



CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS & TRAINING

ACADEMY INSTRUCTOR CERTIFICATE PROGRAM *Frequently Asked Questions (FAQs)*

General AICP Questions

GQ1. What is the purpose of the AICP?

The Academy Instructor Certificate Program aims to create a single, entry level requirement for teaching in the academy. It is not focused on content, but rather on effective delivery of content.

GQ2. Does the AICP “grandfather in” long tenured instructors?

No. The AICP is a “*competency-based*” instructional program. Length of service (i.e., experience) does not automatically equate to competency. The demonstration of competency after training is one of the goals of the POST regulation.

GQ3. Does time on the job teaching count for something?

Yes, POST realizes that many instructors, over time, may have incrementally gained training (and thereby competency). The equivalency process gives an academy director the opportunity to document that incremental learning resulted in the instructor’s competency. The academy directory has great discretion in this area.

GQ4. Can an instructor’s training be documented if it wasn’t in a formal class setting?

Yes, although the POST regulations imply that the documentation should take the form of a certificate or expanded course outline from a POST-certified training course. This is the usual process and most professionals should be able to document their training. However, certificates or POST expanded course outlines are not the *only* way that equivalency can be documented. POST understands and accepts exceptions if they are satisfactory to the academy director. **There is a formal evaluation process that an academy director can use, see GQ5 below for additional information.*

GQ5. What might an exception to the normal certificate/course outline form of documentation look like?

POST recognizes internships and apprenticeships as valuable forms of training. Therefore, if an academy director could document that “Officer Smith” spent 24 hours or more hours under the tutelage of “Trainer Jones” and in the course of that experience was taught the principle components required in AICP (i.e., Basic Instructional System, Roles and responsibilities of Law Enforcement Training Instructors, Adult Learning Concepts, Lesson Planning, Presentation Skills, Facilitation Skills, Use of Learning Resources and Training Aids, Evaluation techniques, Legal Issues, Safety protocols, and Written, Oral, and/or Demonstration Assessment) then it would be acceptable. For documentation purposes, the components’ contents should be listed in the three-level expanded course outline format. *The integrity of the AICP rests with the academy director.* POST expects the academy directors will use sound judgment in exercising their discretion to grant equivalency.

GQ6. What if an instructor learned most of the AICP components, but not all of them, through previous training?

As is stated in the AICP Guidelines, if an instructor has the “teaching” components of the AICP, but lacks the POST specific components, they can complete those requirements through a tutorial (such as “Learner’s First” – available on the POST Learning Portal) or modified training (such as self-study of the relevant POST Learning Domain Workbooks followed by individual training with a knowledgeable instructor).

GQ7. Can equivalency be granted for watching or working with a senior instructor?

No, observing an effective trainer for 24 hours is not "learning at the feet" of that trainer. However, being mentored or trained through apprenticeship, as with the POST FTO program, is an excellent form of training that can be documented (in expanded course outline format).

GQ8. What if an instructor has a master's degree or a law degree? What if an instructor is a doctor or college professor? Aren't these equivalents?

Maybe . . . Each equivalency must be judged on its merits. Someone who has completed a master's degree in education or instructional design probably has (more than) the necessary 24 hours of training required for equivalency. However, someone who went to law school probably does not have the required hours. The curriculum is what matters. Law school is generally not aimed at teacher preparation. A master's program in education may include teacher preparation. POST trusts that academy directors can discern these distinctions on a case by case basis.

GQ9. Taking the AICC is expensive. Why doesn't POST pay for it?

POST offers the Academy Instructor Certification Course free of charge to those teaching in POST programs. The course is offered nearly every other week across the state, from San Diego to Redding. POST is also developing online courses to assist in meeting AICP equivalency requirements. POST recognizes other online training, such as that offered through the FBI Virtual Academy, which is also free of charge to law enforcement professionals and can be used to meet some equivalency requirements. Presenters can also deliver their own course, which POST will certify for reimbursement. POST has always been a training partner with local governments. Costs are shared. Individual instructors who are not working for an agency are (usually) being compensated to teach and should, therefore, be a partner with POST in funding their own personal development.

INSTRUCTOR QUESTIONS

IQ1 When is it mandatory for an instructor to become certified in the Academy Instructor Certificate Program?

All instructors who teach in an Academy must possess the Academy Instructor Certificate *prior* to teaching in the regular basic course. This POST regulation took full effect March 1, 2011. Certification can be accomplished by successful completion of the Academy Instructor Certification Course (AICC) or via the equivalency process.

IQ2. Are Module I and II included in this regulation?

Yes, Module I and II instructors are included in this requirement.

IQ3. How do I become certified?

Academy directors are responsible for certifying their basic academy instructors. This can be accomplished in two ways:

1. Completion of the Academy Instructor Certification Course (AICC) or
2. Completion of the equivalency process

IQ4. What are the components of the AICC?

1. Basic Course Instructional System
2. Roles and Responsibilities of Law Enforcement Training Instructors
3. Adult Learning Concepts
4. Lesson Planning
5. Presentation Skills
6. Facilitation
7. Use of Learning Resources and Training Aids
8. Evaluation Techniques
9. Legal Issues
10. Safety Protocols
11. Written, Oral, and/or Demonstration Assessment (in each topic area)
(AKA "Competency Verification" – POST Form 2-123)

IQ5. What are the requirements of the equivalency process?

There are three components:

1. Proof of completion of 24 hours of general instructor development coursework
2. Self-study of "Learner's First" and the Basic Course instructional system DVD
3. Completion of the Competency Verification Checklist (POST Form 2-123)

IQ6. I have completed 8 hours of mandated specialized instructor training in first aid, firearms, defensive tactics, etc. Will this satisfy the 24 hours of general instructor development training for the equivalency process?

Maybe. These topical instructor training courses are mandated because of their specific skill application. *Any* teacher training course work (24 or more hours) will satisfy this requirement. The training does not have to be POST certified, nor be specifically in the classroom (e.g., online instruction is acceptable). Proof of completion is required (transcripts, course outline, certificate, etc.).

If your specialized instructor course (or courses) contained (cumulative) 24 or more hours of *general instructor development* content (as described in IQ4), then yes, those hours will satisfy the requirement. If the course(s) did not contain 24 or more (cumulative) hours of general instructor development content, then no, they would not satisfy the requirement. This determination should be made by the academy director or designee.

IQ7. Who is responsible for the actual certification?

Your academy director or designee is responsible and attests to the competency and certification of instructors. POST provides the academy with an electronic POST certificate program (EDI-AICP) to be maintained by each academy. POST does not certify; the academy director certifies.

IQ8. Are there any exemptions for instructors?

Yes. Guest speakers are still exempt from this requirement. That is, those guest speakers who are periodically used to supplement curriculum, but are not responsible for teaching a regular basic course component (as identified in the Training & Testing Specifications).

IQ9. Can an instructor be certified by more than one presenter?

No. Each academy presenter certifies their own instructors. Only one certification is necessary. Possession of a valid Academy Instructor Certificate entitles an instructor to teach at multiple academies statewide. It is incumbent on the instructor to provide the academy with his/her certificate; prior to teaching.

IQ10. Who keeps track of all of these certifications?

POST has provided a computerized tracking system accessible to you through your academy's EDI connection. You are responsible for updating your recertification information in this system (edinet.post.ca.gov/aicwebsite).

IQ11. When do I need to be recertified?

This is a triennial process. You must recertify every 3 years, as follows: If you became a POST certified Academy instructor prior to January 1, 2011, your fixed triennial recertification cycle begins on January 1, 2011. If you became a POST certified Academy instructor after January 1, 2011, your fixed triennial recertification cycle begins on January 1, 2014.

IQ12. What are the requirements of recertification?

There are two components:

1. Proof of completion of a minimum of 8 hours of instructional development training
2. Delivery of at least 24 hours of instructional training

IQ13. Who verifies and updates the certificate?

The academy director or designee.

DIRECTOR QUESTIONS

DQ1. When is it mandatory for academies to participate in the AICP?

Effective March 1, 2008, all regular basic course academies are required to participate.

DQ2 What are the requirements of the AICP?

Academy directors are responsible for certifying their basic course academy instructors. This can be accomplished in two ways:

1. Completion of the Academy Instructor Certification Course (AICC) or
2. Completion of the equivalency process

DQ3. What are the components of the AICC?

1. Basic Course Instructional System
2. Roles and Responsibilities of Law Enforcement Training Instructors
3. Adult Learning Concepts
4. Lesson .Planning
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Maybe. These topical instructor training courses are mandated because of their specific skill application. *Any* teacher training course work (24 or more hours) will satisfy this requirement. The training does not have to be POST certified, nor be specifically in the classroom (e.g., online instruction is acceptable). Proof of completion is required (transcripts, course outline, certificate, etc.).

If your specialized instructor course (or courses) contained (cumulative) 24 or more hours of *general instructor development* content (as described in IQ4), then yes, those hours will satisfy the requirement. If the course(s) did not contain 24 or more (cumulative) hours of general instructor development content, then no, they would not satisfy the requirement. This determination should be made by the academy director or designee.

DQ6. Who is responsible for the actual certification?

You, as the academy director, or your designee is responsible and attests to the competency and certification of instructors.
POST does not certify; the academy director certifies.

DQ7. Are there any exemptions for instructors?

Yes. Guest speakers are still exempt from this requirement. That is, those guest speakers who are periodically used to supplement curriculum, but are not responsible for teaching a regular basic course component (as identified in the Training & Testing specifications).

DQ8. Can an instructor be certified by more than one presenter?

No. Each academy presenter certifies their own instructors. Only one certification is necessary. Current Academy Instructor Certification entitles an instructor to teach at multiple academies statewide. It is incumbent on the instructor to provide the academy with his/her certification information prior to teaching; and to maintain currency of his/her recertification requirements.

DQ9. How do I keep track of all of the certifications?

POST has provided an AICP computerized tracking system accessible to you through your academy's EDI connection. Help for this tracking system is provided by POST.

DQ10. How will I know if an instructor is due for recertification?

All academy instructors will fall into a fixed recertification cycle, as follows:
Instructors who became certified prior to January 1, 2011 will begin their fixed triennial recertification cycle begins on January 1, 2011. Instructors who became certified after January 1, 2011 will begin their fixed triennial recertification cycle on January 1, 2014. If an instructor is due for recertification, s/he will access an instructor computerized system to input their recertification information. Then, when you/designee accesses the EDI- AICP Home Page, an alert message will appear indicating that your instructor is awaiting verification of his/her recertification information. Once you verify this information electronically, this instructor will have met recertification requirements, and a new cycle will be generated. *Note:* the instructor will not be able to enter in any additional training until after the next recertification cycle begins.

DQ11. When do instructors need to be recertified?

This is a triennial process. The AICP certificate must be recertified every 3 years (see DQ10 for details).

DQ12. What are the requirements of recertification?

There are two components:

1. Proof of completion of a minimum of 8 hours of instructional development training
2. Delivery of at least 24 hours of instructional training

DQ13. Who verifies and updates the certificate?

The academy director or designee.

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