



32-HOUR CRIMINAL JUSTICE INSTRUCTOR DEVELOPMENT COURSE APPLICATION

To be **eligible** for instructor certification with the Law Enforcement Standards Board (LESB), completion of the LESB-approved 32-hour Criminal Justice Instructor Development Course (CJIDC) is required.

This form must be signed and dated by both the applicant and the applicant's employer (agency administrator) and returned to the academy in advance of admission to the CJIDC.

Last Name	First Name	Middle Initial
Credential ID (8 digits)	Employer	

Occupational & Educational Experience (Check all of the boxes that apply)

- ☐ I have acquired a minimum of 2 ½ years of full-time or at least 5,000 hours occupational experience as a certified* law enforcement officer and have attained an associate degree or at least 60 associate degree level or higher college credits. **Attach a copy of your ACADIS TRAINING HISTORY REPORT to verify certified occupational experience along with a completed form DJ-LE-310, Student Release of Information.**
- ☐ I have acquired a minimum of 2 ½ years of full-time or at least 5,000 hours occupational experience as a certified* jail officer or secure juvenile detention officer and have met minimum educational requirements for officer certification. **Attach a copy of your ACADIS TRAINING HISTORY REPORT to verify certified occupational experience along with a completed form DJ-LE-310, Student Release of Information.**
- ☐ None of the above. If none of the above apply, you are not eligible to take part in the CJIDC.

CAUTION: *Certified experience starts on the date you are issued LESB officer certification. Certified experience does not start on the date that you are hired by an agency or the date that you complete the academy. Completion of the CJIDC prior to meeting occupational experience requirements for instructor certification (three (3) years of full-time or at least 6,000 hours occupational experience as a certified law enforcement, jail or secure juvenile detention officer) may put an applicant in jeopardy of being unable to meet the two (2) year instructor certification deadline, which will require re-completion of the CJIDC. Furthermore, applicants are ineligible to apply for instructor certification until they have three (3) years of full-time or at least 6,000 hours occupational experience as a certified law enforcement, jail or secure juvenile detention officer.

- ☐ I have read and acknowledge the LESB-Certified Instructor Process on Page 2 of this form, and I affirm that the information provided above is both true and accurate.

Applicant's Signature

Date

Agency Administrator's Signature

Date

LESB INSTRUCTOR CERTIFICATION PROCESS

Do I meet the certified occupational experience requirement?

Certified experience starts on the date you are issued LESB officer certification. Certified experience does not start on the date you are hired by an agency or the date that you complete the academy.

To become a LESB-certified instructor, applicants must:

1. Complete the Criminal Justice Instructor Development Course (CJIDC).
2. Complete a Topic Specific Instructor Course (if required). Certification to instruct the following topics requires completion of a LESB-approved Topic Specific Instructor Course: Defensive & Arrest Tactics, Defensive Tactics, Emergency Vehicle Operation & Control, Handgun & Rifle, Principles of Subject Control, Professional Communication Skills, Standardized Field Sobriety Testing, Tactical Emergency Casualty Care for Law Enforcement Officers, Tactical Response, Scenarios, and Vehicle Contacts. At least 3 years of full-time or 6,000 hours of occupational experience as a **certified** officer is required to request instructor certification.
3. Submit the Instructor Certification Request form (DJ-LE-317) to the Training and Standards Bureau along with a letter of endorsement from your sponsoring agency (administrator for a Wisconsin law enforcement agency or the training director of a LESB-certified training academy) within two years of completing each instructor course. It is your responsibility to request certification via submittal of form DJ-LE-317 along with a letter of endorsement.

NOTE: Step 3 must be completed within two years of the date that you complete each LESB Instructor Course.

What is my instructor certification period?

Instructor certification is valid for three (3) years from the date of initial certification. The three (3) year certification cycle does not change. If certification is added in an additional topic/s, the certification period for the new topic/s is for the balance of the initial certification period. For example, if you are currently certified to instruct DAAT with a certification expiration date of March 1, 2023, and you add Handgun & Rifle instructor certification on September 1, 2020, your expiration date for Handgun & Rifle instructor certification will also be March 1, 2023.

To recertify as an instructor, applicants must:

1. Submit the Instructor Recertification and Credentialed Instructor Registration Renewal form (DJ-LE-318), between 6 months and 30 days prior to instructor certification expiration.
2. Include a letter of recommendation from a Chief, Sheriff, or Academy Director for whom you have taught, and document that you have taught at least two (2) times during your certification period.

Is Instructor Update Attendance Mandatory?

Yes. All certified instructors are required to attend one (1) instructor update sponsored by the Training and Standards Bureau within their three (3) year certification period. Failure to attend one (1) instructor update within the instructor's certification period will make the instructor ineligible for recertification. To be eligible to re-gain instructor certification, the instructor must re-complete the CJIDC. Topic specific instructor courses must also be re-completed to be eligible for instructor certification in any of the following topics: Defensive & Arrest Tactics, Emergency Vehicle Operation & Control, Handgun & Rifle, Principles of Subject Control, Professional Communication Skills, Standardized Field Sobriety Testing, Tactical Emergency Casualty Care for Law Enforcement Officers, Tactical Response, Scenarios, and Vehicle Contacts.

Who may I contact with questions?

Instructor related questions may be directed to Thessa Phillips at (608) 267-1931. Questions related to the law enforcement curriculum may be directed to Stephanie Pederson at (608) 261-8641. Questions related to the jail and/or secure juvenile detention curriculum may be directed to Michelle Sandry at (608) 267-1327.