Instructor Certification Quick Check

1. Successfully complete General Instructor Development (GID)

2. Complete the 4-hour General Instructor Apprenticeship with 12 months of completing GID (September 22, 2018)

* Apprenticeship Lesson Plan class must be approved for DCJS credit through the Academy Director
* Must be 4 hours in duration
* Must be evaluated by a DCJS certified General Instructor with 3-years of instructor experience
* If the Apprenticeship is not completed within the required twelve months, the student must repeat the entire instructor course, no exceptions.

3. Agency Training Officer must complete a DCJS Instructor Applications, IC-1.

4. Apprenticeship Instructor Evaluation Form and completed IC-1 must be submitted to Tara Markley, Professional Development Unit @ the NVCJA for processing prior to their submission to DCJS

5. Once DCJS certifies the instructor, their instructor certification period is valid for a maximum of 3-years. To maintain their certification, instructors must attend an Instructor Recertification before the end of the third year. This applies to all DCJS instructor certifications.

* All instructor must prove that they have taught a minimum of 8 hours of training in each of their instructorship otherwise they do not qualify to attend an instructor re-certification class.
* To prove they are in compliance with the mandated training hours, instructor must have an Instructor training record (ITR) on file at the Academy prior to attending a recertification class. If there isn’t an ITR on file the student will be sent home and not allowed to attend the Recert class.