

Instructor Training Applicant Worksheet

Student Applicant: _____

Phone Number (*Best contact*): (_____) _____ - _____

Agency Phone Number: (_____) _____ - _____

Agency: _____

I. Criminal Justice Experience – 4 year minimum requirement at the time of application for probationary instructor certification, which must be made within 60 days after successful completion of the state administered exam. *List years and type of criminal justice experience (rank, area of command). Please be specific.*

Start Date	End Date	Rank and Area of Agency Responsibility	Agency

II. Education – *Must possess High School Diploma or GED.*

Highest Level of Education: _____

Degree(s): _____

III. Training – *Attach a summary statement or outline of training you have received.*

Law Enforcement Hours _____ Corrections Hours _____ Other Related Hours _____

IV. Skills – Check each of the tasks at which you are proficient.

On a scale of “1” through “10”, with “10” being the highest/most skilled and “1” being the lowest/no skill, please rate your proficiency in the following:

Skill	Rating	Skill	Rating
Microsoft Office Word		Use of DVR	
Microsoft PowerPoint		Video Embedding	
Laptop Computer/Tablet		On-line Research	
LCD Projector		Copy Machine	

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V. Access/Availability of Resources

Equipment	Yes	No
Personal Computer		
Laptop Computer		
Printer		
CD/DVD Disc Player		
CD/DVD Disc Burner		
USB Thumb Drive		
Wireless Access		
Bluetooth		

VI. Lesson Plan Topics

Each student must develop and present a 70-minute lesson plan as part of the terminal course requirements. The lesson plan topics are restricted to “criminal justice” topics, such as those found in *Basic Law Enforcement Training* and *Correctional Officer Training*. The School Director will be responsible for approving all lesson plan topics. You will not be permitted to develop lesson plans on topics that require specialized instructor certifications.

VII. Course Requirements, Expectations and Overview

Instructor training for criminal justice personnel is a two-week course divided into 15 units, each designed for the specific purpose of providing to the student the information necessary to accomplish the terminal performance objectives of the course. Week one (1) is devoted primarily to classroom lectures and the development of a 70-minute lesson plan. Week two (2) provides the student with opportunities to practice the delivery of this lesson plan to their fellow students, while being assessed by state certified evaluators. The terminal student performance objectives for successful completion of this course are:

1. Develop a comprehensive manuscript lesson plan using the ISD training model.
2. Develop non-verbal and verbal communication skills that transfer to the instructional setting.
3. Conduct a thorough literature review that will aid in lesson plan construction and delivery.
4. Construct measurable training objectives and then gather and write information that supports them.
5. Differentiate between the basic concepts of adult learning, and apply these to an instructional setting.
6. Identify the most appropriate instructional methods to use with the law enforcement profession.
7. Design and implement safe practical exercises and demonstrations in a classroom environment.
8. Identify and design a variety of audio-visual aids that can be used effectively in a classroom environment.
9. Given guidelines in the course materials, construct test questions that accurately measure student knowledge using a variety of questioning styles.
10. Determine the civil liability implications from negligent or faulty instruction.
11. Teach a 70-minute block of instruction using the guidelines and requirements listed in the course orientation.

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In addition to the above, a state exam will be administered with a minimum passing score of 75% expected. Obviously, this course establishes high standards and expectations. The degree of student involvement is intense and can be extremely stressful and will require a commitment from the student as well as the student's employing agency and family.

Successful students typically spend 60-80 hours the first week preparing their lesson plan for use during the second week of class. The lesson plan research and preparation must be the students own work and will require good reading, writing and keyboarding skills. Past history has demonstrated those students with good to excellent computer/word processing skills achieve at a high level in this course.

VIII. Reading, Writing and Computer Skills

Although not presently required by the North Carolina Administrative Code, it is highly recommended that individuals contemplating enrollment in General Instructor Training be tested and meet the following minimum prerequisites:

Reading Level: 11th grade **Writing level:** 11th grade **Computer Skills:** Basic Word Processing

Individual "School Directors" are permitted to establish reading, writing, and minimum computer skill standards at their training sites.

I have completed and reviewed the information established by this Applicant Worksheet and believe I meet the requirements for enrollment in Instructor Training and will be successful in completing the course requirements.

Student Printed Name:

Student Signature (PDF Digital or Hand Signed):

Date:

Agency Official Approval/Rank (Printed Name):

Agency Official Approval (Signature) (PDF Digital or Hand Signed):

Date:

Agency: