



**CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS & TRAINING**  
**ACADEMY INSTRUCTOR CERTIFICATE PROGRAM**  
*Academy Instructor Certificate Program (AICP) Guidelines – Updated 2/09*

**I. PROGRAM PARTICIPATION AND REQUIREMENTS**

The Academy Instructor Certificate Program (AICP) is a program for POST academy instructors. The program is designed to promote general instructional excellence for those instructors employed to teach Basic Course curriculum or components.

There are three components of the AICP:

- A. Academy Instructor Certification Course (AICC)
- B. Academy Instructor Certificate (granted after “competency certification”)
- C. Triennial Recertification

Academies are required to follow POST Administrative Manual (PAM) §1009 and §1082. An academy is required to ensure that all instructors who teach any Basic Course component or curriculum have fulfilled the certification requirements.

Academies that employ instructors who fail to become certified, within the required time period, may be removed from the AICP.

All Basic Course instructors are required to possess the Academy Instructor Certificate. Basic Course instructors who teach certain specialized subjects must satisfy additional requirements, as specified in PAM §1070. Basic Course instructors who also perform the duties of Academy Director, Academy Coordinator, or Academy Recruit Training Officer must satisfy additional requirements, as specified in PAM §1071.

The AICC is designed to develop Basic Course instructors' training delivery, adult learning techniques, planning, presentation, and facilitation skills. The following are general requirements for the Academy Instructor Certification Course:

- A. The AICC must be certified per the requirements specified in PAM §§1052-1056.
- B. An AICC instructor must be an experienced instructor development trainer, proficient in the [Competency Verification Checklist \(POST 2-123\) skills](#).
- C. The AICC curriculum must include the minimum content specified in PAM §1082.
- D. Regulations applicable to the AICP can be accessed online in the [PAM](#).

## II. SELECTION GUIDELINES/QUALIFICATIONS

The purpose of this component is to support basic academies in conducting a review of the qualifications of Basic Course instructors for enrollment in the AICP, including their subject matter expertise, background, training, education, experience, and demonstrated abilities (Basic Course Management Guide, Section III-6). These criteria may be applied to either newly selected instructors or incumbent instructors. The academy director/designee may implement the following process:

- A. Candidate instructor provides the following:
  - 1. Resume
  - 2. Experience verification
    - a. Subject matter experience (SME)
    - b. Training/presentation experience
  - 3. Information/documents to support SME
  - 4. Performance/character verification (duty evaluations, references, etc.)
    - a. Example: Letter of recommendation from Chief/Sheriff
    - b. Example: Copy of last performance evaluation
  - 5. Education/training verification
    - a. Copies of degrees, transcripts
    - b. Copies of certificates verifying specialized/instructor training
- B. Academy director/designee does the following:
  - 1. Reviews application packet as described above.
  - 2. Conducts interview with applicant.
- C. Academy director/designee approves or disapproves applicant's enrollment based upon established academy criteria.

## III. COURSE/EQUIVALENCY GUIDELINES

The AICP is based on the Basic Course Instructional System and adult learning principles. This foundation is used to further the development of instructional planning skills, presentation and facilitation skills, adult learning techniques, and application of the training delivery techniques required in the Basic Course.

The academy director/designee is responsible for evaluating and verifying instructor competence.

- A. Academy director/designee reviews instructor development training of Basic Course instructors/applicants wishing to participate.  
*\*If candidates have previously attended at least 24 hours of general instructor development training but have **not** received instruction on the Basic Course Instructional System and adult learning techniques, the academy director/designee may provide for participation in a POST-approved tutorial on these topics.*

*Following completion of the tutorial, the academy director/designee will provide an opportunity for candidates to demonstrate instructional competency. (See the protocol for equivalency determination in "C" below.)*

- B. Effective March 1, 2008, new instructors are required to attend the Academy Instructor Certification Course.
  - 1. The course is to be taught by an instructor development trainer skilled in the competencies emphasized in the Academy Instructor Certification Course curriculum ([Competency Verification Checklist \(POST 2-123\)](#)):
    - a. Master Instructor as course instructor; or
    - b. Academy instructor development trainer
  - 2. The course to include the minimum content specified in PAM §1082.
- C. The academy director/designee shall review "equivalency" candidates' written proof of their previous successful completion of at least 24 hours of instructor development training. "Proof" could include, for example, a certificate of completion or an expanded course outline. Upon determination of sufficiency of the proof-of-training documents, the instructor will be provided, for self-study, a tutorial package consisting of POST-approved materials. These materials may include:
  - 1. "Learners First" – Available on the [POST Learning Portal](#)
  - 2. "Achieving Training Excellence" Telecourse video
  - 3. Basic Course Management Guide
    - \*After the instructor has gained familiarity with the content of the tutorial materials, he or she will be required to demonstrate competency (see Section IV, "Competency Verification Component").*

#### **IV. COMPETENCY VERIFICATION COMPONENT**

The competency verification component enables the participating student-instructor to demonstrate the knowledge and skills learned in their prior 24 (or more) hours of instructor training and learned through the POST-approved tutorial materials for academy "equivalency" candidates. The [Competency Verification Checklist \(POST 2-123\)](#) is used to assess performance during the demonstration.

This component provides the opportunity for the student-instructor to demonstrate competency to an instructor development trainer serving as mentor/verifier.

- A. Academy director/designee reviews student's prior instructor development training.

- B. The Academy director/designee has the student demonstrate competency while teaching.
- C. Academy director/designee observes the presentation in order to verify competency. Competencies not demonstrated can be verified through discussion with the observing instructor development trainer at the conclusion of the presentation or verified at future Basic Course presentations. At a minimum, the student is expected to demonstrate that he or she is able to do the following:
  - 1. Create a written training plan.
  - 2. Make a presentation in a topic area that is taught in the academy.
  - 3. Facilitate a learning activity that uses a particular delivery technique other than lecture.
  - 4. Use a training aid that is appropriate for the teaching point(s) involved in the demonstration.
  - 5. Participate in the evaluation of peers.
- D. The [Competency Verification Checklist \(POST 2-123\)](#) should be signed and dated by the observing instructor development trainer and the academy director/designee, and placed in the instructor's file.
- E. Re-evaluation is afforded anyone who receives an unsatisfactory evaluation. The re-evaluation protocol is as follows:
  - 1. The candidate must submit a written request to the academy director for re-evaluation within 10 days of receiving the unsatisfactory evaluation.
  - 2. The academy director/designee must provide appropriate remediation.
  - 3. The academy director/designee must provide one opportunity for re-evaluation.
  - 4. The re-evaluation must be scheduled at a mutually agreeable date, time and place, but must occur within 180 days of the candidate's date of completion of the AICC or completion of the tutorial package for applicants following the equivalency process.
  - 5. A new [Competency Verification Checklist \(POST 2-123\)](#) must be completed.
  - 6. The teaching demonstration for the competency verification may be performed during the AICC, in a Basic Course presentation, or before academy staff.

## V. CERTIFICATION PROCESS

Issuance of the Academy Instructor Certificate validates the additional training and experience gained by the participating instructor and acknowledges a higher level of performance as a Basic Course instructor.

- A. After the participating student-instructor has successfully completed the AICC (or the equivalency process), the academy director/designee shall enter the instructor information in the POST electronic AICP tracking system. This information includes:
  - 1. Date of issuance of Academy Instructor Certificate
  - 2. Name
  - 3. POST ID number
  - 4. Presenter academy
  - 5. Specialized subject expertise for academy instruction (optional)
- B. Academies are required to retain education, training, experience, and competency verification documentation in conformance with agency records retention schedules and for compliance inspection.
- C. The academy director/designee should ensure that written recertification procedures are provided to academy instructors at the time the initial certificate is issued.

## **VI. RECERTIFICATION PROCESS**

The purpose of recertification is to ensure that Basic Course instructors maintain instructional proficiency and obtain further professional training relating to subject matter expertise or training in instructor development. The Academy Instructor Certificate shall be renewed every three years.

- A. Academy instructors seeking recertification shall provide documentation that supports compliance with the following:
  - 1. 24 hours of teaching or presentations during the previous three years, which exercise or expand instructor core competencies.
  - 2. 8 hours of professional development, via a course, conference, symposium, self-directed study, or any other training experience approved by the academy director/designee, which exercises or expands instructor core competencies, in one of the following areas:
    - a. Relevant specialized subject.
    - b. Instructor development.

- B. Documentation of 24 hours of teaching or presentations and 8 hours of professional development must be entered via the electronic AICP tracking system. Academy instructors must provide personal log-in information and either a POST Course Control Number, along with hours and subject(s), or the following information pertinent to the teaching, presentations, or professional development training:
1. Location of training.
  2. Date(s).
  3. Hours.
  4. Subject(s).
  5. Brief description of teaching, presentation, or professional development training.
- C. The academy director/designee, upon approval of recertification, shall enter the recertification information into the POST AICP tracking system. The recertification date shall be on the three-year anniversary of certificate issuance. The academy director/designee will be responsible for verifying, updating, and maintaining this data.