



# State of Connecticut

## Police Officer Standards and Training Council

### Connecticut Police Academy



TO: All Training Officers, POSTC Certified Instructors, POSTC Training Associates, and POSTC-approved Training Academies

FM: William E. Klein, Compliance Officer, Certification Division

RE: **POSTC Certification Division Advisory 2010-1**

This advisory is to remind everyone of the Police Officer Standards and Training Council (POSTC) regulations codified under Section 7-294c-7 through e-14, Connecticut General Statutes concerning the requirements for Law Enforcement Instructor Certification and the issuance of "review credit training hours" to the officers for triennial recertification.

During recent training audits conducted by the Certification Division, it was determined that numerous review training credit hours were being awarded by law enforcement officers and other civilian instructors who were either (1) never certified by POSTC to teach (2) who taught after their POSTC instructor certification had expired (3) awarded review training credits in areas they were never certified to teach (4) awarded review training credits in subject areas not approved by POSTC for review credits or (5) were teaching under another's certification (see paragraph # 4).

The intention of POSTC is not necessarily to punish the police officer receiving the review training credits, because they attend the training in "good faith" that they are compliant with the recertification regulations; however, the only remedy under the regulations is to forfeit those credits and require the officer to repeat the training with a certified instructor.

The Certification Division is keenly aware that in order to provide the best training available to our police officers, non-certified outside "subject matter experts" in a particular course of instruction may be needed to enhance a particular training course. Such experts should not be used to *supplant* a certified instructor and POSTC expects the experts' lesson plan(s) and credentials to be scrutinized by the sponsoring Training Officer, Training Academy, Training Associate, or POSTC Certified Instructor, *before* the training class. In addition, the Certification Division expects the sponsoring Training Officer, Training Academy, Training Associate, or POSTC Certified Instructor to monitor the portion of the class in which the "expert" teaches to ensure that the course of instruction was delivered in accordance with the approved lesson plan and instructional objectives. The POSTC Certified Instructor in the area being taught should annotate verification of his/her presence during the "expert instructor portion of presentation" on the review credit training form.



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In essence, based on the requirements for a particular area of instruction, the guiding principle is “if an officer or civilian *could* become a POSTC Certified Instructor, he or she *should* become a Certified Instructor.” It is a matter of filling out the instructor application and providing *all* required supporting documentation to the Certification Division.

The Certification Division has developed and implemented a revised POSTC-50 Review Credit Training Form available on our website [www.ct.gov/post](http://www.ct.gov/post) under Forms, to be used immediately. A POSTC-50A Review Credit Training Form was also developed for use by our Training Associates who offer days of block training and it too is available on the same website. Both forms have on-line fill-able and printable block entries, instead of lines, and it is designed to ensure that the POSTC Certified Instructor is cognizant of his/her requirements by requiring the POSTC Certified Instructor to print and sign his/her name and enter his/her Instructor ID number with expiration date of the instructor certificate every time review credits are given. The form will also ensure that the Training Officer, Training Academy or Training Associate providing officers with review credit training are verifying the teaching credentials of their instructors.

In addition, since June 2010, the Certification Division now posts a list of current POSTC Certified Instructors and their respective authorized areas of instruction under the same website under Publications. This database will be updated every 15-30 days. Training Officers, Training Academies, Training Associates, and Certified Instructors are encouraged to mine this database before review credit training sessions are contemplated to assure compliance with POSTC regulations.

Thank you all for your cooperation in this matter.

As always, if you have any questions please feel free to contact either Rochelle Wyler, License and Applications Analyst at (203) 427-2607 or e-mail: [Rochelle.Wyler@po.state.ct.us](mailto:Rochelle.Wyler@po.state.ct.us) or myself at (203) 427-2606 or e-mail: [William.Klein@po.state.ct.us](mailto:William.Klein@po.state.ct.us)