



Michigan Sheriffs' Coordinating and Training Council

Local Corrections Officer Academy Trainer Application

(Please complete all sections of the Application)

Date: _____

Last Name: *(please print)* _____ First Name: _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

DOB: ____/____/____/ Driver License #: _____

Work Phone: _____ Cell Phone: _____

Email: _____ Employer: _____

Education

Highest Degree Obtained: _____ Date of Completion: _____ Location: _____

Corrections Work Experience

Sheriff's Office	From Month/Year	To Month/Year

The following information MUST be submitted with your application:

- Written recommendation from the Sheriff or their designated representative. For academy Trainer applicants who are not employed by a county sheriff's office, a letter of recommendation shall be submitted by the applicant's supervisor.
- Copies of current certificates/courses completed in past two years demonstrating proficiency in subject area(s) you would like to instruct (i.e., Train the Trainer certificates, 160 hour local corrections officer academy certificate, summary of in-service or other classroom instruction experience). **Please Note: specialty Academy training modules (Defensive Tactics, First Aid/CPR/AED and Fire Safety) require proof and submission of current certification.**
- Documentation demonstrating successful completion of a MSCTC approved training program for trainers (This includes, but is not limited to, the 40 Hour NIC Train-the Trainer Program and the NIC 32 Hour Foundation Skills Program).

*** A request to consider other employment or experience in addition to the requirements stated above must be submitted to the Michigan Sheriffs' Coordinating and Training Council for evaluation on an individual basis.**

Local Correction Officers Academy Modules

Based on your expertise and training, please identify the Academy Module(s) you would like to instruct (check appropriate modules):

- Booking and Intake
- Correctional Law
- Cultural Diversity
- Custody & Security
- Defensive Tactics (*Current certification required*)
 - Knife (*Current certification required*)
 - GAGE (*Current certification required*)
- Ethics
- Fire Safety (*Current certification required*)
- First Aid/CPR/AED (*Current certification required*)
- Interpersonal Communication
- Prisoner Behavior
- Report Writing
- Stress Management
- Suicide Awareness
- Workplace Harassment

*Approved, first-time Academy Instructors are required to physically attend a completed session for each of the modules they wish to instruct **before** becoming a Lead Instructor.**

Module audits will be subject to review and final determination by the Council administration. This requirement also applies to those current Academy Instructors who apply to teach additional modules.

***Example: If the new instructor wants to teach modules on Report Writing and Suicide Awareness, they must physically attend (with verification) a complete Report Writing and Suicide Awareness session before becoming a Lead Instructor.*

Please FAX/Email your completed application and attachments to:

Michigan Sheriffs' Coordinating and Training Council
620 S. Capitol Ave., Suite 320-B – Lansing, MI 48933

Email: khile@msctc.org FAX: 517-999-0121

For Administrative Use Only

Granted Instructor Status _____ Notification Sent _____ Entered in LCOTS _____

*This information is confidential and is protected by the Federal Privacy Act.