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|  | **NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY**  45299 Research Place • Ashburn, Virginia 20147-2600  703 729-4299 • Fax 703 729-4634 |

**Requirements**

**DCJS Instructors**

This document is intended to provide direction to certified instructors who would like to become adjunct instructors at the academy. The academy is always interested in new classes and would welcome your assistance in providing the highest level of training possible.

**Background:**

As you are aware, our academy serves 17 Law Enforcement agencies comprising of about 3000 sworn officers/deputies. Every officer/deputy, after being certified through our Basic Training Program, must maintain their certification by attending 40 hours of **approved** training.

In order for a class to be approved by the Department of Criminal Justice Service (DCJS), the course and instructor must comply with the DCJS mandates. These mandates require that all Academy courses be pre-approved by the DCJS, no less than thirty days prior to the scheduled start date.

As a DCJS Instructor, you must submit the following training documents to the assigned Professional Development Coordinator a minimum of 45 days prior to your scheduled start date.

* DCJS Certification: Please confirm that you are DCJS certified as a general instructor or in the specialized field you intend to teach. We will need to confirm that your certification is up to date.
* Remuneration: NVCJA cannot pay officers who work for our member agencies to teach at the academy. However your department, in most cases, should consider your time at the academy as on duty time and should be compensate you according to your agencies policies and protocols.
* Department Permission: Please involve your department. Your department should be paying you while you are at the academy, therefore, we will need to acquire permission from your agency. Please provide us the name of your supervisor so we can request your assistance at the academy.
* Credentials: A biography or resume describing your credentials / expertise in the topic being taught, time on the job, and include any previous experience training law enforcement professionals
* Course description: A detailed description of the course to include a summary of the course objectives. This allows us to properly advertise this class through email correspondence and on our website.
* Number of Students: Please provide us the maximum number of students for the class. The number of students helps us to plan and reserve classroom space and in the case of large classes to insure we reserve parking spaces for our students.
* Lesson Plan: A lesson plan must be provided. DCJS requires Certified Instructors to provide a lesson plan, course outline and summary of the course objectives. Any requests for Specialized Equipment/Material must be submitted on the Materials Needed Page of the Lesson Plan This would include Special Purpose rooms, Breakout or Practical Rooms. . All Lesson Plans must be updated and submitted for every class.
* Handouts: We highly appreciate it if you can provide your own student manuals and/or class handouts. However, we recognize that teaching at the Academy is an ancillary duty and we will assist you in duplicating any manuals or handout materials. To assist you with this task, you must provide the assigned Professional Development coordinator with the materials you want duplicated 30 days before the class.

DCJS Acceptance:

Date and Approval: Upon completion of the vetting process and acceptance of your lesson plan, your coordinator will work with you to determine a mutually agreed upon date for the class. An email request will then be sent to your Agency, requesting your assistance on the agreed upon date. Once the academy receives approval from your agency, the class will be for DCJS approval though the Academy Director.

Training Day: We expect you to arrive at the academy 30 minutes before class to familiarize yourself with the equipment. Testing PowerPoints and videos a few days before the class is highly recommended.

Cancellation or Rescheduling:

* Court, injury, or some other major event at your Agency may create a situation where you have to reschedule the class. Please let your coordinator know as early as possible if you think this is a possibility.
* Situations such as scheduling conflicts, low enrolment, or other unforeseen circumstances may create a situation where the Academy also may have to cancel or reschedule your class. Any reason for this cancellation or rescheduling, will be discussed with you in advance.