



Michigan Sheriffs' Coordinating and Training Council Local Corrections Officer Academy Instructor Guide

CERTIFICATION REQUIREMENTS

As of January 1, 2019, the Michigan Sheriffs' Coordinating and Training Council is streamlining the certification requirements for Local Corrections Officer Academy Instructors. Current, and prospective, Academy Instructors are required to follow these requirements beginning in January 1, 2019. The intent behind these requirements is to keep skill sets current and fresh for all interested/current Academy Instructors.

Requirements:

1. Academy Instructors are required to teach a *minimum* of one (1) Academy Academic Module, from which they are already Council approved to instruct, within a twenty-four (24) month period. Instructors that do not meet this criterion will be considered to have credentials in 'lapsed' status.
2. If an Academy Instructor is in "Lapsed" status:
 - A. Academy Instructor will have the following twelve (12) months from the date of "lapsed" status, to physically attend a complete Academy Module session for each Module they wish to continue to instruct. Proper documentation must be submitted to the MSCTC for verification via the Module Audit Form along with the Academy Trainer Recertification Form.
 - B. If the minimum qualifications above are not met within the specified thirty-six (36) month period set forth in 1 & 2(a) above, Academy Instructor credentials will be considered 'expired'. "Expired" Academy Instructors will be required to start a new Instructor Application process and receive MSCTC approval to teach at a Local Corrections Officer Academy in the future.
 - C. Academy Instructors that do not instruct at a Local Corrections Officer Academy but can verify proof of Local In-Service Training or other training within the prior twenty-four (24) month period, will be eligible for special consideration on a case-by-case basis. Please submit all training documentation with a completed Academy Trainer Recertification Form for MSCTC review and determination.
3. Academy Instructors who teach Modules requiring special certification shall maintain and verify current certification credentials as provided through the vendor or educational entity. Expiration in certifications such as fire, defensive tactics, and/or CPR *may* require the Academy Instructor to re-apply to the Council with all required documentation. This only applies to First Aid, AED, CPR, Defensive Tactics, and Fire Safety certifications.

Any questions can be submitted to the MSCTC Director of Training

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