

1. Instructor certification applications are distributed to certified academies by DCJS Field Service Coordinators.
2. Applicants obtain an application from academy, and complete the application taking care to ensure that the application contains required documentation and the signature of the chief, sheriff or agency administrator.
3. When the application is complete, the applicant returns it with supporting documentation to the academy. The academy director or assigned staff member reviews the completed application for applicability to academy rules and policy. The academy director or agency administrator signs the application in the space provided.
 - A. Exception: A firearms instructor who conducts firearms qualifications for in-service training only and who does not teach at the academy per se. In this case the agency administrator's signature alone is acceptable.
4. The academy director forwards completed application and attached supporting documents to DCJS. DCJS staff reviews the application and supporting documents for compliance with instructions, rules, and regulations and DCJS policy.
 - A. If application or documents do not comply with requirements, the application will be returned to the employing agency for correction or revision.
 - B. Upon approval, a letter of notification, appropriate certificate and patches are mailed to the applicant's employing agency.

