

Instructor Development Institute  
Master Instructor Certification Course (MICC) Application

**TO THE POTENTIAL MICC STUDENT:**

**PART I – PERSONAL INFORMATION**

Please complete all areas below. It is essential that you provide accurate and up to date information.

Applicant Name:

Organization Name:

Address:

City, State Zip Code:

Office Telephone Number:

Email:

Secondary Email:

Present Assignment:

Rank/Title:

Is your organization part of the POST Program (A POST reimbursable agency?)

Yes

No

If not, what, if any program is your agency a part of? E.g. N/A, STC

Are you currently enrolled or plan to start (within the next year) any of the following programs?

If yes, please describe your status and length of the programs(s):

BA Program?

Masters Program?

Ph.D. Program?

SLI?

Command College?

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**PART II: EDUCATION, TRAINING, AND EXPERIENCE**

**A. EDUCATION:**

Name and Location of Institution:

Course of Study:

Units Completed:

Qtr. Hours:

Sem. Hours:

Degree:

Date Completed:

Name and Location of Institution:

Course of Study:

Units Completed:

Qtr. Hours:

Sem. Hours:

Degree:

Date Completed:

**B. TRAINING:**

Please list any training programs you have completed that you believe have prepared you for attendance to the Master Instructor Certification Course, including ALL IDI Levels 1- 3 course information. List the most recent training first. You may also attach a copy of the IDI checklist or your POST Training Profile to confirm completion of all required pre-rqs.

Program/Course Title:

Presented By:

Total Hours:

Date Completed:

POST Course Control Number:

Program/Course Title:

Presented By:

Total Hours:

Date Completed:

POST Course Control Number:

Program/Course Title:

Presented By:

Total Hours:

Date Completed:

POST Course Control Number:

Program/Course Title:

Presented By:

Total Hours:

Date Completed:

POST Course Control Number:

Program/Course Title:

Presented By:

Total Hours:

Date Completed:

POST Course Control Number:



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**C. LAW ENFORCEMENT TRAINING-RELATED EXPERIENCE:**

List past and present assignments that show *major training, training development, or training management responsibility*. List your present assignment first.

1. From \_\_\_\_\_ to \_\_\_\_\_ Agency  
Title and Rank:  
Duties and Responsibilities:

2. From \_\_\_\_\_ to \_\_\_\_\_ Agency  
Title and Rank:  
Duties and Responsibilities:

3. From \_\_\_\_\_ to \_\_\_\_\_ Agency  
Title and Rank:  
Duties and Responsibilities:

4. From \_\_\_\_\_ to \_\_\_\_\_ Agency  
Title and Rank:  
Duties and Responsibilities:

5. From \_\_\_\_\_ to \_\_\_\_\_ Agency  
Title and Rank:  
Duties and Responsibilities:

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**D. INSTRUCTOR EXPERIENCE:**

Please list the classes you have taught over the past two years including frequency, training presenter, and contact name/phone number.

Course Title/Length:  
Presented by:  
No. of Times Taught in Past 2 Yrs:  
Contact Person/Phone:

Course Title/Length:  
Presented by:  
No. of Times Taught in Past 2 Yrs:  
Contact Person/Phone:

Course Title/Length:  
Presented by:  
No. of Times Taught in Past 2 Yrs:  
Contact Person/Phone:

Course Title/Length:  
Presented by:  
No. of Times Taught in Past 2 Yrs:  
Contact Person/Phone:

Course Title/Length:  
Presented by:  
No. of Times Taught in Past 2 Yrs:  
Contact Person/Phone:

Course Title/Length:  
Presented by:  
No. of Times Taught in Past 2 Yrs:  
Contact Person/Phone:

**Total hours spent teaching CA law enforcement each year.**

**Total hours spent coordinating CA law enforcement training programs each year.**

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**PART III: NARRATIVE RESPONSES**

*NOTE: Additional information on the Master Instructor Certification Course can be found on the GTA's IDI website. It is suggested, if you have not already, that you fully review this information prior to completing the remainder of this application.*

Please carefully read and answer the following essay questions. Please write them in the appropriate space within this document. Questions A and B are to be no more than 1 page in length. Question C must be a minimum of 2 pages in length and no more than 4 pages. Question D should be limited to no more than 1 page in length.

- A. Please discuss your reason(s) for wanting to attend the Master Instructor Certification Course. Please focus your discussion on your personal and professional expectations from the program and what training related contributions you anticipate providing your organization and law enforcement in general.
- B. The Master Instructor Certification Course is directed toward current and future training issues facing California law enforcement. Please discuss what you consider to be the most crucial of these issues for California law enforcement training for the next five years.
- C. A major requirement of the Master Instructor Certification Course is a fully developed learning project; which includes the analyzing, designing, developing and delivering a 24-hour course that meets a demonstrated and validated public safety training need. In this project you will be required to learn and provide written evidence of the application of the MICC Instructional Systems Design Model. This project should demonstrate your growth and competency in a number of instructor training related dimensions which spanned the IDI program, Levels 1 through 3 and include the new material provided during Level 4. Please discuss at length, the learning that you have experienced pre-Level 4 and your application of that learning to law enforcement training that you do and have done during your involvement in the IDI Program. Please specifically address the following areas: Adult Learning Concepts (ALC), the taxonomies of learning (psychomotor, cognitive and affective) and their relationship to one another, R.I.D.E.M., Critical Thinking and Writing skills, Lesson Plan Development, facilitation and presentation skills and the development and application of Learning Activities that reinforce learning.
- D. The Master Instructor Certification Course requires that the student produce an Instructional Systems Design document and a Total Training Package (TTP) that will support their design and development of a course that will be delivered to law enforcement upon completion of the TTP. This product will be a culmination of 10 months of work and requires discipline, dedication and a commitment to the MICC process. Please describe your ability to successfully complete a requirement of this nature. (In support of this ability you may cite successful projects you have completed; major staff studies, involvement in long-term committees or training development activities, your sense of purpose, initiative, etc., or combinations of the kinds of activities that would convince the MICC staff that you possess and have demonstrated the required dedication to complete such a demanding project).

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**Question A**

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**Question B**



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**Question C (page 1 of 4)**

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**Question C (page 2 of 4)**

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**Question C (page 3 of 4)**

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**Question C (page 4 of 4)**

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**Question D**

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Is there any other information that you believe may be pertinent to your selection into the program?

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APPLICANT COMMITMENT STATEMENT

The following Commitment Statement must be signed by the applicant:

“I understand that once committed to attend the Master Instructor Certification Course, I will be involved in an intensive training and education program for a period of ten months—a program that will require commitment of my time, energy and dedication. This goal requires a commitment to achieve excellence as a trainer.”

“I understand that I am committing to complete considerable reading, research and writing assignments between workshops on my own time, attend all workshops (five over ten months, with 18 on-site training days), and to take part in all learning activities through active class participation.”

“I agree that all assignments and projects required to complete the program will be my own independent, original work, supported by thorough research, and that they will be completed by the assigned due dates. I understand that all documents, reports and materials I prepare will become the property of the POST Instructor Development Institute; with the project to be shared with other law enforcement trainers.”

“I understand that when I am assigned to the Master Instructor Certification Course, and when I am graduated from that program, my name, title, and employing agency or institution will be printed in POST publications, unless I express otherwise.”

“I agree that if I do not attend the scheduled programs and/or do not complete the required projects, reports, and assignments, that I will be dropped from the program.”

“Regardless of my specific job assignment, I intend to remain involved in California public law enforcement training for a minimum of three years following graduation.”

“If accepted into the Master Instructor Certification Course, I am willing to make this personal commitment to the program.”

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant’s Signature

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**STATEMENT OF NOMINATION**

Your employee and/or trainer, \_\_\_\_\_, has requested to attend the Master Instructor Certification Course within the POST Instructor Development Institute. Your nomination of this individual and your commitment to the program are essential to their success in the program. If the applicant's employer is also the training presenter, the department head may sign both statements. You or a designated representative at the management level will receive copies of the student's monthly progress reports throughout the course and a timeline of the MICC.

**TRAINING PRESENTER'S STATEMENT OF NOMINATION**

"I understand nomination of this applicant to attend the Master Instructor Certification Course includes a pledge of full support for his/her participation in the program. My commitment includes: (1) providing reasonable resource support to assist the applicant in completing program assignments, and (2) utilizing the individual's master instructor skills to assist in the development of novice and incumbent instructors to enhance the quality and effectiveness of POST-certified training conducted at our training institution."

\_\_\_\_\_  
Training Director/Coordinator  
Nominator's Name (Print name)

\_\_\_\_\_  
Training Director/Nominator's/Coordinator  
Signature

**EMPLOYER'S STATEMENT OF SUPPORT**

"I understand the applicant's attendance at the Master Instructor Certification Course is in furtherance of the partnership with POST to maintain the highest training standards for California law enforcement. I recognize the extent of resource commitment to this training by POST and will provide support appropriate for successful completion of this challenging training program. My commitment includes release time to attend the scheduled workshops and to complete the related assignments. I also understand that my agency may, if we choose, utilize the applicant's master instructor skills to enhance our organization's in-house training, instructors, field training officers, etc."

\_\_\_\_\_  
Department Head's Name (please print)

\_\_\_\_\_  
Department Head's Signature

Title: \_\_\_\_\_

Date: \_\_\_\_\_