



## **New York State Division of Criminal Justice Services Master Instructor Program**

The purpose of the Master Instructor Program is to provide standards and procedures for the training, certification, and decertification of Master Instructors. The Master Instructor Program will ensure a high level of public safety and instructional skills in the State of New York, persons certified as Master Instructors by the Division of Criminal Justice Services must meet and maintain an established standard of training and experience.

The New York State Division of Criminal Justice Services (DCJS) has established a certification program for Master Instructors. The sole purpose of Master Instructor certification is to ensure qualified instructors teach the Instructor Development Course (IDC) in the State of New York. The designation of Master Instructor can be obtained by completion of training and practical experience requirements. The validity of the Master Instructor certification is concurrent with the general topics instructor certificate. Certificates issued as part of the Master Instructor program remain property of the New York State Division of Criminal Justice Services.

### **Master Instructor Initial Certification Requirements:**

- Candidates must be employed by a criminal justice agency or academy in New York State.
- Certification as an instructor pursuant to 9 New York Codes, Rules and Regulations (NYCRR) 6023.
- Successful completion of a Municipal Police Training Council (MPTC) approved instructor development course as a student.
- Successful completion of an MPTC approved instructor evaluator workshop.
- Satisfactorily instruct each instructional section of an MPTC IDC at least once over three or more sessions of the course under the direct supervision of a Master Instructor.
- Each course is not required to be at the same academy.

### **Master Instructor Decertification**

- DCJS is responsible for ensuring that the credibility and integrity of the Master Instructor program is preserved by individual instructors and agencies that have

adopted the program.

- The Master Instructor certification is directly related to the general topics instructor certification. Any action against the certification of a Master Instructor will be pursuant to 9NYCRR 6023.
- Suspension or revocation of the general topic instructor certificate will cause the immediate termination of Master Instructor certification.

### **Master Instructor Initial Certification Procedure**

- The applicant will obtain a Progress Log. The Progress Log will be made available via the DCJS Internet web site.
- The applicant will document successful completion of the required instructor training on the Progress Log.
- If non DCJS training is used for certification the applicant must provide a copy of any certificate issued and documentation of the course curriculum. It is the sole responsibility of the applicant to obtain such documentation.
- Upon documentation of training the applicant may commence the process of teaching each instructional section of the instructor development course. Each session of teaching must be supervised by a Master Instructor. The Master Instructor supervising the course must sign the Progress Log for each section completed by the applicant.
- Upon satisfactory completion of the initial certification procedure the applicant will sign the completed Progress Log.
- The applicant will send a scanned copy of the Progress Log to the DCJS, Office of Public Safety, Administrative Services Unit - Instructor Certification via e-mail ([ops.coursecompletion@dcjs.ny.gov](mailto:ops.coursecompletion@dcjs.ny.gov)). It is suggested that the applicant file a copy of the Progress Log at the employing agency or academy.

New York State Division of Criminal Justice Services  
**MASTER INSTRUCTOR PROGRESS LOG**

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THIS FORM IS USED TO DOCUMENT THE CRITERIA AND INSTRUCTIONAL EXPERIENCE OF EACH APPLICANT FOR MASTER INSTRUCTOR. APPLICANTS MUST SATISFACTORILY PROVIDE EACH INSTRUCTIONAL SECTION OF A MUNICIPAL POLICE TRAINING COUNCIL (MPTC) APPROVED INSTRUCTOR DEVELOPMENT COURSE (IDC) AT LEAST ONCE OVER THREE OR MORE SESSIONS UNDER THE DIRECT SUPERVISION OF A MASTER INSTRUCTOR. FORMS PRESENTED FOR FILING MUST CONTAIN PHYSICAL OR ELECTRONIC SIGNATURES.

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### **SECTION I: APPLICANT INFORMATION**

Type or print legibly, the applicant's last name, first name, middle initial, last four of social security number, date of birth, e-mail address and telephone number. Enter the applicant's employer name and telephone number. With the exception of social security number, the information in Section I is required. Incomplete submissions will not be processed.

### **SECTION II: APPLICANT INSTRUCTOR TRAINING**

This section must be completed for all applicants. Enter the date the applicant completed a MPTC approved Instructor Development Course or its equivalent. **If instructor training other than an MPTC Instructor Development Course is substituted, the applicant must provide a copy of any certificate issued and documentation of the course curriculum.** It is the sole responsibility of the applicant to obtain such documentation.

Enter the date the applicant completed an MPTC approved Instructor Evaluator Workshop. Applicants must have completed this workshop prior to submitting this application. Although there is no set minimum number of years an individual must be an MPTC certified General Topics Instructor before enrolling in an Instructor Evaluator Course, it is strongly recommended that each instructor evaluator candidate have significant experience providing classroom instruction to law enforcement and possess excellent communication skills. Entrance into an Instructor Evaluator Workshop is at the discretion of the course director, however, only MPTC certified General Topics Instructors are eligible for certification as an MPTC Instructor Evaluator."

### **SECTION III: INSTRUCTION PROVIDED BY APPLICANT INSTRUCTOR**

Applicants who instruct sections of the IDC must present this form to the Master Instructor supervising the course. The Master Instructor shall date and sign the appropriate line as the applicant instructor satisfactorily instructs each section of the IDC. If the Instructor is not able to perform at a satisfactory level, the Master Instructor shall not sign that section. The sections must be taught over at least three separate courses. All sections do not have to be completed at the same academy.

Team teaching **is not permitted**. Each applicant must instruct the full program of instruction for each section they are being evaluated on. For example, if an applicant instructor is teaching the Audio Visual Aids section, they must provide all three hours of instruction within the confines of a single course.

### **SECTION IV: ATTESTATION**

Upon satisfactory providing instruction in all sections of the IDC, the applicant instructor must review and sign the attestation contained in Section IV. This section should not be signed until all sections have been taught and approved by the Master Instructor supervising the course(s). The **applicant must send the original Progress Log** to the address below. It is suggested that the applicant file a copy of the Progress Log at the employing agency or academy

#### **Mailing Instructions**

Completed forms should be e-mailed to:

[ops.coursecompletion@dcjs.ny.gov](mailto:ops.coursecompletion@dcjs.ny.gov)

#### **Questions**

If you have any questions regarding this form, contact DCJS staff at (518) 457-2666 for assistance.

*Master Instructors are required to maintain a valid General Topics Instructor certificate pursuant to Title 9 of the Official Compilation of Codes, Rules, and Regulations of the State of New York, Part 6023.*

New York State Division of Criminal Justice Services  
**MASTER INSTRUCTOR PROGRESS LOG**

**SECTION I – APPLICANT INFORMATION**

Last Name	First Name & MI	Last 4 Digits of SSN*	Date of Birth
E-Mail Address		Telephone	
Employer		Employer Telephone	

\*Pursuant to the New York State Personal Privacy Protection Law, DCJS is authorized to collect personal identifying information as part of a public safety agency record. Personal identifying information on this form shall not be revealed, released, transferred, disseminated or otherwise communicated orally, in writing, or by electronic means other than to the registrant. Disclosure of personal identifying information is voluntary. Refusal to provide personal identifying information shall not result in the denial of any right, benefit, or privilege.

**SECTION II – APPLICANT INSTRUCTOR TRAINING**

<p>To become eligible for this certification applicants must: (1) be currently certified instructors pursuant to Title 9 NYCRR 6023, (2) have attended an MPTC approved instructor development course as a student, (3) complete the Instructor Evaluator Workshop, and (4) satisfactorily instruct each instructional section of an approved IDC at least once over three or more sessions of the course under the direct supervision of a Master Instructor (each course is not required to be at the same academy). In this section the applicant indicates the dates each of the criteria were completed.</p>		
Instructor Development Course (MPTC or equivalent)	Administered by	Completion Date
Instructor Evaluator Workshop (MPTC or equivalent)	Administered by	Completion Date

**SECTION III – INSTRUCTION PROVIDED BY APPLICANT INSTRUCTOR**

<p>The following sections must be taught over at least three separate Instructor Development Courses. All sections do not have to be completed at the same academy, however, each section must be taught in its entirety by a single instructor within the confines of a single course.</p>			
Section Taught	Date	Location	Master Instructor Signature
Role of the Instructor			
Defining Training Needs			
Principles of Learning			
Preparing Instructional Objectives			
Oral Communications			
Instructing			
Lesson Planning			
Evaluation of Training			
Audio Visual Aids			
Instructor – Trainee Interaction			
50 Minute Presentation (With Trainee Interaction)			

**SECTION IV – ATTESTATION**

<p><b>Applicant Attestation:</b> I understand that this is a written instrument offered for filing with the State of New York, a governmental agency. I certify that the information contained within this document is true.</p>	
Applicant Signature: _____	Date: _____

**DCJS USE ONLY**

Approved By:	Date	Event Entered By:	Date	Sent By:	Date
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