

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 ORIGINAL SIGNATURES. ALTHOUGH THE BLANK FORM MAY BE DUPLICATED, PHOTOCOPIES OF COMPLETED FORMS, OR FORMS WITH PHOTOCOPIED SIGNATURES WILL NOT BE ACCEPTED.

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

Type or print legibly, the applicant's last name, first name, middle initial, social security number, and date of birth. 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.

### **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 mailed to:

**NYS Division of Criminal Justice Services  
Office of Public Safety – Instructor Program  
Alfred E. Smith State Office Building  
80 South Swan Street, 3<sup>rd</sup> Floor  
Albany, NY 12210-8002**

#### **Questions**

If you have any questions regarding this form, contact DCJS staff at (518) 485-7619 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.*

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**SECTION I – APPLICANT INFORMATION**

Last Name	First Name & MI	Social Security Number*	Date of Birth
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**

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.

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**

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.

Section Taught	Date	Location	Master Instructor Signature
Role of the Instructor			
Defining Training Needs			
Psychology of Learning			
Writing Instructional Objectives			
Oral Communications			
Instruction and Instructional Techniques			
Lesson Planning			
Evaluation of Training			
Audio Visual Aids			
Trainee Interaction and Recordkeeping			
50 Minute Presentation (With Trainee Interaction)			

**SECTION IV – ATTESTATION**

**Applicant Attestation:** 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.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** DCJS must have the original of this form. Facsimiles and photocopies are not acceptable.

**DCJS USE ONLY**

Approved By:	Date	Event Entered By	Date
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