

**COMMONWEALTH OF PENNSYLVANIA
MUNICIPAL POLICE OFFICERS' EDUCATION & TRAINING COMMISSION
APPLICATION FOR INSTRUCTOR
MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING
COURSE**

INSTRUCTIONS - THIS APPLICATION MUST BE SUBMITTED TO THE MUNICIPAL POLICE OFFICERS' EDUCATION & TRAINING COMMISSION, 8002 BRETZ DRIVE, HARRISBURG, PENNSYLVANIA 17112-9748 BY THE DIRECTOR OF A SCHOOL CERTIFIED TO CONDUCT BASIC TRAINING.

1. CHECK APPROPRIATE BLOCK(S)
 GENERAL INSTRUCTOR
 SPECIAL INSTRUCTOR

FOR COMMISSION USE

CERTIFICATION NO. _____
 DATE _____

2. LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____ SUFFIX _____ 3. DATE _____

4. SOCIAL SECURITY NUMBER _____ 5. DATE OF BIRTH (MO-DAY-YR) _____ 6. GENDER MALE FEMALE 7. E-MAIL ADDRESS _____

8. ADDRESS _____ CITY _____ COUNTY _____ STATE _____ ZIP CODE _____ 9. PHONE NUMBER () _____

10. EDUCATION

NAME AND LOCATION OF COLLEGES AND UNIVERSITIES	DATE ATTENDED		MAJOR	CREDIT HOURS	DEGREE
	FROM	TO			

11. EMPLOYMENT RECORD

NAME AND ADDRESS OF EMPLOYER	POSITION HELD	DATES		REASON FOR LEAVING
		FROM	TO	

12. POLICE INSTRUCTOR TRAINING

SCHOOL	LOCATION	COURSE TITLE	LENGTH OF COURSE	DATE COMPLETED

13. FIREARMS

ARE YOU A QUALIFIED FIREARMS INSTRUCTOR? YES NO IF YES, QUALIFIED BY: (PRINT AGENCY NAME) _____ DATE QUALIFIED _____

14. IF YOU HAVE CHECKED SPECIALIZED INSTRUCTOR IN BLOCK 1, CHECK THE SUBJECT AREA(S) FOR WHICH YOU ARE MAKING APPLICATION:
 A. FIRST AID AND CPR B. FIREARMS C. PHYSICAL CONDITIONING D. APPLICATION OF FORCE E. PATROL VEHICLE OPERATION

15. I CERTIFY THAT THE INFORMATION APPEARING ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

 SIGNATURE DATE

16. ENDORSEMENT

I HAVE INTERVIEWED THE APPLICANT FOR INSTRUCTOR CERTIFICATION AND REVIEWED ALL SUPPORTING DOCUMENTATION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE APPLICANT WHOSE NAME APPEARS ABOVE, IS QUALIFIED TO TEACH IN THE MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COURSE.

 SCHOOL DIRECTOR'S SIGNATURE DATE

NAME OF SCHOOL _____ LOCATION _____

17. I CERTIFY THAT THE APPLICATION CONTAINS NO MISREPRESENTATION OR FALSIFICATIONS, OMISSIONS OR CONCEALMENT OF MATERIAL FACT, AND THAT THE INFORMATION GIVEN BY ME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Taken, sworn and subscribed before me, this



_____ day of _____ A.D. 19 _____

_____ APPLICANT'S SIGNATURE

_____ DATE

**MUNICIPAL POLICE OFFICERS'
EDUCATION & TRAINING COMMISSION**

8002 Bretz Drive
HARRISBURG, PA 17112-9748
717-346-4086

INSTRUCTIONS AND INFORMATION FOR COMPLETING THE APPLICATION FOR INSTRUCTOR CERTIFICATION (MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING ACT)

GENERAL

1. Applications for instructor certification must be submitted to the director of a school certified by the Commission to conduct basic training. The Commission will not accept applications submitted directly by the applicant.
2. Read the application carefully. Make sure each block or question is completed before you submit the application.
3. All statements made on this application are subject to verification. Submission of a fraudulent application shall result in denial or revocation.
4. Type or print in ink. If more space is needed, use an additional 8½" x 11" sheet of paper.

WHO MAY APPLY

1. GENERAL INSTRUCTORS - Those instructors who are eligible to teach courses other than First Aid, CPR, Firearms, Physical Conditioning, Application of Force and Patrol Vehicle Operation.
2. SPECIAL INSTRUCTORS - Those instructors who are eligible to teach First Aid, CPR, Firearms, Physical Conditioning, Application of Force and Patrol Vehicle Operation.

QUALIFICATIONS AND DOCUMENTATION

See attached listing of minimum requirements for each area of certification.

EDUCATION

List colleges and universities attended, showing school attended, major course of study and degree attained if any.

POLICE INSTRUCTOR TRAINING COURSES

List instructor training courses completed showing school attended, location, course title, length of course and dates of training. Supply copies of certificates.

EMPLOYMENT RECORD

List your present employment and position first; then list your employment for the past five (5) years in chronological order from the present and provide documentation from previous employer(s) to verify employment.

FIREARMS

If qualified as a firearms instructor, indicate agency name and date qualified.

CRIMINAL DISQUALIFICATION STANDARD

The statutory standard for Criminal disqualification is as follows: Any applicant who has been convicted of any state or federal offense that can be punishable by more than one year imprisonment will be denied certification. In Pennsylvania, this includes all misdemeanors of the second degree, first degree and all felonies. An Accelerated Rehabilitative Disposition is not considered a conviction and does not bar an applicant from certification; however it must be reported on the application.

SCHOOL DIRECTOR RESPONSIBILITY

The school director must interview each applicant and review all supporting documentation before submitting application to the Commission.

NOTARIZATION

All applications must be notarized as per the last block.

FINGERPRINT REQUIREMENT

Each application for instructor certification must be accompanied by:

- A. One (1) Pennsylvania State Police Applicant Fingerprint Card (Form SP 4-124) displaying the Municipal Police Officers' Education & Training Commission as the Contributor (PAPSP0100).
- B. One (1) F.B.I. Applicant Fingerprint Card (Form FD-258) displaying the Municipal Police Officers' Education & Training Commission as the contributor (PAPSP0100).

MINIMUM STANDARDS FOR INSTRUCTORS IN THE BASIC TRAINING COURSE
Effective 10/1/08

Official documentation (photocopies), verifying your eligibility for all areas in which you wish to instruct must accompany the application.

GENERAL INSTRUCTOR AREAS

For certification in this area, the applicant must satisfy the criteria in one of the following:

- A. Attorney licensed to practice in Pennsylvania (include copy of current bar card).
- B. Five years police experience (must document), and either an acceptable Instructor Development Course (copy of certificate required), or a teaching certificate issued by the Department of Education (copy of certificate required), or have full-time employment with academic rank at an accredited college or university (must document).
- C. Four years police experience (must document), an Associate of Arts Degree (transcript required), and **either** an acceptable Instructor Development Course (copy of certificate required), or a teaching certificate issued by the Department of Education (copy of certificate required), or have full-time employment with academic rank at an accredited college or university (must document).
- D. Three years police experience (must document), a Bachelor of Arts Degree (transcript required), and **either** an acceptable Instructor Development Course (copy of certificate required) **or** a teaching certificate issued by the Department of Education (copy of certificate required), or have full-time employment with academic rank at an accredited college or university (must document).

SPECIALIZED INSTRUCTOR AREAS

- A. **FIRST AID AND CPR** - Must possess a current Instructor Certification issued by the American Red Cross, the American Heart Association, the Department of Health or other agency approved by the Department of Health. (40 hour curriculum).
- B. **FIREARMS** - Possess a current Police Firearms Instructor rating from the National Rifle Association, the State Police, the Federal Bureau of Investigation, Smith and Wesson Academy, the Philadelphia Police Academy, United States Secret Service or other certification approved by the Commission.
- C. **PHYSICAL CONDITIONING** - Provide documentation of successful completion of an Instructor Development course and training or education which evidences expertise as a physical conditioning instructor.
- D. **APPLICATION OF FORCE** - Provide documentation of successful completion of an Instructor Development course and training or education which evidences expertise as a defensive tactics instructor.
- E. **PATROL VEHICLE OPERATION** - Provide documentation of successful completion of an Instructor Development course and an instructor's course in emergency vehicle operation or police driver proficiency