

This guide is intended to provide basic course presenters with information regarding the Academy Instructor Certificate Program (AICP) Equivalency Process. Academy directors and modular coordinators can exercise significant discretion in granting equivalency. This guide provides step-by-step guidance as well as both helpful and required forms to be filled out and kept on file at the academy for inspection by POST.

Regulation 1009(c) defines the AICP Equivalency Process as:

- (A) *Successful completion of a minimum of 24 hours of a general instructor development course(s) as documented by a certificate of course completion or an expanded course outline;*
- (B) *Completion of a self-study program on “adult learning and the Basic Course instructional system” as outlined in the POST-provided tutorial package; and*
- (C) *Successful demonstration* of competencies listed on the Competency Verification Checklist, POST 2-123, performed by teaching in an Academy Instructor Certification Course, a Regular Basic Course, or to academy staff. The Competency Verification Checklist shall be assessed and approved by an experienced instructor-development trainer skilled in competencies emphasized in the Academy Instructor Certification Course curriculum.*

**Any competencies not demonstrated via the methods described in (C) above may be demonstrated by oral examination.*

Equivalency and “grandfathering” are not the same. The Equivalency Process *requires* both the certified presenter and the instructor to perform several tasks.

There are three (3) pre-steps that should be considered before employing the actual Equivalency Process. They are:

1. Decide if you will use the Equivalency Process. It is optional and not all presenters use it.
2. Identify those highly competent, skilled instructors that might be good candidates for the Equivalency Process. If an instructor is not highly competent, then he/she should not be considered for the Equivalency Process.
3. Determine if the identified instructors have taken “a minimum of 24 hours of a general instructor development course(s).” In unusual circumstances where the training was not in the form of a course, but can still be documented, it can still be used for the Equivalency Process with the presenter’s approval.

If you have positive responses to the three pre-steps, then you are ready to proceed with the Equivalency Process. Using the forms on the following pages will assist you in the process.

ACADEMY INSTRUCTOR CERTIFICATE PROGRAM

Equivalency Process Documentation Form – STEP A

Academy: _____

Address: _____

City: _____ **State/Zip:** _____

Telephone: _____ **FAX:** _____

Other: _____

Instructor: _____

Telephone: _____ **FAX:** _____

E-mail: _____

Other: _____

In the space below, document: *“Successful completion of a minimum of 24 hours of a general instructor development course(s) as documented by a certificate of course completion or an expanded course outline.”*

Training Date(s): _____ **Location(s):** _____

Course Title(s): _____

Course #(s): _____ **Hours:** _____

Training Date(s): _____ **Location(s):** _____

Course Title(s): _____

Course #(s): _____ **Hours:** _____

***Attach documentation (certificate or expanded course outline) of the above course(s). If unavailable, attach explanation or other documentation (approved by the academy director or designee).**

Director/Designee Approval: _____ **Date:** _____

ACADEMY INSTRUCTOR CERTIFICATE PROGRAM

Equivalency Process Documentation Form – STEP B & C

Step B has two parts.

Part 1- Completion of a self-study program on “adult learning”

The self-study program on “adult learning” is POST’s *Learners First* course, available on the POST Learning Portal: <https://lp.post.ca.gov/post/default.aspx> - complete the course online and print out the certificate of completion.

Learners First Training Completion Date: _____

Part 2- Completion of a self-study program on the “Basic Course instructional system”

The self-study program on the “Basic Course instructional system” can be conducted several ways. POST included the Basic Course instructional system in the Academy Orientation DVD which highlights the various components of academy training. At the academy director’s discretion, an instructor can also complete a self-study of the Learning Domain student workbook(s) that applies to their specific subject(s). Additionally, an instructor can participate in a one-on-one tutorial with an AICP certified instructor who is familiar with the Basic Course instructional system. No certificates are associated with any of these methods. Document below the type of self-study completed and the date.

Training Date: _____ **Location(s):** _____

Instructor (if any): _____

Self-study Method: _____

Step C is the final part of the Equivalency Process. It involves:

Successful demonstration of competencies listed on the Competency Verification Checklist, POST 2-123, performed by teaching in an Academy Instructor Certification Course, a Regular Basic Course, or to academy staff. The Competency Verification Checklist shall be assessed and approved by an experienced instructor-development trainer skilled in competencies emphasized in the Academy Instructor Certification Course curriculum.*

**Any competencies not demonstrated via the methods described above may be demonstrated by oral examination.*

Use and attach [POST form 2-123](#) (Competency Verification Checklist) to complete this process.

ACADEMY INSTRUCTOR CERTIFICATE PROGRAM

Academy Instructor Certificate Issuance

Academy Instructor Certificate Issuance

The academy instructor certificate is required within one year of assignment of all instructors in academy and modular courses. Upon completion of the equivalency process, the presenter must “issue” the academy instructor certificate to the instructor to verify compliance. This is completed via the AICP tab within the presenter’s course in the Electronic Data Interchange (EDI).

To issue the academy instructor certificate:

- Log on to EDI and open your basic course
- Open the AICP tab
- Click “add instructor”
- Complete the personal information fields
- Issue the academy instructor certificate by completing the associated fields

The information needed to complete the certificate includes:

1. POST ID number
2. Name
3. Date of Issuance of Academy Instructor Certificate
4. How Certified
 - a. Academy Instructor Certification Course
 - If the instructor has completed AICC and is not being certified via equivalency, select “AICC” and complete the needed information.
 - b. Equivalency Process
 - Select “equivalency” if that process is the basis for qualifications and complete the needed information.
5. Specialized subject expertise for academy instruction (optional)

Once this process is completed, you can verify successful certificate issuance by reviewing the instructor list for your course as shown in the AICP tab.