

# **Pre-Employment Correction Basic Training Administrator's Guide**



New York State Division of Criminal Justice Services  
80 South Swan Street, Albany, New York 12110

[www.criminaljustice.ny.gov](http://www.criminaljustice.ny.gov)

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## **Foreword**

The Pre-employment Correction Basic Training Administrator's Guide was developed by the staff of the New York State Division of Criminal Justice Services, Office of Public Safety. This guide is intended to explain the administration of the course.

This guide will define regulations that govern Municipal Police Training Council approval for this course, including the requirements for conducting and reporting training, as well as the responsibilities of the various parties involved.

## **Preface**

It is the goal of the Division of Criminal Justice Services, Office of Public Safety to assist course directors in the administration of law enforcement training in a manner consistent with New York law, regulation and policy.

This guide is designed to provide the information necessary for each course to be administered in a manner that will provide a level of training required to adequately perform public safety functions.

## **Acknowledgments**

Acknowledging the efforts of people involved in the development of this guide.

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## **Introduction**

Pre-employment Correction Training is an alternative to the conventional manner of conducting the Basic Course for Correction Officers. Training consists of two phases: the first phase, the Pre-employment Correction Basic Training Course, may be attended by civilian students as well as sworn Correction officers and includes the vast majority of the instructional material in the Basic Course for Correction Officers. The second phase of training, the Correction Officer Equivalency (Phase 2) is presented only to sworn Correction officers and contains the remainder of Correction training units which civilian students are prohibited by state law from attending.

**This alternative method of basic training is an option. The decision to conduct this training or use it for correction officer training is a local matter.**

The concept of pre-employment Correction training has been conducted throughout the United States for decades. This experience has resulted in the creation of many outstanding programs.

Development of the New York program commenced at the direction of the Municipal Police Training Council (MPTC) and was created by the Division of Criminal Justice Services (DCJS) in consultation with a panel of subject matter experts.

The rules and regulations for Pre-employment Correction Basic Training Course are codified in Title 9 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Part 6019 (9 NYCRR 6019). The regulation was promulgated by Governor Andrew Cuomo and became effective March 22, 2017.

### **The Division of Criminal Justice Services**

The Municipal Police Training Council (MPTC), created under Executive Law §839, determines minimally acceptable training and employment standards for law enforcement officers in New York State. The MPTC recommends rules and regulations for promulgation by the Governor. Once implemented, these rules and regulations carry the force of law.

The DCJS Office of Public Safety provides program oversight and technical assistance to schools and their directors on all matters related to pre-employment Correction basic training, including:

- Final approval of curriculum and school applications,
- Approval and certification of instructors,
- Maintenance of a school contact list and publication of that list on the DCJS web site, and
- The performance of announced and unannounced site visits to schools for compliance verification.

It is the goal of DCJS to assist practitioners in providing quality training programs. School directors and college administrators are encouraged to review this guide and ask questions. DCJS will make every effort to help practitioners understand and deliver a quality product that meets, or exceeds, the standards established by the MPTC.

A pre-employment Correction basic training school must be created by a municipality (this includes Correction departments, sheriff’s offices, jointly sponsored academies, or training centers) that has experience presenting the Basic Course for Correction Officers in conjunction with an accredited college, junior college, or two- year college having an active criminal justice, public safety program, or other similar or equivalent program registered and approved by the Department of Education. A municipality may apply with only one college and a college may only apply with one municipality. DCJS staff will review the school application (Appendix A) and issue the final approval. Approval is valid for a two (2) year period. All approvals are at the discretion of DCJS.

The collaboration between an institution of higher learning and law enforcement in the presentation of this training is vital to the success of the program. The college and the municipality have equal authority in the decision making processes required to administer this training program. Agreements regarding local program administration, curriculum, and instructor selection must be reached prior to submission of the school application to DCJS. The experience of colleges providing educational services to a diverse population, coupled with the practical experience of the established cadre of instructors, will provide students in this program the high level of training the public deserves.

### **School Director Selection**

Each school must appoint a school director. The school director serves as the administrator of the course and is responsible for a variety of important tasks that will be explained in this guide. It is preferable for the school director to be a certified MPTC instructor

and possess a high level of administrative skill and the ability to work with a diverse student population. **All contact with the school is conducted through the director.**

The school director is expected to be an administrator who is available to students, instructors, and DCJS staff during school operational hours. Students and instructors should direct all questions or inquiries through the school director. Accordingly, the director must have the level of authority equal to this responsibility.

### **Instructor Selection**

The Pre-Employment Correction Basic Training Course standard established by the MPTC requires the program be presented by instructors who are certified pursuant to Title 9 of the Official Compilation of Codes, Rules, and Regulations of the State of New York, Parts 6023 and 6024. Each unit of the Basic Course for Correction Officers curriculum describes the additional instructor experience or training required. Instructors in this program must be of the highest quality.

Certified instructor(s) must possess a current general topics instructor certificate issued by the MPTC. School directors must maintain a file copy of each instructor’s certificate(s).

Approved instructor(s) must possess an instructor approval letter issued by DCJS that details the specific topic(s) the instructor is permitted to teach. School directors must maintain a file copy of each letter.

It is the responsibility of the school director to select the appropriate instructors to present this course. Both the college and the municipality may provide input on the selection of instructors.

### **Training Facilities**

Classrooms, like those used in any other training venue are sufficient for this program. The classrooms should meet the standards established by the Commissioner of Education for instructional resources set forth in section 52.2 of Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York (8 NYCRR 52.2)

Defensive Tactics training facilities must meet the standards established by the Commissioner of Education for instructional resources set forth in 8 NYCRR 52.2.

### **Obtaining School Approval**

Pursuant to 9 NYCRR 6019 a School Application form, curriculum and school policies must be filed with DCJS at least 45 days prior to the start of the first session of the course. This requirement provides the opportunity for the DCJS staff to review the curriculum and the instructors presenting each topic. During this review, the curriculum is compared to the minimum standard established by the MPTC to ensure compliance with the mandated topics and hours.

For the purposes of curriculum, DCJS defines an hour of instruction as 50 minutes. Topic names used on the Curriculum Content Form must correspond with the topic names established in the standard. If a school includes multiple units of the curriculum as part of a credit bearing course(s), that must be detailed to permit DCJS staff to conduct the evaluation.

Topics and hours established by MPTC may not be omitted or decreased. Any change in instructor, the topic, curriculum, or [required] school policy must be reported to DCJS, in writing, within ten days of the change.

Every instructor who may teach a topic must be listed on the Curriculum Content Form. DCJS staff verifies each instructor listed is currently certified or approved by the MPTC as well as possesses the required experience. If problems are discovered during this review, DCJS staff will contact the school director to advise what changes are necessary to obtain approval of the course.

Upon approval of a curriculum, DCJS training staff will issue a letter to the school director indicating approval has been granted and the dates for such approval. Approvals are valid for a two year period, at which time the school may apply for renewal.

### **Renewal of School Approval**

The director is responsible for renewal of the school approval. Schools must submit a School Application form with the required documentation at least 45 days prior to the expiration date of the current approval period. Upon approval, DCJS training staff will issue a letter to the school director indicating renewal has been granted and the dates for such approval. Renewals are valid for a two year period.

In cases where DCJS receives an application less than 45 days prior to the expiration date of the current approval period or fails to renew school approval, the director is at risk of

conducting a program that may not meet the MPTC standard and may render any training provided invalid.

## **The First Phase: Pre-employment Correction Basic Training Course**

### **Course Planning**

The Pre-Employment Correction Basic Training Course (pre-employment) is the first of the two phase program that leads to a correction officer obtaining a certificate of completion for a course equivalent to the Basic Course for Correction Officers. The use of a two phase program was necessary to remain in compliance with provisions of the Penal Law of the State of New York that restrict possession of weapons, specifically, handguns and impact weapons, and to provide for exclusion units not appropriate for civilians.

This first phase of Pre-employment may be presented to both civilians and sworn correction officers. Schools may offer the course to full-time or part-time students as a standalone program, a credit bearing course, or as a component of a degree program. Administrative decisions on issues including: student conduct, grooming, and attire, rest with the school director.

Pre-employment is comprised of select units of the Basic Course for Correction Officers curriculum. This is the only component of basic training that can be presented to civilian students. The remaining unit(s) contained in the second phase may only be presented to sworn correction officers and may not be presented to civilian students.

Currently, prohibited units of instruction consist of:

- Impact weapons; and
- Firearms Training (if armed).

The Defensive Tactics Unit will be presented with the exception of the use of actual impact devices. Schools may use soft training batons during the Defensive Tactics Unit.

All courses are required, by regulation, to "meet or exceed" the minimum standards established by the MPTC. The MPTC encourages schools to exceed the minimum standards by adding hours and objectives for existing units as well as adding new topics to create the best graduates possible. Schools have the flexibility to add scenario based training to provide their

students with the ability to practice newly learned skills and be evaluated in a realistic environment.

The rules and regulations for the administration of the Basic Course for Correction Officers must be followed when presenting the Pre-Employment Correction Basic Training Course, with the exception of the prohibitions related to non-sworn students. This includes teaching the minimum standard instructional objectives and use of approved curriculum outlines of each unit.

Schools must establish written policies and procedures for the administration of this training. Policy areas must, at minimum, include: attendance, remediation, and retesting.

Pursuant to 9 NYCRR 6019, training must be conducted as a single and cohesive unit. In practical terms, this means that a student must complete the first phase of training, the Pre-Employment Correction Basic Training Course, during one session, at one school. **Under no circumstances may a student split the training among multiple schools.**

Every student enrolled in a pre-employment course, regardless of employment status, must satisfactorily complete each unit of the Pre-Employment Correction Basic Training Course as defined in 9 NYCRR 6019. This includes sworn correction officers who enroll for the purposes of obtaining mandated correction basic training as well as the civilian students who receive appointment to correction officer positions while in attendance at a pre-employment course.

It is the school director’s responsibility to ensure each instructor is provided with a complete copy of the unit they are assigned to teach.

Colleges, municipalities, local governing bodies, or school directors do not have the authority to disregard or waive any policy, procedure, rule, or regulation established by either the MPTC or by DCJS. Violations may result in revocation of school approval and render any training provided invalid.

The DCJS Office of Public Safety is available to provide any technical assistance required by the school director. Students and instructors should direct all questions or inquiries through the school director.

### **Student Entrance Requirements**

Civilians or sworn Correction officers may attend the first phase of training – the Pre-Employment Correction Basic Training Course. Students must:

- Be citizens of the United States of America or lawfully residing within the United States of America.
- Not have been convicted of a felony.
- Possess either a high school diploma or a General Education Diploma (GED).

There are no minimum or maximum age requirements for students. However, it should be noted that pursuant to section 3 of the Public Officers Law, no person shall be capable of holding a civil office who shall not, at the time he shall be chosen thereto, have attained the age of eighteen years.

Although, a background investigation on students is not required, citizenship and possession of a high school diploma (or GED) must be verified by the school. The determination to conduct student background investigations is solely at the discretion of the school. If a background investigation is conducted, schools will need to establish a policy in the method the inquiry that will be conducted. If a school decides to conduct a criminal history search on the student, a local law will need to be enacted to provide the authority for submission of applicant fingerprint cards by the school to DCJS.

It is recommended that students are medically evaluated to determine if they are able to safely participate in physical training and testing.

Students must be provided with clear written warning about the actual value of the Pre-Employment Correction Basic Training Course, including the fact that completion of the program is not a guarantee of employment as a correction officer. A model student warning notice is included with this guide (Appendix B). Schools may use the DCJS form or develop a form that includes each of the points in the DCJS form.

Every student enrolled in a pre-employment school, regardless of employment status, must complete each unit of the Pre-employment Correction Basic Training Course as defined in 9 NYCRR 6019. This includes correction officers who enroll for the purposes of obtaining mandated correction basic training as well as civilian students who are appointed to correction officer positions while attending a pre- employment course.

### **Attendance**

Students shall attend all sessions of a course. The school director is responsible for maintaining an accurate record of attendance, and may excuse an officer for valid reasons. The

school director shall determine the validity of the excuse and may excuse absences of no more than ten percent of the required hours. It is within the school director’s purview to require students make up the missed lessons as appropriate.

Within 10 days after commencement of a Pre-employment Correction Basic Training Course, the director shall forward the course roster to the commissioner, on a form prescribed by the commissioner, listing the names and other information contained in the form and required by the MPTC for all enrollees.

Within 10 days after conclusion of a pre-employment course, the director shall forward the course roster, entitled “Pre-employment Correction Basic Training Course (Phase 1)” to the commissioner denoting the performance of respective trainees.

### **Examinations**

The passing of a written examination, or series thereof, is required for the first phase of the program. Students must achieve a minimum passing score of 70% on the examination, or series of examinations, in order to complete the course. If a series of examinations is administered, the average score must be 70%. If a series of examinations for mandated topics and agency specific topics are employed, the portion of the course prescribed by the MPTC shall constitute no less than 50% of the final grade.

### **Course Documentation**

The school director is responsible for the maintenance of the records related to each session of Pre-Employment Correction Basic Training Course. This includes, but is not limited to, student warning notices, attendance records, curriculum, instructors, written examinations, and practical examination records. Records retention is governed by Article 57-A of the Arts and Cultural Affairs Law and the regulations of the Commissioner of Education. Records are subject to inspection by DCJS staff.

The course director has ten days in which to submit a Class Roster/Notification of Completion to DCJS. This form must be typed and contain all required information, including the MPTC approved course title “Pre-employment Correction Basic Training Course (Phase 1),” the academy name, the location, dates, student information (name, social security number, sex, date of birth) and whether or not each student (both sworn and civilian) satisfactorily completed

(S) or unsatisfactorily (U) completed the course. A Class Roster/Notification of Completion is not valid unless it bears the course directors original signature.

### **Official Transcript**

Upon satisfactory completion of every unit of the Pre-Employment Correction Basic Training Course, an entry shall be made on the student’s official transcript indicating satisfactory completion of the first phase of the program. The transcript must list both the course name (Pre-Employment Correction Basic Training) and the date of satisfactory completion of the program. The transcript record must be standardized across the state to provide the director of the second phase of training a clear indication the student satisfactorily completed the first phase of the program (Pre-Employment Correction Basic Training Course).

### **Validity of Pre-Employment Correction Basic Training**

A Pre-Employment Correction Basic Training Course will be valid for a period of two (2) years from the date of completion of any program that includes the training (for example - the graduation date with an Associate Degree or the completion date of a stand-alone program). The date listed on the official transcript issued by the college will be the determining date.

If more than two years has lapsed since graduation, the student will be required to repeat the entire program or attend an entire [conventional] Basic Course for Correction Officers upon appointment as a correction officer.

### **The Second Phase: Basic Course for Correction Officers Equivalency**

#### **Course Planning**

After appointment, in order to receive certification of correction basic training as required by section 2.30 of the Criminal Procedure Law, a correction officer who completed the Pre-Employment Correction Basic Training Course must complete the second phase of the program. Currently, regulation requires correction officers attend a Basic Course for Correction Officers within one year of appointment. In the case of newly sworn correction officers who have completed the Pre-Employment Correction Basic Training Course, they must attend the second phase of training using the Pre-Employment Correction Basic Training Course as a pre-requisite. This course is often referred to as “Phase 2.”

The second phase of the program is not restricted solely to an approved pre-employment school (college/municipal partnership). The second phase may be conducted by any correction training academy or employer with the necessary facilities and instructors for conducting correction basic training. The Second phase is governed by Title 9 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Part 6018 (9 NYCRR 6018).

### **Student Entrance Requirements**

Only sworn correction officers may attend the second phase of training. The school director has two responsibilities with respect to student admission. First, the director must ensure the officer has been duly appointed as a correction officer. If a student does not appear on the Central State Registry of Police Officers and Peace Officers maintained by DCJS, the director shall exclude them from the second phase of training. Second, the school director must verify all students possess a valid transcript from an MPTC approved Pre-Employment Correction Basic Training Course prior to admittance. An official transcript indicating satisfactory completion of the first phase must be filed with the director. The official transcript must be in a sealed envelope sent to the director from the issuing college. A photocopy of the official transcript must be sent to DCJS with the initial Class Roster/Notification of Completion form pursuant to 9 NYCRR 6019.7(a). The director’s signature on the DCJS Class Roster/Notification of Completion form certifies verification was made.

During this second phase of training, correction officers must be presented the remaining units of the Basic Course for Correction Officers, including, but not limited to:

- Impact Weapons; and
- Firearms Training (if armed)

The school director must file a Curriculum Content Form for the second phase with DCJS pursuant to the provisions of 9 NYCRR 6018. All rules for conducting correction basic training apply. The only difference between this method and the conventional method of filing the course is that this curriculum need only include the required data for the remaining units. Directors must add the following declaration to the Curriculum Content Form: “Students in this course have satisfactorily completed the Pre-Employment Correction Basic Training Course.”

There may be instances where a student is provided the second phase of training during an ongoing [conventional] Basic Course for Correction Officers. This practice is an acceptable

means of conducting the second phase of training. To do this, a separate Curriculum Content Form and Class Roster/Notification of Completion form, for the “Correction Equivalency Course (Phase 2),” must be filed with DCJS.

Additional topics or advanced in-service training may be added to this phase of training. Each in-service course requires a separate Curriculum Content Form and must be conducted pursuant to 9 NYCRR 6022.

### **Attendance**

Correction officers shall attend all sessions of a course. The school director is responsible for maintaining an accurate record of attendance, and may excuse an officer for valid reasons. The school director shall determine the validity of the excuse and may excuse absences of no more than ten percent of the required hours. It is within the school director’s purview to require correction officers make up the missed lessons as appropriate.

### **Examinations**

The passing of a written examination, or series thereof, is required for the second phase of the program. Students must achieve a minimum passing score of 70% on the examination, or series of examinations, in order to complete the course. If a series of examinations is administered, the average score must be 70%. If a series of examinations for mandated topics and agency specific topics are employed, the portion of the course prescribed by the MPTC shall constitute no less than 50% of the final grade.

### **Course Documentation**

The school director is responsible for the maintenance of the records related to second phase of the program. This includes, but is not limited to, attendance records, curriculum, instructors, written examinations, and practical examination records.

Records retention is governed by Article 57-A of the Arts and Cultural Affairs Law and the regulations of the Commissioner of Education. Records are subject to inspection by DCJS staff.

Once the second phase of training has been completed, the course director has ten days in which to submit a Class Roster/Notification of Completion to DCJS. This form must be typed and contain all required information, including the MPTC approved course title “Correction

Equivalency Course (Phase 2),” the academy name, the location, dates, student information (name, social security number, sex, date of birth, employer, rank, status (full-time/part-time) and whether or not each student satisfactorily completed (S) or unsatisfactorily (U) completed the second phase. A Class Roster/Notification of Completion is not valid unless it bears the course directors original signature.

### **Certificates of Completion for Correction Basic Training**

Correction officers who satisfactorily complete the second phase of training will receive a certificate indicating completion of “a course equivalent to the Basic Course for Correction Officers,” and where appropriate a certificate indicating satisfactory completion of the “Initial Firearms Course,” thus satisfying the minimum basic training requirements as established in section 2.30 of the Criminal Procedure Law.

### **Questions**

If, after reviewing this guide, course directors or instructors have any questions or concerns, please contact DCJS prior to commencing any training.

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## Appendix A

**PRE-EMPLOYMENT CORRECTION BASIC TRAINING PROGRAM – SCHOOL APPLICATION**

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THIS FORM IS USED TO APPLY FOR APPROVAL OF A PRE-EMPLOYMENT CORRECTION BASIC TRAINING PROGRAM TO BE PROVIDED JOINTLY BY A CRIMINAL JUSTICE PROGRAM OF AN ACCREDITED COLLEGE IN CONJUNCTION WITH A LOCAL LAW ENFORCEMENT ACADEMY. INFORMATION PROVIDED ON THE APPLICATION MUST BE **TYPED OR PRINTED CLEARLY** IN ORDER FOR IT TO BE PROCESSED. LACK OF ANY REQUIRED INFORMATION WILL **STOP** THE APPROVAL PROCESS. 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 - GENERAL INFORMATION**

Pre-employment training shall be presented jointly by a municipality and an accredited college, junior college, or two-year college, that has an active criminal justice, or equivalent, program that has been registered and approved by the Department of Education, located within the State of New York.

**Name of School**

Enter the name of the school in the blocks provided. List the complete street address of the school (do not enter only a post office box) Email address, and county. Enter the Internet address, business telephone and facsimile numbers, including area code, at the school. A list of approved schools will be published on the DCJS web site.

**College Information**

**PRINT CLEARLY** or **TYPE** the required information in the spaces provided concerning the institution. Provide the institution mailing address, the telephone and facsimile numbers, including area code, and where the chief executive officer may be contacted during daytime business hours.

**Municipality Information**

**PRINT CLEARLY** or **TYPE** the required information in the spaces provided concerning the municipality (including law enforcement agencies, academies, police academies, or training centers sponsored by municipalities). Provide the institution mailing address, the telephone and facsimile numbers, including area code, and where the chief executive officer (sheriff or academy director) may be contacted during daytime business hours.

**Director Information**

Enter the director's name, mailing address, Email address, telephone and facsimile number, including area code, and where the director may be contacted during daytime business hours. Provide their social security number.

**ALL CORRESPONDENCE WILL BE SENT TO THE DIRECTOR AT THE ADDRESS PROVIDED.**

**Alternate Director Information (Optional)**

Enter the alternate director's name. This staff member is authorized to act on behalf of the school director in their absence.

**SECTION II - DESCRIPTION OF FACILITY**

**Facilities**

Briefly describe the classroom and training facility for use in defensive tactics training on the lines provided. Certify that the institution meets the standards established by the Commissioner of Education for instructional resources set forth in §52.2 of Title 8, Chapter II of the Regulations of the Commissioner.

If you are seeking approval for more than one location, the information in Section II must be provided for each proposed training site. This information must include the name of the school, training site, address, county, telephone number and description of facility. Duplicate Section II as needed.

## PRE-EMPLOYMENT CORRECTION BASIC TRAINING PROGRAM – SCHOOL APPLICATION

### SECTION III - CURRICULUM AND CERTIFIED INSTRUCTORS

#### Curriculum

Certify that the topics, instructional hours, instructional objectives, and curriculum outline meets or exceeds the standard established pursuant to the rules and regulations codified in Title 9 of the *Official Compilation of Codes, Rules and Regulations of the State of New York* Part 6018 and Part 6019.

#### Instructors

Certify that each instructor in pre-employment training is certified or approved pursuant to the rules and regulations codified in Title 9 of the *Official Compilation of Codes, Rules and Regulations of the State of New York* Part 6023 and Part 6024. **Certain units of training require that instructors have additional topical experience and/or instructor training.**

**Certified** instructor(s) must possess a current general topics certificate issued by the State of New York Municipal Police Training Council (MPTC). Schools must maintain a file copy of each certificate.

**Approved** instructor(s) must possess an instructor approval letter issued by the Division of Criminal Justice Services that details the specific topic(s) the instructor is permitted to teach. Schools must maintain a file copy of each letter.

Complete and submit the Curriculum Content Form with the application.

### SECTION IV - SCHOOL POLICY

#### Policy

Certify that the school has policy that has been established for the administration of the school pursuant to Title 9 of the *Official Compilation of Codes, Rules and Regulations of the State of New York* Part 6019. Submit a copy of the policy with the application.

### SECTION V - ATTESTATION

#### Applicant Signatures

This section must be signed and sworn to by the chief executive officer of both the college, two-year college, or junior college AND the municipality (including law enforcement agencies, academies, police academies, or training centers sponsored by municipalities) before a notary public.

#### Mailing Instructions

Processing will be facilitated if **all** documentation is submitted as **one** package. **Include** with the application **all** additional sheets for descriptions of training facilities and range locations.

#### Mail the completed application to:

NYS Division of Criminal Justice Service  
Office of Public Safety - Course Approval  
Alfred E. Smith State Office Building  
80 South Swan Street, 3<sup>rd</sup> Floor  
Albany, NY 12210-8002

After review and approval of this application by DCJS staff, an approval letter will be issued. Approvals will be valid for a period of two years.

If you have any questions regarding the application, call (518) 485-7619 (Select - police or peace officer training course approval) for assistance.

Information provided on the application must be **typed** or **printed clearly** in order for it to be processed. Lack of any required information will **stop** the school approval process.

**PRE-EMPLOYMENT CORRECTION TRAINING PROGRAM - SCHOOL APPLICATION**

**SECTION I - GENERAL INFORMATION**

**School Information**

<input type="checkbox"/> Original Application <input type="checkbox"/> Renewal Application		
School Name		MPTC Training Zone
Address	City, State, Zip	County
Email Address	Telephone Number (area code first)	Facsimile Number (area code first)
Internet Web Address		

**College Information**

Institution Name	CEO/Title	
Address	City, State, Zip	County
Email Address	Telephone Number (area code first)	Facsimile Number (area code first)
Name of Accreditation Body	Current Dates of Accreditation	Date of Dept. of Ed CJ Program Approval

**Municipality Information**

Municipality Name	CEO/Title	
Address	City, State, Zip	County
Email Address	Telephone Number (area code first)	Facsimile Number (area code first)

**Director Information**

Director Name	Employer	
Address	City, State, Zip	Address
Email Address	Telephone Number (area code first)	Email Address

**Alternate Director Information (Optional)**

Director Name	Employer	
Address	City, State, Zip	County
Email Address	Telephone Number (area code first)	Facsimile Number (area code first)

**PRE-EMPLOYMENT CORRECTION TRAINING PROGRAM - SCHOOL APPLICATION**

**SECTION II - DESCRIPTION OF FACILITY**

**Classroom Facilities (check one)**

<input type="checkbox"/> Briefly describe the classroom(s) including seating accommodations, restroom availability, audio-visual display equipment, and heating and ventilation:
<input type="checkbox"/> or the signatories certify that the institution meets the standards established by the Commissioner of Education for instructional resources set forth in § 52.2 of Title 8, Chapter II of the Regulations of the Commissioner

**Physical Training Facilities For Use In Defensive Tactics Training (check one)**

<input type="checkbox"/> Briefly describe the physical training facilities:
<input type="checkbox"/> or the signatories certify that the institution meets the standards established by the Commissioner of Education for instructional resources set forth in § 52.2 of Title 8, Chapter II of the Regulations of the Commissioner

**SECTION III - CURRICULUM and CERTIFIED INSTRUCTORS**

**Curriculum**

Execution of this application certifies that the topics, instructional hours, instructional objectives, and curriculum outline meet or exceed the standards established pursuant to the rules and regulations codified in Title 9 of the *Official Compilation of Codes, Rules and Regulations of the State of New York* Part 6018 and Part 6019. Complete and submit the Curriculum Content Form provided.

**Instructors**

Execution of this application certifies that each instructor used in pre-employment training is certified or approved pursuant to the rules and regulations codified in Title 9 of the *Official Compilation of Codes, Rules and Regulations of the State of New York* Part 6023 and Part 6024.

**SECTION IV - SCHOOL POLICY**

**Policy**

Execution of this application certifies that the school has policies established pursuant to the rules and regulations codified in Title 9 of the *Official Compilation of Codes, Rules and Regulations of the State of New York* Part 6019. Submit a copy of the policy with the application.

**PRE-EMPLOYMENT CORRECTION TRAINING PROGRAM - SCHOOL APPLICATION**

**SECTION V – ATTESTATION**

**College Chief Executive Officer Attestation:** *This affidavit must be signed and sworn to by the applicant before a Notary Public. I hereby attest that the information in this application is true to the best of my knowledge and belief. I understand that any omission or inaccuracy may be deemed sufficient reason to deny certification. I understand the Division of Criminal Justice Services may ask for additional information or documentation.*

Notary Stamp

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

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Signature: \_\_\_\_\_

Execution of this application by the signatories certifies compliance with the policy, procedures, rules, and regulations established by the Division of Criminal Justice Services and the Municipal Police Training Council.

**Municipality Executive Officer (sheriff, or academy director) Attestation:** *This affidavit must be signed and sworn to by the applicant before a Notary Public. I hereby attest that the information in this application is true to the best of my knowledge and belief. I understand that any omission or inaccuracy may be deemed sufficient reason to deny certification. I understand the Division of Criminal Justice Services may ask for additional information or documentation.*

Notary Stamp

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

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Signature: \_\_\_\_\_

Execution of this application by the signatories certifies compliance with the policy, procedures, rules, and regulations established by the Division of Criminal Justice Services and the Municipal Police Training Council.

**DCJS ONLY**

Curriculum Meets or Exceeds Regulation     Instructors Compliant     Policy Compliant     Other: \_\_\_\_\_

Approved by:

Date

Approval Letter Date:

## Appendix B

New York State Division of Criminal Justice Services  
**PRE-EMPLOYMENT CORRECTION BASIC TRAINING PROGRAM – STUDENT ADVISORY NOTICE**

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THIS FORM IS USED TO ENSURE STUDENTS ATTENDING A PRE-EMPLOYMENT CORRECTION BASIC TRAINING PROGRAM HAVE BEEN ADVISED OF THE PROGRAM REQUIREMENTS AND RULES AND REGULATIONS GOVERNING TRAINING AND APPOINTMENT AS A CORRECTION OFFICER. 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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Students in the Pre-Employment Correction Basic Training Course must be advised of several conditions of this training program that will affect them during and after attending the program. Schools are required to advise the student of these conditions by the policy established for this program by Division of Criminal Justice Services.

1. Completion of this program is **not a guarantee of employment** as a correction officer.
2. To complete this pre-employment training program, a student must participate in physical training and satisfactorily complete a defensive tactics examination.
3. To complete this pre-employment training program, a student must comply with mandated New York State regulations that include: strict attendance requirements; maintaining a notebook; and passing written examination/s.
4. This is a two-phase program. The first phase is conducted pre-employment and the second phase is conducted after appointment as a correction officer. Each individual phase of this training program must be completed as a single and cohesive unit. This means that students must complete the phase of the program at one institution. The following phase may be conducted at a separate institution.
5. Before being appointed as a correction officer, a person must complete New York State Civil Service requirements and appointing agency hiring standards (including minimum and maximum age and residency requirements) by taking a written examination and scoring high enough on the eligibility list to be considered for appointment.
6. Before being appointed as a correction officer, a person may have to take and satisfactorily complete a physical fitness examination.
7. Before being appointed as a correction officer, a person may have to submit to a medical examination, which may include drug screening.
8. Before being appointed as a correction officer, a person may be required to submit to a psychological examination.
9. Before being appointed as a correction officer, a person with criminal conviction or with a felony conviction may be disqualified from employment.
10. Before being appointed as a correction officer, a person may be required to submit to a background investigation.
11. Upon appointment as a correction officer, a person will be required to satisfactorily complete additional training. Failure to complete this training will result in denial of certification by the New York State Municipal Police Training Council. This certification is required by § 2.30 of the Criminal Procedure Law for correction officers to remain in their positions.
12. Pre-employment training will be valid for two years after completion of this program. If more than two years has lapsed since graduation, the student will be required to repeat the entire program or attend an entire [conventional] Basic Course for Correction Officers upon appointment as a correction officer.

<b>Applicant Attestation:</b> <i>This affidavit must be signed and sworn to by the applicant before a Notary Public. I hereby attest that the information in this application is true to the best of my knowledge and belief. I understand that any omission or inaccuracy may be deemed sufficient reason to deny certification. I understand the Division of Criminal Justice Services may ask for additional information or documentation.</i>	
Student Signature	Date
School Director Signature	Date