



CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS & TRAINING
INSTRUCTOR DEVELOPMENT INSTITUTE – TRAINING PROGRAM SERVICES
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THE AICP EQUIVALENCY PROCESS – A “HOW TO” GUIDE

This guide is intended to provide academy directors with a standardized format to be used in the Academy Instructor Certificate Program (AICP) Equivalency Process. Academy directors can exercise significant discretion in granting equivalency. This guide provides step-by-step guidance and forms to be filled out and kept on file at the academy for inspection by POST (during the BCCR process).

The POST Administrative Manual (PAM) defines the AICP Equivalency Process as:

- (A) *Successful completion of a minimum of 24 hours of a general instructor development course(s) as documented by a certificate of course completion or an expanded course outline;*
- (B) *Completion of a self-study program on “adult learning and the Basic Course instructional system” as outlined in the POST-provided tutorial package; and*
- (C) *Successful demonstration* of competencies listed on the Competency Verification Checklist, POST 2-123, performed by teaching in an Academy Instructor Certification Course, a Regular Basic Course, or to academy staff. The Competency Verification Checklist shall be assessed and approved by an experienced instructor-development trainer skilled in competencies emphasized in the Academy Instructor Certification Course curriculum.*

**Any competencies not demonstrated via the methods described in (C) above may be demonstrated by oral examination.*

Equivalency and “grandfathering” are not the same. The Equivalency Process *requires* both the academy director (or designee) and the instructor to perform several tasks.

There are three (3) pre-steps that an academy director should consider before employing the actual Equivalency Process. They are:

1. Decide whether or not your academy will use the Equivalency Process. It is optional and not all academies use it.
2. Identify those highly competent, skilled instructors that might be good candidates for the Equivalency Process. If an instructor is not highly competent, then he/she should not be considered for the Equivalency Process.
3. Ask the identified instructors if they have taken “a minimum of 24 hours of a general instructor development course(s).” In unusual circumstances where the training was not in the form of a course, but can still be documented, it can still be used for the Equivalency Process with the director’s approval.

If you have positive responses to the three pre-steps, then you are ready to proceed with the Equivalency Process. Use the forms on the following pages.



CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS & TRAINING
ACADEMY INSTRUCTOR CERTIFICATE PROGRAM
Equivalency Process Documentation Form – STEP A

Academy: _____

Address: _____

City: _____ State/Zip: _____

Telephone: _____ FAX: _____

Other: _____

Instructor (L/F/M): _____

Telephone: _____ FAX: _____

E-mail: _____

Other: _____

In the space below, document: *“Successful completion of a minimum of 24 hours of a general instructor development course(s) as documented by a certificate of course completion or an expanded course outline.”*

Training Date(s): _____ Location(s): _____

Course Title(s): _____

Course #(s): _____ Hours: _____

Training Date(s): _____ Location(s): _____

Course Title(s): _____

Course #(s): _____ Hours: _____

***Attach documentation (certificate or expanded course outline) of the above course(s). If unavailable, attach explanation or other documentation (approved by the academy director or designee).**

Academy Director Approval _____ Date: _____



CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS & TRAINING
ACADEMY INSTRUCTOR CERTIFICATE PROGRAM
Equivalency Process Documentation Form – STEP B & C

Step B has two parts. They are:

1. *Completion of a self-study program on “adult learning”*
2. *Completion of a self-study program on the “Basic Course instructional system”*

1. The self-study program on “adult learning” is POST’s *Learners First* course, available on the POST Learning Portal: <https://lp.post.ca.gov/post/default.aspx> - complete the course online and print out the certificate of completion. The course is also available in a CD-ROM format.

Learners First Training Completion Date: _____

2. The self-study program on the “Basic Course instructional system” can be conducted several ways. POST has a Basic Course instructional system Academy Orientation DVD which highlights the various components of academy training. At the academy director’s discretion, an instructor can also complete a self-study of the LD student workbook that applies to their specific domain(s). Additionally, an instructor can participate in a one-on-one tutorial with an AICP certified instructor who is familiar with the Basic Course instructional system. No certificates are associated with any of these methods. Below, document the type of self-study completed and the date.

Training Date: _____ **Location(s):** _____

Instructor (if any): _____

Self-study Method: _____

Step C is the final part of the Equivalency Process. It involves:

Successful demonstration of competencies listed on the Competency Verification Checklist, POST 2-123, performed by teaching in an Academy Instructor Certification Course, a Regular Basic Course, or to academy staff. The Competency Verification Checklist shall be assessed and approved by an experienced instructor-development trainer skilled in competencies emphasized in the Academy Instructor Certification Course curriculum.*

**Any competencies not demonstrated via the methods described above may be demonstrated by oral examination.*

Use and attach [POST form 2-123 \(Competency Verification Checklist\)](#) to complete this process.