

Instructor Development Institute
Master Instructor Certification Course (MICC) Application

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:

Work Address:

City, State Zip Code:

Work Telephone Number:

Cellphone Number:

Work Email:

Secondary Email:

Present Assignment:

Rank/Title:

Is your agency a POST participating organization?

Yes

No

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):

B.A. Program:

Master's Program:

Ph.D. Program:

SLI:

Command College:

Other:

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PART II: EDUCATION, TRAINING, AND EXPERIENCE

A. EDUCATION:

Name of Institution:
Location of Institution:
Major:
Degree:
Date Completed

Name and Location of Institution:
Location of Institution:
Major:
Degree:
Date Completed

B. TRAINING:

Attach a copy of your POST Training Profile to show verification of completion of all pre-requisites related to the MICC program. You may download a copy of your POST Profile by logging in to your account through the POST website (www.post.ca.gov).

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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 and Length:

Presenter:

Student Demographic:

Number of Times Taught in Past 2 Yrs:

Contact Person/Phone:

Course Title and Length:

Presenter:

Student Demographic:

Number of Times Taught in Past 2 Yrs:

Contact Person/Phone:

Course Title and Length:

Presenter:

Student Demographic:

Number of Times Taught in Past 2 Yrs:

Contact Person/Phone:

Course Title and Length:

Presenter:

Student Demographic:

Number of Times Taught in Past 2 Yrs:

Contact Person/Phone:

Course Title and Length:

Presenter:

Student Demographic:

Number of Times Taught in Past 2 Yrs:

Contact Person/Phone:

Course Title and Length:

Presenter:

Student Demographic:

Number 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

Please carefully read and answer the following questions, abiding by the following guidelines:

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QUESTION A: *Should be no more than 1 page in length.*

Please explain your reason(s) for pursuing the Master Instructor Certification Course. Your response should include your personal and professional expectations from the program and how you will give back to your organization and public safety in general.

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QUESTION B: *Should be no more than 1 page in length.*

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 over the next five years.

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QUESTION C: *Must be a minimum of 2 pages in length, but no more than 4 pages.*

Please explain how you have applied you learned in levels 1-3 of the IDI program into your training and curriculum design. You must specifically address the following areas:

- Adult Learning Concepts (ALC)
- Taxonomies of Learning (psychomotor, cognitive and affective) and their relationship to one another
- R.I.D.E.M.
- Critical Thinking and Writing Skills
- Curriculum Design
- Lesson Plan Development
- Facilitation and Presentation Skills
- Development and Application of Learning Activities

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QUESTION D: *Should be no more than 1 page in length.*

The Master Instructor Certification Course requires that students work throughout a 12-month time frame, involving both in class and independent work, against various deadlines, to develop and implement a final training product. This requires discipline, dedication and a commitment to the MICC process. Please describe your ability to successfully complete a requirement of this nature. You may highlight any activities or accomplishments, or combination thereof, that demonstrate your dedication, time management skills and ability to successfully complete a long-term project.

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QUESTION E: *Question E should be no more than 1 page in length.*

What additional information can you share that will aid in evaluating 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 twelve 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 in-person workshops, attend all online meetings between workshops, and to participate in all program 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 understanding that the project will be shared with other law enforcement trainers.”

“I understand that when I am accepted in to the Master Instructor Certification Course, and when I am graduated from that program, my name, title, employing agency or institution, and possible class photo, 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 commit to remain involved in California public law enforcement training for a minimum of three years following graduation. I also commit to supporting other public safety trainers through mentoring, coaching and representing the IDI program well in the field and at my agency.”

“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 within the program. You, or a designated representative at the management level, may request an update of your student's progress throughout the course through Government Training Agency (GTA).

Please note, if applicant's employer is also the training presenter, the department head may sign both statements.

TRAINING PRESENTER'S STATEMENT OF NOMINATION

"I understand nomination of this applicant to attend the POST 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, whether on duty or off-duty, 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: _____