# Rules of
Department of Public Safety
Division 75–Peace Officer Standards and Training Program
Chapter 4–Certification of Instructors

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PURPOSE: This rule defines and describes types of and requirements for a certified instructor, basic qualifications and limitations imposed upon instructors and criteria for evaluating certified instructors.

(1) The director or his/her designated representatives shall certify instructors qualified to teach in one (1) or more of the prescribed training courses. Certification will be in accordance with the provisions of this chapter. The final decision regarding applicability these provisions shall rest with the director or his/her designated representatives.

(2) Instructors shall be certified on the basis of minimum qualifications in the areas of education, training, experience and ability to provide instruction. It shall be the continuing responsibility of the sponsoring training center director to see that instructors are assigned only topics which they are qualified to teach and that they are supervised on a regular basis to insure that instructional excellence is maintained.

(3) Types and Length of Instructor Certification.

(A) Instructor certification shall be two (2) types, generalist and specialist. Both types of instructor certification will be issued for three (3)-year periods. At the end of the three (3)-year period, certification may be renewed. Proper notification shall be provided by Peace Officer Standards and Training (POST) at appropriate intervals to permit sufficient time for certified instructors to avoid lapse of eligibility.

(B) Generalist Instructor. This type of certification is awarded to applicants who have sufficient education, experience, and training as peace officers or federal law enforcement officers to be considered competent to provide overall general instruction in a certified course. Certification of a generalist instructor will be granted only upon completion of all requirements.

1. All applicants for certification as a general instructor shall have a minimum of five (5) years of experience as a peace officer or federal law enforcement officer as defined in 11 CSR 75-2.010 and shall comply with the following requirements:

   A. During the first year of appointment, a generalist instructor shall have completed an instructor development training course which has been approved by the director or his/her designated representatives; and

   B. At the time of appointment, possess a minimum of a baccalaureate degree from any accredited college or university.

(C) Specialist Instructor.

1. This type of certification is limited in subject matter and is awarded to applicants on the basis of their education, specialized training and experience in the subject area to be instructed.

   2. All applicants for certification as a specialist instructor shall have a minimum of three (3) years’ practical experience in the subject area to be taught.

   3. All applicants for certification as a specialist instructor also shall comply with the following requirements:

      A. Possess a minimum of a high school diploma or its equivalent; and

      B. Possess diplomas, certificates or other appropriate indicia which attest to the special knowledge and preparation in the subject area to be instructed; and

      C. If the subject area to be taught is clearly in the domain of law enforcement, applicants shall be required to have a minimum of three (3) years of experience as a peace officer or federal law enforcement officer as defined in 11 CSR 75-2.010; or

   D. During the first year of original certification, have completed an instructor development training course which has been approved by the director or his/her designated representatives.

(D) Special Certification or Exceptions.

1. Guest lecturers or outside instructors approved by the director of a certified training center and under the supervision of a certified instructor responsible for the particular subject or course; or

2. Maintain files which show the basis of their education, specialized training and experience in the subject area to be instructed, will not be required to obtain certification. In no event may the use of noncertified lecturers exceed five percent (5%) of the total instruction for the basic one hundred twenty (120)-hour course, ten percent (10%) for the three hundred (300)-hour course, ten percent (10%) for the four hundred seventy (470)-hour course, twenty percent (20%) for the six hundred (600)-hour course or twenty percent (20%) for the one thousand (1000)-hour course.

(4) Limitation on Hours of Instruction.

(A) No instructor shall be scheduled to instruct in more than thirty percent (30%) of the hours of academic subject matter during the basic one hundred twenty (120)-hour course, three hundred (300)-hour course, four hundred seventy (470)-hour course or the basic six hundred (600)-hour course or the one thousand (1000)-hour course.

(B) The provision in subsection (4)(A) shall not preclude the use of instructors in excess of thirty percent (30%) of the total hours. If particular, unusual or emergency circumstances exist subsection (4)(A) may be waived by the director or his/her designated representatives. Requests for waivers must be made in writing, setting out in full detail the reasons for the waiver request.

(5) Requirements for Instructor Sponsorship by a Certified Training Center.

(A) Any applicant seeking certification as an instructor must be sponsored by a certified training center director or a director of a training center whose application for certification is under process by the director or his/her designated representatives.

(B) A training center director shall only sponsor applicants, certification as an instructor, which will be used by the training center to teach basic training within one (1) year of the certification date.

(C) Once an applicant has been certified in accordance with POST rules, the instructor may present the same level and type of instruction in any certified training center.

(7) No credit will be given to any officer for any course that is taught with one (1) or more instructors who have not been certified by the director or his/her designated representatives, unless specifically exempted by POST rules.


11 CSR 75-4.020 Application Procedures for Instructor Certification

PURPOSE: This rule defines the process of applying for certification as an instructor.

(1) An original Instructor Application Form I-2 shall be issued to a qualified applicant who has never been certified as either a generalist or specialist instructor. Instructor certification is issued for a three (3)-year period by the director or his/her designated representatives. All original applicants must submit copies of all transcripts, diplomas or other verifying documents to support education, training or professional history.

(2) A renewal Instructor Application Form I-2 shall be issued to a qualified applicant currently certified as a generalist or specialist instructor at the end of each three (3)-year period. A certified instructor who desires to renew his/her certification for another three (3) years must complete and return the application prior to ninety (90) days of the expiration date of the current certification.

(A) To qualify for a renewal of certification an instructor must—

1. Have provided instruction in a certified training program at least one (1) time each year during the three (3) years of the certification period;

2. Receive the sponsorship of a training center director;

3. The director or his/her designated representatives shall supply training center directors with Instructor Application Forms I-2 for initial and renewed instructor certification. Training center directors shall distribute these forms to qualified instructor applicants and renewal candidates; and

4. Each Instructor Application Form I-2, with any required attachments, must be submitted by the applicant to the Missouri Department of Public Safety, Peace Officer Standards and Training Program, P.O. Box 749, Jefferson City, MO 65102 for appropriate action.

STATE OF MISSOURI
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR

INSTRUCTOR APPLICATION

FORM I-2

THIS FORM MUST BE COMPLETED FOR EACH INDIVIDUAL REQUESTING INSTRUCTOR CERTIFICATION OR RENEWAL AS DEFINED UNDER CHAPTER 590, RSMo. THIS FORM MUST BE COMPLETED AND APPROVED BEFORE INSTRUCTOR CERTIFICATION IS ISSUED.
GENERAL INSTRUCTIONS

Section A: Individual Information
- Full name of individual, listing last name first, first name and middle initial.
- Home Address to include street, city, county and zip code.
- Home Telephone
- Birth date of applicant to include month, day and year.
- Sex

Section B: Employment History
- Dates of Employment
- Agency to include the name of the agency the applicant is affiliated with
- Total years of working for that particular agency

Section C: Certification requested

Generalist Qualifications
- Be sponsored by a Missouri certified law enforcement training academy.
- Have a minimum of five years of experience as a peace officer.
- Have successfully completed a POST approved instructor development course. (Attach copy)
- Possess a minimum of a baccalaureate degree from an accredited college or university. (Attach copy)

If the only requirement for the Generalist certification that you are lacking is the POST approved instructor development course you can be certified for a one year period as a Tentative Generalist. If you do not receive the instructor development course within one year your certification will be invalid.

If you have not had and instructor development course, but have one scheduled enter the date of the course in the space provided.

Specialist Qualifications
- Be sponsored by a Missouri certified law enforcement training academy.
- Have a minimum of three years of practical experience in the area to be taught.
- Possess a minimum of a high school diploma or its equivalent. (Attach copy)
- Possess diplomas, certificates or other appropriate documentation which attest to the special knowledge and preparation in the subject area to be instructed. (Attach copy)

If the subject area to be taught is clearly in the domain of law enforcement, have a minimum of three years experience as a peace officer or federal law enforcement officer.

If all of the requirements are met then the curricula codes should be put on the form. Do not put the name of the course on the form, only put the curricula codes. Attach a copies of diplomas, certificates or other appropriate documentation for the curricula areas that are requested.

The codes are on the back of the application.

Section D: OTHER CERTIFICATION REQUIREMENTS
- Attach a copy of your high school diploma or equivalent.
- Attach a copy of your advanced degree.

Section E: REQUIRED ADDITIONAL ATTACHMENTS
- Attach a detailed resume which indicates law enforcement experience in the subject areas you are teaching. If the applicant is not a law enforcement officer or federal law enforcement officer and the subject area to be taught is not in the domain of law enforcement then include a resume that indicates experience or expertise in the area you are to be instructing.

Section F: Attestation of Applicant and Training Center Director
- Applicant - Attest that the information provided is accurate and true in accordance with Chapter 590 RSMo.
- Training Center Director- Attest that the applicants information contained upon this application has been verified as being true and accurate. The Director also agrees to have verified the applicant instruct in their academy in the first year of sponsorship.

The form can be mailed back to the following address:

The POST Program
Department of Public Safety
Post Office Box 749
Jefferson City, MO 65102
(573) 751-8238
**********

Chapter 4—Certification of Instructors

MISSOURI DEPARTMENT OF PUBLIC SAFETY
PEACE OFFICER STANDARDS AND TRAINING
INSTRUCTOR APPLICATION FORM 1-2

This form must be completed by each individual requesting certification or renewal as defined under Chapter 590,RSMo. This form must be completed and approved before instructor certification is issued.

INDIVIDUAL INFORMATION

<table>
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<tr>
<th>NAME - LAST</th>
<th>FIRST</th>
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<th>COUNTY</th>
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PEACE OFFICER OR FEDERAL LAW ENFORCEMENT OFFICER EMPLOYMENT HISTORY (If applicable)

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<th>DATES OF EMPLOYMENT</th>
<th>AGENCY</th>
<th>TOTAL YEARS</th>
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<td>TO</td>
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CERTIFICATION REQUESTED (Check Generalist or Specialist and whether this is an Original or Renewal)

- [ ] GENERALIST
- [ ] ORIGINAL
- [ ] RENEWAL

Graduated from a POST Approved Instructor Development Course

- [ ] YES If YES, attach a copy of the Certificate of Completion.
- [ ] NO If NO, are you scheduled to take the course?

NOTE: Need a minimum of a baccalaureate degree. See Section D.

- [ ] SPECIALIST
- [ ] ORIGINAL
- [ ] RENEWAL

CURRICULA CODES (ON BACK OF FORM)

SPECIALIZED SUBJECTS

DOCUMENTS ATTESTING TO EXPERIENCE AND EXPERTISE SHOULD BE ATTACHED FOR EACH CODE LISTED.

OTHER CERTIFICATION REQUIREMENTS

- [ ] Graduated from High School or G.E.D.
- [ ] YES
- [ ] NO

- [ ] Graduate from an Accredited College or University.
- [ ] YES
- [ ] NO

- [ ] Associates Degree
- [ ] Bachelors Degree
- [ ] Masters Degree
- [ ] PHD/juris Prudis

REQUIRED ADDITIONAL ATTACHMENTS

Attach a detailed resume which indicates law enforcement experience in the subject areas you are teaching. If the applicant is not a law enforcement officer or federal law enforcement officer and the subject area to be taught is not in the domain of law enforcement then include a resume that indicates experience or expertise in the area that you are to be instructing.

The undersigned certifies that the information and attachments are true and correct.

APPLICANT

DATE

Sponsorship, the undersigned training center director has evaluated the applicant and agrees to have them instruct in the first year of sponsorship.

TRAINING CENTER DIRECTOR

DATE

MO 512-0314 (2/97)
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MO 812-0314 (2-97)
Chapter 4—Certification of Instructors

11 CSR 75-4.030 Instructor Certification Procedures

PURPOSE: This rule describes how the Peace Officer Standards and Training Program processes the instructor applications for certification.

(1) Upon receiving the Instructor Application Form 1-2 (see 11 CSR 75-4.020), the director or his/her designated representatives will review the applicant’s education, training and experience; and the completeness of the application for compliance with Peace Officer Standards and Training (POST) rules.

(2) The director or his/her designated representatives shall have the option of—1) certifying, 2) certifying with stipulated conditions or 3) not certifying applicants applying for instructional certification.

(3) If the director or his/her designated representatives determine that the application meets the requirements of POST rules, the director shall grant certification. Certification of instructors by the director or his/her designated representatives will be in the form of a letter and certificate so stating to the applicant, with a copy sent to the sponsoring training center director. The certification letter shall specify the type of certification and stipulated conditions, if any. The certificate shall name the certified instructor and shall specify the type of certification granted.

(4) If the director or his/her designated representatives determine that the application does not meet the requirements of POST rules, the director or his/her designated representatives shall specify in writing and forward to the applicant and the sponsoring training center director the reasons upon which the adverse determination is based. Notice of the director’s or his/her designated representatives' determination shall be issued no later than thirty (30) days following receipt of the application, except in instances for cause shown.


11 CSR 75-4.040 Evaluation of Instructors

PURPOSE: This rule describes the requirements for evaluation of certified instructors.

(1) New instructors shall be evaluated by the sponsoring training center director director prior to requesting certification from the Department of Public Safety’s Peace Officer Standards and Training (POST) Program.

(2) Records which indicate the name of certified instructor(s), course subject(s) taught, the time length of the course subject(s) taught, the date(s) when the course subject was taught, and the total number of hours in any basic training course taught by each instructor shall be kept in each basic training course file.

(3) Certified instructors may be evaluated by POST staff at any time they are teaching a basic training course. Instructors will be evaluated on their presentation, knowledge of the subject matter, and for properly following certified objectives and lesson plans.

(4) If the training center director receives from a student, staff, or any source complaints or negative criticism regarding an instructor, the director shall keep written records of such complaints, and will document what action or response was made in regard to the complaints or criticism. If the action or response results in the discipline, suspension, or dismissal of an instructor, the training center director shall notify POST within thirty (30) days.


11 CSR 75-4.050 Decertification of Instructors and Appeals Program

PURPOSE: This rule defines the procedure for decertification of instructors and the appeals process to be used in disputed cases.

(1) Instructor certification indicia shall remain the property of the Department of Public Safety’s Peace Officer Standards and Training Program and the director or his/her designated representatives shall have the power to cancel, recall, suspend or revoke any certificate or award for cause as they determine, which shall include, but not be limited to, the following:

(A) Certification issued in error or through fraudulent application; and

(B) Certification issued to instructors who are unqualified to continue teaching;

(C) Conviction of a felony including the receiving of a suspended imposition of sentence following a plea or finding of guilty to a felony charge;

(D) Conviction of a misdemeanor involving moral turpitude;

(E) Use or possession of, or trafficking in, any illegal substance; and

(F) Gross misconduct indicting inability to function as a peace officer, or a law enforcement instructor.

(2) Review of Instructor Certification.

(A) Review of an instructor’s certification may be initiated upon the written request of a chief executive officer, training center director or other reliable source. A review also may be initiated by the director or his/her designated representatives in the absence of external requests.

(3) Notice of Adverse Determination and Request for Hearing.

(A) In all cases where the director or his/her designated representatives disapproves an application for instructor certification or cancels, recalls, suspends or revokes any previously issued instructor certification, the director or his/her designated representatives must specify in writing and forward to the individual and the training center director, by certified mail, return receipt requested, the reasons upon which the adverse determination is based.

(B) The individual may file a written request for a hearing on the adverse determination. If filed, the request must be received by the director or his/her designated representatives not later than fifteen (15) days after the date of mailing by the individual of the adverse notice.

(C) The hearing procedure to be used in all matters regarding instructional certification shall be governed by the Administrative Rules and Review Act, Chapter 536, RSMo.


11 CSR 75-4.060 Decertification of Instructors
(Rescinded June 29, 1989)