

- E. "Certified training academy" - means a certified training academy which provides instruction of at least the minimum training standards mandated by the board and has been approved by the department for the specific purpose of training criminal justice personnel.
 - F. "Criminal justice agency" - means any government agency or identifiable subunit which has as its principal duty(s): the prevention, detection, and investigation of crime; the apprehension, detection, and prosecution of alleged offenders; the confinement or correctional supervision of accused or convicted persons; or the administrative or technical support of these functions.
 - G. "Department" - means the Department of Criminal Justice Services.
 - H. "Director" - means the chief administrative officer of the department.
 - I. "Instructional staff" - means any individual employed in training on a full-time basis who shall instruct approved training.
- II. Minimum standards for instructors - Individuals instructing approved training shall possess one of the following certifications authorized by the department, excluding those enumerated in Section IX of this policy:
- A. Provisional instructor certification. - For the individual who has not previously met the requirements for instructor certification, this certification:
 - 1. Requires a high school diploma or high school equivalency certificate (GED);
 - 2. Requires that the individual has met the compulsory minimum training standards for the primary function for which employed by a criminal justice agency, if applicable;
 - 3. Does not authorize an individual to instruct or qualify others in mandated firearms, defensive tactics, driver training, or radar courses; and
 - 4. Is valid for not more than two years and is not renewable. An individual may apply for instructor certification upon meeting the above requirements and Section X of this policy.
 - B. General instructor certification. - For individuals who have professional or proficiency skills in a field directly related to criminal justice, this certification:
 - 1. Requires a high school diploma or high school equivalency certificate (GED);

2. Requires the applicant to be instructional staff, an employee of a Virginia criminal justice agency, or an academy director;
3. Requires a minimum of two years' experience in a criminal justice agency;
4. Requires the applicant to have successfully completed an instructor development course which meets or exceeds the standards of the instructor development course enumerated in Section VII of this policy (which parallels Department of Criminal Justice Services regulation 6 VAC 20-80-30 Compulsory minimum training standards for instructor development and recertification courses);
5. Is valid for not more than three years, but may be renewed;
6. Requires the applicant to serve an apprenticeship, as specified in Section VII of this policy (which exceeds Department of Criminal Justice Services regulation 6 VAC 20-80-40 Instructor apprenticeship requirements), with a certified instructor until the applicant can demonstrate the ability to successfully instruct without supervision. The certified instructor shall document this successful completion of the apprenticeship on the instructor application form; and
7. Does not authorize an individual to instruct or qualify others in mandated firearms, defensive tactics, driver training, or radar operator courses.

III. Firearms instructor certification. - For the individual who has had extensive firearms training and experience, this certification:

- A. Requires a high school diploma or high school equivalency certificate (GED);
- B. Requires the applicant to be instructional staff, an employee of a Virginia criminal justice agency, or an academy director;
- C. Requires a minimum of two years' experience in a criminal justice agency;
- D. Requires the applicant to have attended and successfully completed an instructor development course which meets or exceeds the standards of the instructor development course enumerated in Section VII of this policy;
- E. Requires the applicant also to have successfully completed a firearms instructors course which meets or exceeds the standards of the firearms instructors course approved by the department;
- F. Is valid for not more than three years, but may be renewed;

- G. Requires pre-qualification on a department "Modified Double Action Course or Virginia Tactical Qualification Course" with a minimum score of 90%;
 - H. Requires the applicant to serve an apprenticeship, as specified in Section VIII of this policy, with a certified instructor until the applicant can demonstrate the ability to successfully instruct without supervision. The certified instructor shall document this successful completion of the apprenticeship on the instructor application form; and
 - I. Authorizes an individual to instruct mandated firearms training courses and to conduct annual firearms qualifications only.
- IV. Defensive tactics certification. - For the individual who has had extensive training and experience in the area of defensive tactics, this certification:
- A. Requires a high school diploma or a high school equivalency certificate (GED);
 - B. Requires the applicant to be instructional staff, an employee of a Virginia criminal justice agency, or an academy director;
 - C. Requires a minimum of two years experience in a criminal justice agency;
 - D. Requires the applicant to have attended and successfully completed an instructor development course which meets or exceeds the standards of the instructor development course enumerated in Section VII of this policy.
 - E. Requires the applicant also to have successfully completed a defensive tactics instructors course which meets or exceeds the standards of the defensive tactics instructors course approved by the department;
 - F. Is valid for not more than three years, but may be renewed;
 - G. Requires the applicant to serve an apprenticeship, as specified in Section VIII of this policy, with a certified instructor until the applicant can demonstrate the ability to successfully instruct without supervision. The certified instructor shall document this successful completion of the apprenticeship on the instructor application form; and
 - H. Authorizes the individual to instruct defensive tactics subjects only.
- V. Driver training instructor certification. - For the individual who has had extensive training and experience in the area of driver training, this certification:
- A. Requires a high school diploma or a high school equivalency certificate (GED);

- B. Requires the applicant to be instructional staff, an employee of a Virginia criminal justice agency, or an academy director;
- C. Requires a minimum of two years experience in a criminal justice agency;
- D. Requires the applicant to have attended and successfully completed an instructor development course which meets or exceeds the standards of the instructor development course enumerated in Section VII of this policy;
- E. Requires the applicant also to have successfully completed a driver training instructors course which meets or exceeds the standards of the driver training instructors course approved by the department;
- F. Is valid for not more than three years, but may be renewed;
- G. Requires the applicant to serve an apprenticeship, as specified in Section VIII of this policy, with a certified instructor until they can demonstrate the ability to successfully instruct without supervision. The certified instructor shall document this successful completion of the apprenticeship on the instructor application form; and
- H. Authorizes the individual to instruct driver training subjects only.

VI. Radar instructor certification. - This certification:

- A. Requires a high school diploma or high school equivalency certificate (GED);
- B. Requires the applicant to be instructional staff, an employee of a Virginia criminal justice agency, or an academy director.
- C. Requires a minimum of two years experience in a criminal justice agency, including two years experience in radar operation;
- D. Requires the applicant to have attended and successfully completed an instructor development course which meets or exceeds the standards of the instructor development course enumerated in Section VII of this policy;
- E. Requires the applicant to have attended and successfully completed a radar instructor school which meets or exceeds the standards established by the department;
- F. Is valid for not more than three years, but may be renewed;

- G. Requires the applicant to serve an apprenticeship, as specified in Section VIII, with a certified instructor until the applicant can demonstrate the ability to successfully instruct without supervision. The certified instructor shall document this successful completion of the apprenticeship on the instructor application form; and
 - H. Authorizes an individual to instruct radar subjects only.
- VII. Compulsory minimum training standards for instructor development and recertification courses.
- A. An instructor development course shall include a minimum of 40 hours of training and must address each of the following subjects:
 - 1. Role of the Instructor/Adult Learner
 - 2. Fundamentals of Communication
 - 3. Liability and Ethics of Instructors
 - 4. Research and Development
 - 5. Instructional Performance Objectives
 - 6. Preparation and Use of Lesson Plans
 - 7. Methods of Instruction
 - 8. Preparation and Use of Audio-Visual Material
 - 9. Criteria Testing and Test Construction
 - 10. Student Presentations
 - 11. Optional Topics (subject(s) selected at the discretion of the academy director, if applicable, but must pertain to instructor development.);
 - B. An instructor recertification course shall include a minimum of six hours of training and must address the following mandated subjects:
 - 1. Curriculum. - Core subjects (4 hours minimum).
 - 2. Review of Instructional Techniques and Methods
 - 3. Review of Liability and Ethics of Instructors

4. Training Innovations and Technology
5. Testing and Measurements
6. Record Keeping and Documentation
7. Skill specific subjects (2 hours minimum)
 - a. Review of Current Basic and In-Service Course Requirements (Skills Areas to Emphasize and Review Current Mandates)
 - b. Skill Specific Liability Issues;

VIII. Instructor apprenticeship requirements.

A. The apprenticeship shall:

1. Occur after the successful completion of a Virginia certified or other equivalent instructor development course which meets or exceeds the standards of the instructor development course established by the department;
2. Be conducted under the supervision and evaluation of a Virginia certified instructor, who possesses at least three years of experience as a certified instructor in the topic of apprenticeship instruction;
3. Be conducted during an entry level or in-service training class at Cardinal Criminal Justice Academy or an approved off-site location and may not be conducted during in-house departmental training, and;
4. Consist of an instructional presentation as follows:
 - a. General instructor - in either an entry level or in-service class, must instruct no fewer than 4 hours, a minimum of 2 hours of which must be in a lecture format.
 - b. Firearms instructor - in an entry level firearms class, must teach no fewer than 4 hours of classroom instruction, instruct on the range for 32 hours under the supervision of a certified firearms instructor, and observe all other blocks of classroom instruction.

- c. Driver training instructor - in an entry level driver training class, must instruct a minimum of 24 hours under the supervision of a certified driver training instructor and observe all other blocks of instruction.
 - d. Defensive tactics instructor - in an entry level defensive tactics class, must instruct a minimum of 32 hours under the supervision of a certified defensive tactics instructor and observe all other blocks of instruction.
 - e. Radar instructor - in an entry level radar operator class, must instruct a minimum of 10 hours under the supervision of a certified radar instructor and observe all other blocks of instruction.
- 5. The evaluating certified instructor shall have the authority to disapprove any apprentice instructor that demonstrates a lack of subject knowledge or poor instructional ability.
 - a. Any apprentice instructor who fails to successfully complete the initial apprenticeship will be permitted only one additional attempt to successfully complete the apprenticeship.
 - b. Any apprentice instructor who fails to successfully complete the apprenticeship after a second attempt shall not be certified as an instructor.
- 6. The certified instructor shall document the successful completion of the apprenticeship on the Cardinal Criminal Justice Academy Instructor Evaluation form.

IX. Exemptions to certification requirements. - The following individuals are exempted from the certification requirements set forth in Section II of this policy (which parallels Department of Criminal Justice Services regulation 6VAC20-80-20):

- A. Individuals who instruct three hours or less in any approved training session in a certified training academy;
- B. An individual assigned by the academy director to instruct in emergency situations;
- C. Individuals who possess professional or proficiency skills directly related to the subject matter in which they are instructing. This may include but not be limited to members of the bar, medical profession, public administrators, teachers, social service practitioners, etc. Documentation of skills may be requested and final approval, if necessary, rests with the department;

- D. Subsection C of this policy (which parallels Subdivision 3 of Department of Criminal Justice Services regulation 6VAC20-80-50) may apply to employees of criminal justice agencies of this Commonwealth and its political subdivisions if approved by the department;
 - E. Certified emergency care and first aid instructors; and
 - F. Individuals who serve as field training officers or on-the-job training officers for purposes of providing field training as required by minimum training standards. Such exemption shall not be construed to apply to training promulgated by the department other than field training or on-the-job training.
- X. Application for instructor certification.
- A. A properly completed "Instructor Certification Application" is required from each instructor prior to being considered for certification. The application must be received by the department within 12 months of completion of the instructor course for which certification is requested. The application shall be accompanied by a recommendation from the chief of police, sheriff, agency administrator or his designee, and endorsed by the academy director.
 - B. If a properly completed "Instructor Certification Application" is not received within the 12-month application period, the applicant must attend the applicable recertification course and must be reevaluated in accordance with the apprenticeship requirements set forth in Section VIII of this policy. However, if the applicant has previously complied with the apprenticeship requirements specified in Section VIII of this policy, they need only comply with the apprenticeship requirements set forth in Department of Criminal Justice Services regulation 6 VAC 20-80-40 prior to consideration for certification.
- XI. Instructor recertification.
- A. Instructor certifications, other than those issued to provisional instructors, will be valid for not more than three years. Individual instructors must meet all applicable recertification requirements by December 31 of the third calendar year following issuance of certification. Applications for recertification will be submitted on forms provided by the department.
 - B. Applicants for recertification shall be recommended by the chief of police, sheriff, agency administrator or his designee, and endorsed, where applicable, by the academy director.
 - C. A recertification application for departmental firearms instructors does not require endorsement by the academy director.

- D. Applicants shall attend and successfully complete a recertification course which shall be approved by the department for each type of certification held. This requirement must be completed prior to December 31 of the calendar year in which the instructor is required to be recertified unless provided otherwise in accordance with subdivision 6 of Department of Criminal Justice Services regulation 6VAC20-80-70.
- E. Completion of one or more of the skills recertification seminars (firearms, defensive tactics, driver training, or radar training) will qualify an instructor for recertification in the general category.
- F. Individuals whose certification expires shall comply with all requirements of Department of Criminal Justice Services regulation 6VAC20-80-60 and meet any certification requirements that are in effect at that time.
- G. Individuals who instruct in a certified training academy shall have taught a minimum of eight hours of mandated or approved instruction during the current period of certification, and shall have been evaluated by staff or students in order to be eligible for recertification as an academy instructor.
- H. Individuals who have not taught a minimum of eight hours of mandated or approved instruction during the current period of certification and have not been evaluated by staff or students shall be designated as agency instructors. Agency instructors may become an academy instructor upon completion of the requirements set forth in subsection F above under the supervision of a certified instructor
- I. The director may grant an extension of the time limit for completion of the recertification requirements under the following conditions:
 - 1. The chief of police, sheriff or agency administrator shall present written notification that the officer was unable to complete the required training within the specified time limit due to:
 - 2. Illness;
 - 3. Injury;
 - 4. Military service;
 - 5. Special duty assignment required and performed in the public interest;
 - 6. Leave without pay or suspension pending investigation or adjudication of a crime; or

7. Any other reason documented by the agency administrator. Such reason must be specified and any approval granted shall not exceed 90 days.
8. Requests for extension of the time limit shall be requested prior to certification expiration.

XII. Suspension and revocation of instructor certification.

- A. The department may suspend or revoke any instructor certification issued under these rules if it is determined that an individual has:
 1. Falsified any department report, application, form or roster;
 2. Demonstrated instructional incompetence based upon observation and assessment; or
 3. Otherwise misused the authority granted herein.
- B. An instructor's certification may be recommended for suspension or revocation for cause upon written request of the chief of police, sheriff, agency administrator, or academy director.
- C. When a certified instructor terminates employment with the criminal justice agency which recommended certification, the instructor certification shall become null and void upon written request of the chief of police, sheriff, agency administrator, or academy director. Upon reemployment with a Virginia criminal justice agency, the instructor's certification may be reinstated upon the written request of the chief of police, sheriff or agency administrator. Requests for reinstatement shall be authorized by an academy director. Any reinstatement of certification shall not exceed the original date of expiration.
- D. Any instructor whose certification is revoked as provided in subsection A shall not be eligible to reapply for certification for a period of three years from the date of revocation.

XIII. In addition to the instructor certifications authorized by the Department of Criminal Justice Services, the academy director may issue instructor endorsements to instructors who have successfully completed specialized skills instructor training courses conducted by Cardinal Criminal Justice Academy.

- A. ICAT Use of force simulator instructor - this endorsement:
 1. Requires certification as a general instructor and a firearms instructor;

2. Successful completion of an ICAT Use of Force Simulator instructor course, and;
 3. Successful completion of an 8 hour apprenticeship, during an entry level or in-service training course, under the supervision of a current ICAT use of force simulator instructor.
- B. SkidCar[®] instructor - this endorsement:
1. Requires certification as a general instructor and a driver training instructor;
 2. Successful completion of a SkidCar[®] instructor course, and;
 3. Successful complete an 8 hour apprenticeship, during an entry level or in-service training course, under the supervision of a current SkidCar[®] instructor.
- C. Intermediate weapons instructor -
1. Requires certification as a general instructor;
 2. Successful completion of an intermediate weapons instructor course, and;
 3. Successful complete a 20 hour apprenticeship, during an entry level course, under the supervision of a current intermediate weapons instructor.
- D. All instructors holding a Cardinal Criminal Justice Academy instructor endorsement must comply with recertification standards under Section VII of this policy in order to maintain a current endorsement.