



Academy Instructor Certificate Program

Frequently Asked Questions (FAQs) – January 2008

General Questions

G1 What is the purpose of the AICP?

The Academy Instructor Certificate Program aims to create a single, entry level requirement for teaching in the academy (and eventually other POST-certified courses). It is not focused on content, but rather on effective delivery of content.

G2 Why doesn't the AICP "grandfather in" long-tenured instructors?

The AICP is a competency-based instructional program. Length of service (i.e., experience) does not automatically equate with competency. The demonstration of competency after training is the goal of the POST regulation.

G3 Doesn't time on the job teaching count for something?

Yes, POST realizes that many instructors, over time, may have incrementally gained training (and thereby competency). The equivalency process gives an academy director the opportunity to document that incremental learning that resulted in the instructor's competency. The academy director has great discretion in this area.

G4 Can an instructor's training be documented if it wasn't in a formal, class setting?

Yes, although POST regulations imply that the documentation should take the form of a certificate or expanded course outline from a POST-certified training course. This is the usual process, and most professionals should be able to document their training. However, certificates or POST expanded course outlines are not the only way that equivalency can be documented. POST understands and accepts exceptions if they are satisfactory to the academy director. *There is a formal evaluative process that an academy director can use, see 5 below for additional information.

G5 What might an exception to the normal certificate/course outline form of documentation look like?

POST recognizes internships and apprenticeships as valuable forms of training. Therefore, if an academy director could document that "Officer Smith" spent 24 or more hours under

the tutelage of "Trainer Jones" and in the course of that experience was taught the principal components required in the AICP (i.e., Basic Course Instructional System, Roles and Responsibilities of Law Enforcement Training Instructors, Adult Learning Concepts, Lesson Planning, Presentation Skills, Facilitation Skills, Use of Learning Resources and Training Aids, Evaluation Techniques, Legal Issues, Safety Protocols, and Written, Oral, and/or Demonstration Assessment) then it would be acceptable. For documentation purposes, the components' contents should be listed in the three-level expanded course outline format. The integrity of the AICP rests with the academy director. POST expects that academy directors will use sound judgment in exercising their discretion to grant equivalency.

G6 What if an instructor learned most of the AICP components, but not all of them, through previous training?

As is stated in the AICP Guidelines, if an instructor has the "teaching" components of the AICP, but lacks the POST specific components, they can complete those requirements through a tutorial (such as "Learners First" – available on the POST Learning Portal) or modified training (such as a self-study of the relevant POST Learning Domain Workbook followed by an individual training with a knowledgeable instructor).

G7 Can equivalency be granted for watching or working with a senior instructor?

No, observing an effective trainer for 24 hours is not "learning at the feet" of that trainer. However, being mentored or trained through apprenticeship, as with the POST FTO program, is an excellent form of training that can be documented (in expanded course outline format).

G8 What if an instructor has a master's degree or a law degree? What if an instructor is a doctor or college professor? Aren't these equivalents?

Maybe... Each equivalency must be judged on its merits. Someone who has completed a master's degree in education or instructional design probably has (more than) the necessary 24 hours of training required for equivalency. However, someone who went to law school probably does

not have the required hours. The curriculum is what matters. Law school is generally not aimed at teacher preparation. A master's program in education may include teacher preparation. POST trusts that academy directors can discern these distinctions on a case by case basis.

G9 Taking the AICC is expensive. Why doesn't POST pay for it?

POST offers the Academy Instructor Certification Course free of charge to those teaching in POST programs. The course is offered nearly every other week across the state,

from San Diego to Redding. POST is also developing online courses to assist in meeting AICP equivalency requirements. POST recognizes other online training, such as that offered through the FBI Virtual Academy, which is also free of charge to law enforcement professionals and can be used to meet some equivalency requirements. Presenters can also deliver their own course, which POST will certify for reimbursement. POST has always been a training partner with local governments. Costs are shared. Individual instructors who are not working for an agency are (usually) being compensated to teach and should, therefore, be a partner with POST in funding their own personal development.

Instructor Questions

I1 When is it mandatory for an instructor to become certified in the Academy Instructor Certificate Program?

Current instructors must be certified and possess the Academy Instructor Certificate (no later than March 1, 2011). There is no grandfathering. There is an equivalency process. (Current instructor means individuals who were hired/selected/appointed prior to March 1, 2008.) New instructors (instructors hired on or after March 1, 2008) are required to possess the Academy Instructor Certificate prior to teaching in the regular basic course.

I2 Are Module I and II included in this regulation?

Yes, Module I and II instructors are included in this requirement.

I3 How do I become certified?

Academy directors are responsible for certifying their basic course academy instructors. This can be accomplished in two ways:

1. Completion of the Academy Instructor Certification Course, or
2. Completion of the equivalency process, which leads to the issuance of the Academy Instructor Certificate.

I4 What are the components of the AICC?

1. Basic Course Instructional System
2. Roles and Responsibilities of Law Enforcement Training Instructors
3. Adult Learning Concepts
4. Lesson Planning

5. Presentation Skills
6. Facilitation Skills
7. Use of Learning Resources and Training Aids
8. Evaluation Techniques
9. Legal Issues
10. Safety Protocols
11. Written, Oral, and/or Demonstration Assessment (in each topic area)

(AKA Competency Verification)

I5 What are the requirements of the equivalency process?

There are three components:

1. Proof of completion of 24 hours of general instructor development coursework
2. Self-study of "Learners First" and the Basic Course instructional system
3. Completion of Competency Verification Checklist

I6 I have completed 80 hours of mandated specialized instructor training in first aid, firearms, defensive tactics, etc. Will this satisfy the 24 hours of general instructor development training for the equivalency process?

Maybe. These topical instructor training courses are mandated because of their specific skill application. Any teacher training course work (24 or more hours) will satisfy this requirement. The training does not have to be POST certified, nor be specifically in the classroom (e.g., online instruction is acceptable). Proof of completion is required (transcripts, course outline, certificate, etc.). If your specialized instructor

course (or courses) contained (cumulatively) 24 or more hours of general instructor development content (as described in IQ4), then yes, those hours will satisfy the requirement. If the course(s) did not contain 24 or more (cumulative) hours of general instructor development content, then no, they would not satisfy the requirement. This determination should be made by the academy director or designee.

I7 Who is responsible for the actual certification?

Your academy director or designee is responsible and attests to the competency and certification of instructors. POST provides the academy with POST certificates to be completed by each academy. POST does not certify; the academy director certifies.

I8 Are there any exemptions for instructors?

Yes. Guest speakers are still exempt from this requirement. That is, those guest speakers who are periodically used to supplement curriculum, but are not responsible for teaching a regular basic course component (as identified in the Training & Testing Specifications).

I9 Can an instructor be certified by more than one presenter?

No. Each academy presenter certifies their own instructors. Only one certification is necessary. Possession of a valid Academy Instructor Certificate entitles an instructor to

teach at multiple academies statewide. It is incumbent on the instructor to provide the academy with his/her certificate prior to teaching.

I10 Who keeps track of all of these certifications?

POST has provided a computerized tracking system accessible to you through your academy's EDI connection. This is a paperless system which provides reports and immediate certification profiles and notices for recertification.

I11 When do I need to be recertified?

This is a triennial process. You must recertify every 3 years.

I12 What are the requirements of recertification?

There are two steps:

1. The instructor must show completion of at least 8 hours of training in instructional development or in their area of expertise. It is not necessary for this to be POST certified training; however, proof of completion (transcript, course outline, course certificate) is required.
2. The instructor must show delivery of at least 24 hours of instructional training.

I13 Who verifies and updates the certificate?

The academy director or designee.

Director Questions

D1 When is it mandatory for academies to participate in the AICP?

Effective March 1, 2008, all regular basic course academies are required to participate.

D2 What are the requirements of the AICP?

Academy directors are responsible for certifying their basic course academy instructors. This can be accomplished in two ways:

1. Completion of the Academy Instructor Certification Course or
2. Completion of the equivalency process.

D3 What are the components of the AICC?

1. Basic Course Instructional System
2. Roles and Responsibilities of Law Enforcement Training Instructors

3. Adult Learning Concepts
4. Lesson Planning
5. Presentation Skills
6. Facilitation Skills
7. Use of Learning Resources and Training Aids
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9. Legal Issues
10. Safety Protocols
11. Written, Oral, and/or Demonstration Assessment (in each topic area)
(AKA Competency Verification)

D4 What are the requirements of the equivalency process?

There are three (3) components:

1. Proof of completion of 24 hours of general instructor development coursework
2. Self-study of “Learners First” and the Basic Course instructional system
3. Completion of Competency Verification Checklist

D5 My instructor completed 80 hours of mandated specialized instructor training in first aid, firearms, defensive tactics, etc. Will this satisfy the 24 hours of general instructor development training for the equivalency process?

Maybe. These topical instructor training courses are mandated because of their specific skill application. Any teacher training course work (24 or more hours) will satisfy this requirement. The training does not have to be POST certified, nor be specifically in the classroom (e.g., online instruction is acceptable). Proof of completion is required (transcripts, course outline, certificate, etc.). If your specialized instructor course (or courses) contained (cumulatively) 24 or more hours of general instructor development content (as described in IQ4), then yes, those hours will satisfy the requirement. If the course(s) did not contain 24 or more (cumulative) hours of general instructor development content, then no, they would not satisfy the requirement. This determination should be made by the academy director or designee.

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D9 How do I keep track of all of the certifications?

POST has provided a computerized tracking system accessible to you through your EDI connection. This is a paperless system which provides you with reports and immediate certification profiles and notices for recertification. Help for this tracking system is provided by POST (Contact Training Program Service Bureau at (916) 227-3912).

D10 How will I know if an instructor is due for recertification?

When your staff accesses the AICP Home Page in the tracking system, an alert in the “Action Alert Box” will appear in red.

D11 When do instructors need to be recertified?

This is a triennial process. The AICP certificate must be recertified every 3 years.

D12 What are the requirements of recertification?

There are two steps:

1. The instructor must show completion of at least 8 hours of training in instructional development or in their area of expertise. It is not necessary for this to be POST certified training; however, proof of completion (transcript, course outline, course certificate) is required.
2. The instructor must show delivery of at least 24 hours of instructional training.

D13 Who verifies and updates the certificate?

The academy director or designee.

Instructor Development Unit

Senior Law Enforcement Consultant Bryon G. Gustafson
1601 Alhambra Boulevard
Sacramento, CA 95816-7083
916.227.3902 Fax 916.227.4011
Bryon.Gustafson@post.ca.gov