision incorporates the revised Training School Classroom Facility and Equipment Requirements, form CJSTC-205. The form was revised to remove the list of specific classroom equipment; to require the school make available the equipment necessary to present the curriculum and media to students; and to remove the requirement that the field representative retain a copy of the form.

11B-21.005(4)(a) This revision incorporates the revised Driving Range Facility and Equipment Requirements, form CJSTC-202. The form was revised to remove the requirement that the field representative retain a copy of the form.

11B-21.005(5) This revision incorporates the revised Defensive Tactics Facility and Equipment Requirements, form CJSTC-203. The form was revised to remove the requirement that the field representative retain a copy of the form.

11B-21.005(6) This revision incorporates the revised Firing Range Facility and Equipment Requirements, form CJSTC-201, and clarifies that firearms training shall be supervised by a Commission-certified handgun, rifle, or shotgun instructor as appropriate. The form was revised to remove the requirement that the field representative retain a copy of the form.

11B-21.005(7) This revision incorporates the revised First Aid Instructional Requirements, form CJSTC-208. The form was revised to remove the requirement that the field representative retain a copy of the form.

11B-21.005(8) This revision incorporates revised Staffing Requirements, form CJSTC-204. The form was revised to remove the requirement that the field representative retain a copy of the form.

11B-21.019(2)(a) This revision incorporates the revised Training School Contact Report, form CJSTC-200. The form was revised to remove the requirement that the field representative retain a copy of the form.

11B-21.019(4) This revision incorporates the revised Non-Compliance Follow-up Report, form CJSTC-206. The form was revised to remove the requirement that the field representative retain a copy of the form.

Rule 11B-27, F.A.C.

11B-27.002 Certification, Employment or Appointment, Reactivation, and Terminating Employment or Appointment of Officers.

11B-27.002(1)(f) This revision incorporates the revised Affidavit of Applicant, form CJSTC-68. The form was revised to remove obsolete language that references private correctional facilities and the requirement to provide a copy to FDLE.

11B-27.002(2) This revision incorporates the revised Registration for Employment Affidavit of Compliance, form CJSTC-60. The form was revised to clarify that the original form is to be retained by the employing agency and to provide directions for agencies that are unable to enter the information via ATMS.

11B-27.002(2)(a) This revision incorporates the revised Registration for Officer Certification Application, form CJSTC-59. The form was revised to clarify that the original form is to be retained by the employing agency and to provide directions for agencies that are unable to enter the information via ATMS.

11B-27.002(3)(a)2. This revision incorporates the revised Employment Background Investigative Report, form CJSTC-77. The form was revised to remove the requirement to provide a copy to FDLE and to provide directions for agencies that are unable to enter the information via ATMS.

11B-27.002(3)(a)4. This revision incorporates the revised Temporary Employment Authorization Statement, form CJSTC-65. The form was revised to change firearms instructor to handgun instructor; to clarify that the original form is to be retained by the agency; and to remove the requirement to provide a copy to FDLE.

11B-27.002(3)(a)11. This revision incorporates the revised Exemption-From-Training, form CJSTC-76. The form was revised to clarify that the original form is to be retained by the agency, training school, or selection center; to remove the requirement to provide a copy to FDLE; to require a copy be provided to the applicant; and to provide directions for agencies that are unable to enter the information via ATMS is to be retained by the agency.

11B-27.002(3)(a)11. This revision incorporates the revised Exemption-From-Training Proficiency Demonstration, form CJSTC-76A. The form was revised to clarify that the original form is to be retained by the agency.

11B-27.002(3)(a)15. This revision incorporates the revised Affidavit of Separation, form CJSTC-61. The form was revised to clarify that the original form is to be retained by the agency and to provide directions for agencies that are unable to enter the information via ATMS.

11B-27.00212 Maintenance of Officer Certification.

11B-27.00212(4) This revision incorporates the revised Mandatory Retraining Report, form CJSTC-74. The form was revised to clarify that the original form is to be retained by the employing agency; to remove the requirement to provide a copy to FDLE; and to provide directions for agencies that are unable to enter the information via ATMS.

11B-27.00212(14) This revision incorporates the revised Law Enforcement Officer Firearms Qualification Standard, form CJSTC-86A. The form was revised to clarify that the original form is to be retained by the employing agency; to remove the requirement to provide a copy to FDLE; and to change firearms to handgun in the instructions.

11B-27.00212(19) This revision adds the requirement that all law enforcement officers must complete training on the policies and procedures for administering a lethality assessment to victims of intimate partner violence by October 1, 2026, and it outlines the effect of failing to complete the training by the deadline. This requirement was mandated by the Florida Legislature during their 2024 Legislative Session.

NOTE: The 2025 Legislature is currently reviewing this requirement, so the requirements and completion date may change. Additional information will be provided if changes occur.

11B-27.00213 Temporary Employment Authorization.

11B-27.00213(1)(a)2. This revision changes Firearms to Handgun for the instructor requirements for the demonstration of proficiency required for individuals employed or appointed on a TEA.

11B-27.00213(2)(b) This revision incorporates the revised Handgun Performance Evaluation, form CJSTC-4. The form was revised to change firearms to handgun in reference to instructors; to remove reference to the Firearms Instructor Course and Safe Handling of Firearms Course; and to add the Handgun Proficiency Evaluation to the beginning of the proficiency skills section.

11B-27.0022 Background Investigations.

11B-27.0022(2)(a) This revision incorporates the revised Authority for Release of Information, form CJSTC-58. The form was revised to clarify that the original form is to be retained by the agency.

11B-27.003 Duty to Report, Investigations, Procedures.

11B-27.003(2)(a) This revision incorporates the revised Internal Investigation Report, form CJSTC-78. The form was revised to add the officer's email address.

11B-27.013 Canine Team Certification.

11B-27.013(2)(e) This revision incorporates the revised Canine Team Certification Application, form CJSTC-70. The form was revised to clarify that the original form is to be retained by the agency with copies being provided to the applicant and the evaluator.

11B-27.013(3)(c) This revision incorporates the revised Canine Team Performance Evaluation, form CJSTC-83. The form was revised to update a rule reference and to clarify that the original form is to be retained by the agency.

11B-27.013(6)(a) This revision incorporates the revised Canine Team Certification Deficiency Notification, form CJSTC-270. The form was revised to remove the requirement to provide a copy to the field representative.

11B-27.014 Implementation of the Federal Law Enforcement Officers Safety Act of 2004.

11B-27.014(2)(a), (4)(a)1., and (4)(b) This revision changes all references of firearm instructors and range masters to Commission-certified handgun instructors and range masters as it relates to administering the course of fire or issuing the Firearms Proficiency Verification Card, form CJSTC-600.

Rule 11B-30, F.A.C.

11B-30.006 State Officer Certification Examination General Eligibility Requirements.

11B-30.006(1) This revision incorporates the revised Training Report, form CJSTC-67. The form was revised to clarify that the original form is to be retained by the training school.

11B-30.006(2)(b) This revision incorporates the revised Exemption-From-Training, form CJSTC-76. The form was revised to clarify that the original form is to be retained by the agency, training school, or selection center; to remove the requirement to provide a copy to FDLE; to require a copy be provided to the applicant; and to provide directions for agencies that are unable to enter the information via ATMS.

Rule 11B-35, F.A.C.

11B-35.001 General Training Programs; Requirements and Specifications.

11B-35.001(3)(c) This revision changes firearms to handgun for all references related to instructors, instructor courses, and instructor certification.

11B-35.001(3)(e) This revision adds patrol rifle instructor certification and handgun instructor certification requirements to instruct the Patrol Rifle Operator and Patrol Rifle Instructor courses.

11B-35.001(3)(f) This revision adds shotgun instructor certification and handgun instructor certification requirements to instruct the Shotgun Operator and Shotgun Instructor courses.

11B-35.001(11)(a) This revision incorporates the revised Training Report, form CJSTC-67. The form was revised to clarify that the original form is to be retained by the training school.

11B-35.001(11)(b) This revision incorporates the revised Academy Physical Fitness Standards Report, form CJSTC-67A. The form was revised to update a rule reference and to clarify that the original form is to be retained by the training school.

11B-35.0021 Courses and Requirements for Basic Recruit Training, Advanced, Specialized, and Instructor Training Requiring Proficiency Demonstration.

11B-35.0021(3)(a) This revision renames the Firearms Instructor Course, number 801 to Handgun Instructor Course, number 801.

11B-35.0021(3)(e)-(f) This revision adds Patrol Rifle Instructor Course, number 3024, and Shotgun Instructor Course, number 3025, to the list of Commission-approved high-liability instructor training courses.

11B-35.0021(7) This revision renames firearms to handgun and adds patrol rifle and shotgun to the list of topics that require Commission instructor certification.

11B-35.0021(8)(a) This revision renames firearms to handgun; identifies the courses requiring a ratio of one instructor for every six students actively engaged in on the firearms range; defines "actively engaged"; and requires the rangemaster to be certified as a handgun, patrol rifle, or shotgun instructor based on the training course being presented.

11B-35.0024 Student Performance in Commission-approved High-Liability Basic Recruit Training Courses, Instructor Training Courses, and Specialized and Advanced Training Program Courses Requiring Proficiency Demonstration.

11B-35.0024(3) This revision renames the Firearms Instructor Course to Handgun Instructor Course and adds the Patrol Rifle Instructor Course and Shotgun Instructor Course to the list of courses that requires a demonstration of proficiency skills.

11B-35.0024(3)(b)1. This revision adds the Advanced Defensive Tactics Course to the list of courses that requires an instructor who has completed the Defensive Tactics Instructor requirements pursuant to Rule 11B-20.0014, F.A.C.

11B-35.0024(3)(c)2. This revision incorporates the revised Handgun Performance Evaluation, form CJSTC-4, and removes the reference to using a commercially produced B-21E or equivalent target because it is contained on the form. The form was revised to change firearms to handgun for all references and to remove references to the Firearms Instructor Course and the Safe Handling of Firearms Course.

11B-35.0024(3)(d) This revision renames the Firearms Instructor Course to Handgun Instructor Course.

11B-35.0024(3)(d)1. This revision renames the Firearms Instructor Course to Handgun Instructor Course and adds the Single Officer Response to Active Threat and Shooter Incidents Course, Single Officer Response to Active Threat and Shooter Incidents Instructor Course, Patrol Rifle Operator Course, Patrol Rifle Instructor Course, Shotgun Operator Course, and Shotgun Instructor Course to the list of courses requiring an instructor who has completed the Handgun Instructor requirements pursuant to Rule 11B-20.0014, F.A.C.

11B-35.0024(3)(d)2. This revision changes firearms to handgun when referencing the instructor student; incorporates the revised Handgun Performance Evaluation, form CJSTC-4; and removes the reference to using a commercially produced B-21E or equivalent target because it is contained on the form. The form was revised to change firearms to handgun for all references and to remove the reference to the Firearms Instructor Course and the Safe Handling of Firearms Course.

11B-35.0024(3)(i) This revision adds the Patrol Rifle Instructor Course and proficiency demonstration requirements, and it incorporates the new Patrol Rifle Instructor Performance Evaluation, form CJSTC-4R.

11B-35.0024(3)(j) This revision adds the Shotgun Instructor Course and proficiency demonstration requirements, and it incorporates the new Shotgun Instructor Performance Evaluation, form CJSTC-4S . 11B-35.0024(4)(q) This revision incorporates the revised Canine Team Performance Evaluation, form CJSTC-83. The form was revised to update a rule reference and to clarify that the original form is to be retained by the agency.

11B-35.0024(4)(r)2. This revision incorporates the revised Canine Team Instructor Performance Evaluation, form CJSTC-20. The form was revised to update a rule reference and to clarify that the original form is to be retained by the agency.

11B-35.009 Exemption from Basic Recruit Training.

11B-35.009(6) This revision incorporates the revised Exemption-From-Training, form CJSTC-76. The form was revised to clarify that the original form is to be retained by the agency, training school, or selection center; to remove the requirement to provide a copy to FDLE; to require a copy be provided to the applicant; and to provide directions for agencies that are unable to enter the information via ATMS.

11B-35.009(7) This revision adds administering lethality assessments to the list of Commission-approved training that is required for law enforcement officers who seek certification through the exemption process, and it incorporates the revised Exemption-From-Training Proficiency Demonstration, form CJSTC-76A. The form was revised to clarify that the original form is to be retained by the agency.

The 2024/2025 Forms Index of revised forms for Rule 11B, effective 3/2025, are listed below.

Form Number	Form Name	Form Action
CJSTC-4	Handgun Performance Evaluation	Revised
CJSTC-4H	Handgun Instructor Performance Evaluation (formerly 4I) Note: Use the 4I until July 1, 2025; then, start using the 4H for classes taught on or after July 1, 2025	Revised
CJSTC-4R	Patrol Rifle Instructor Performance Evaluation Note: Use the 4R when this course goes into effect July 1, 2025.	New
CJSTC-4S	Shotgun Instructor Performance Evaluation Note: Use the 4S when this course goes into effect July 1, 2025.	New
CJSTC-20	Canine Team Instructor Performance Evaluation	Revised
CJSTC-58	Authority for Release of Information (Background Investigation Waiver)	Revised
CJSTC-59	Officer Certification Application	Revised
CJSTC-60	Registration for Employment Affidavit of Compliance	Revised
CJSTC-61	Affidavit of Separation	Revised
CJSTC-63	Higher Education for Salary Incentive Report	Revised

Form Number	Form Name	Form Action
CJSTC-65	Temporary Employment Authorization Statement	Revised
CJSTC-67	Training Report	Revised
CJSTC-67A	Academy Physical Fitness Standards Report	Revised
CJSTC-68	Affidavit of Applicant	Revised
CJSTC-70	Canine Team Certification Application	Revised
CJSTC-71	Instructor Certification Application	Revised
CJSTC-74	Mandatory Retraining Report	Revised
CJSTC-76	Exemption-From-Training	Revised
CJSTC-76A	Exemption-From-Training Proficiency Demonstration	Revised
CJSTC-77	Employment Background Investigative Report	Revised
CJSTC-78	Internal Investigation Report	Revised
CJSTC-81	Instructor Competency Checklist	Revised
CJSTC-83	Canine Team Performance Evaluation	Revised
CJSTC-84	Instructor Compliance Application	Revised
CJSTC-86A	Law Enforcement Officer Firearms Qualification Standard	Revised
CJSTC-200	Training School Contact Report	Revised
CJSTC-201	Firing Range Facility and Equipment Requirements	Revised
CJSTC-202	Driving Range Facility and Equipment Requirements	Revised
CJSTC-203	Defensive Tactics Facility and Equipment Requirements	Revised
CJSTC-204	Staffing Requirements	Revised
CJSTC-205	Training School Classroom Facility Requirement	Revised
CJSTC-206	Non-Compliance Follow-up Report	Revised
CJSTC-208	First Aid Instructional Requirements	Revised
CJSTC-270	Canine Team Certification Deficiency Notification	Revised
CJSTC-271	Instructor Certification Deficiency Notification	Revised

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If you have any questions regarding these rule changes, please contact Training and Research Manager Terry Baker, Bureau of Standards, at TerryBaker@fdle.state.fl.us or (850) 410-8688.

cc: Criminal Justice Standards and Training Commission