



APSC INSTRUCTOR CERTIFICATION

Please take time to read through the entire packet and gather the applicable supporting documents. The checklist (last page of this packet) has been included to assist in completing the application process. Also, please note the differentiation between Law Enforcement and General subjects.

The Alaska Police Standards council will award an instructor certificate in law enforcement and general subject areas, as specified below. All applications must be made on this form, F-9. Unless already sent to the APSC, verification of training and education must accompany the application. The requirements below are intended to insure that instructors meet minimum qualifications in training, education, and experience. For full text of regulations governing instructor certification, see 13 AAC 87.040, printed in the APSC Regulations and Procedures Manual.

- A. Law Enforcement Subjects.** To be eligible for certification to teach subjects clearly law enforcement in nature, an applicant must have a minimum of:
1. high school diploma or the equivalent;
 2. three years' experience in their respective professions;
 3. 40 hours of council-approved instructor training - including but not limited to: communications, psychology of learning, techniques of instruction, use of instructional aids, lesson plans, evaluation of training, teaching resources, preparing and giving tests, and trainee motivation;
 4. 40 hours of verified training in each subject to be taught; and
 5. recommendation by a director of a council-approved training program* or by the applicant's department head (per signature of endorsing official on this form).
- B. General (non-law enforcement specific) Subjects.** To be eligible for certification to teach general subjects, an applicant must have the minimum of:
1. a bachelor's degree from an accredited college;
 2. three years' experience in the subject taught; and
 3. the recommendation by a director of a council-approved training program* (per signature of endorsing official on this form).
- C. Waivers.** The council may waive any part of the above requirement if:
1. it finds that a person, though not meeting all of the requirements, is otherwise qualified to be an instructor.

Training directors/coordinators or department heads must submit a request for waiver in writing, stating why they consider the applicant qualified, even though they do not meet all requirements specified above.

The council may revoke certification whenever it finds an instructor is no longer qualified; the instructor will be so notified and allowed the opportunity to be heard. **An instructor certificate becomes inactive if the holder does not instruct at least one APSC certified course during an interval of three consecutive years.**

*Programs certified by the APSC under 13 AAC 87.010 or .020

APSC INSTRUCTOR CERTIFICATION APPLICATION CHECKLIST

Law Enforcement Subjects		General Subjects	
Documentation of completion of instructor level course in topic seeking certification attached		Documentation of bachelor's degree attached or on file	
Documentation of 40-hour instructor development (MOI/Train the Trainer) course attached		Three years' experience in subject taught	
High school diploma attached or on file with APSC		F-9 signed by endorsing official (agency head/academy director/training coordinator)	
Three years' experience in public safety related field		Waiver attached (if instructor candidate does not meet the above requirements)	
F-9 signed by endorsing official (agency head/academy director/training coordinator)		F-20 attached or on file with APSC	
Waiver attached (if instructor candidate does not meet the above requirements)		F-20 signed by endorsing official (agency head/academy director/training coordinator)	
F-20 attached or on file with APSC		Lesson plan attached to F-20 or on file with APSC	
F-20 signed by endorsing official (agency head/academy director/training coordinator)			
Lesson plan attached to F-20 or on file with APSC			

For any questions or if you need any assistance please contact the Training Coordinator (CJ Smith christopher.smith@alaska.gov (907) 269-0007) at the Alaska Police Standards Council. Documents need to be submitted through the Acadis Portal. [Link](#) apsc@alaska.gov

Additional forms, to include the F-20, may be found online at the Agency Forms Web Page. [Link](#)



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APSC INSTRUCTOR CERTIFICATION APPLICATION

Alaska Police Standards Council
 PO Box 111200
 Juneau, AK 99811-1200
 Ph: 907 465-4378
 Email: APSC@alaska.gov

Name (Last, First, Middle)	Email	Agency (If no agency enter N/A)
Home Address	City, State, Zip Code	Personal Phone
Attended a 40-hour instructor development (MOI/Train the Trainer) course Y <input type="checkbox"/> N <input type="checkbox"/>		Have a bachelor's degree attached or on file Y <input type="checkbox"/> N <input type="checkbox"/>

A. PROFESSIONAL EXPERIENCE

Agency (List Present Employer First)	Address/Location	Date From	Date To	Highest Position Held

B. ACADEMIC EDUCATION

High School

School Name	School Location	From	To	Completion
				Diploma <input type="checkbox"/> GED <input type="checkbox"/> N/A <input type="checkbox"/>
				Diploma <input type="checkbox"/> GED <input type="checkbox"/> N/A <input type="checkbox"/>

College

College(s) Attended/Location	Credit Hours	Major	Degree (Type)

C. INSTRUCTOR EDUCATION & TEACHING EXPERIENCE

Instructor Courses Completed

Course Name	APSC Certified	Dates	Verification Attached
	Y <input type="checkbox"/> N <input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>
	Y <input type="checkbox"/> N <input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>
	Y <input type="checkbox"/> N <input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>

Recent Teaching Experience

Where	When	Subjects Taught

Course Requesting Certification to Teach:

PLEASE ATTACH F-20 and LESSON PLAN for Course if not already on file with APSC.

Course Title (If APSC Certified Ensure Course Title Matches ACADIS)	APSC Certified Course	Law Enforcement	General Subject	APSC Use Only
	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved Y <input type="checkbox"/> N <input type="checkbox"/>
	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved Y <input type="checkbox"/> N <input type="checkbox"/>
	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved Y <input type="checkbox"/> N <input type="checkbox"/>
	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved Y <input type="checkbox"/> N <input type="checkbox"/>
	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved Y <input type="checkbox"/> N <input type="checkbox"/>
	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved Y <input type="checkbox"/> N <input type="checkbox"/>
	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved Y <input type="checkbox"/> N <input type="checkbox"/>
	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved Y <input type="checkbox"/> N <input type="checkbox"/>

Signature of APPLICANT attesting above information is true and correct	Printed Name	Date
Signature of ENDORSING OFFICIAL Department Head/ Academy Director/ Training Coordinator	Printed Name	Date

APSC USE

APSC Official	Signature:	Date:
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