

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870 (R/S-06)	Reference Number <b>TRA-014</b>
	Subject <b>Instructor Certification/Recertification and Utilization</b>	
	Special Instructions Replaces TRA-014 dated July 6, 2018	Effective Date <b>August 18, 2023</b>

**I. PURPOSE**

Establish guidelines for obtaining Indiana Law Enforcement Training Board (ILETB) certification as an instructor and instructor recertification and utilization information.

**II. POLICY**

All Department employees are eligible to apply for consideration to become a certified Primary/Generalist and/or Psychomotor Skills (emergency vehicle operations (EVO), defensive tactics (DT) or firearms) instructor.

**III. PROCEDURE**

**A. Instructor certification.**

1. A Department employee with a minimum of three (3) years experience who is interested in becoming a certified ILETB instructor shall submit a Training Request to attend an Instructor Development Course (I.D.C.), through channels, to the Commander of the Training Division in accordance with [TRA-002](#). The request shall specify the course or subject the employee wishes to teach and must include the approval and endorsement of the employee’s chain of command – through the highest appropriate rank for the employee’s assignment (Major or Captain).
2. The employee must successfully complete an I.D.C. to become a certified ILETB instructor. In some cases, prior instructional experience or educational degree may be substituted for the I.D.C. with an approval from the ILETB.
3. Within one year of completing the I.D.C., the employee shall submit an original ILETB “Application – Instructor” form found on the ILEA’s website under the Instructor Certification link (www.in.gov/ilea) to the Commander of the Training Division.
4. An employee who successfully completes the I.D.C. but fails to apply for certification within the next 12 months (after the I.D.C.) shall be required to repeat the entire I.D.C.

**B. Psychomotor Skills Instructor Certification**

1. ILETB certified Department instructors interested in instructing psychomotor skills (EVO, DTs or firearms) shall:
  - a. Submit a training request to attend the desired instructor course in accordance with TRA-002.
  - b. Successfully complete the instructor course.
  - c. If already a certified ILETB instructor, complete and submit to the Commander of the Training Division within 60 days of the completion of the instructor course a signed original

“Application – Instructor” form, with a copy of the certificate of completion of the psychomotor skill instructor course.

d. If not a current ILETB certified instructor, follow the application directions in section A. 1-4.

### **C. Instructor Requirements:**

1. ILETB certified Department instructors shall:

- a. Maintain a record of their teaching activities;
- b. Maintain their certification by presenting at least 36 hours of instruction during their certification period. *Psychomotor skills instructors must present at least 36 hours of instruction in each discipline in which they are certified to instruct;* and
- c. Shall apply to the ILETB for recertification once every three (3) years.

### **D. Recertification**

1. Certified instructors shall submit an electronic version of the “Application – Instructor” form to the Commander of the Training Division, or designee, within 60 days but not less than 30 days prior to the expiration date of their certification. The application must be accompanied by the Instructor Hours Log (state form 55222). Both forms are located on the ILEA website: [www.in.gov/ilea](http://www.in.gov/ilea) using the instructor certification tab.

### **E. Request for Removal from Instructor Certification**

1. Any certified instructor who no longer desires to serve as an instructor must submit a memo with endorsements to the Commander of the Training Division outlining the reasons for the removal request. This memo shall be received by the Training Division Commander no less than two weeks prior to the instructor’s expiration date.

2. The Training Division Commander reserves the authority to not recertify instructors.

### **F. Training Division Responsibilities**

1. The Training Division shall:

- a. Maintain a current list of Department employees who are ILETB certified instructors.
- b. Maintain a file of all lesson plans used by instructors who teach at the Department’s Recruit Academy, any in-service instruction provided for ISP and other agencies’ sworn officers as approved by [TRA-020](#) (general subjects or psychomotor skills).
- c. Notify instructors within 90 days, but no less than 30 days, prior to their certification’s expiration.
- d. Review and electronically submit to the ILEA for processing all “Application Instructor” forms received.

G. A commander who receives a request for a Department instructor from an outside agency shall follow the guidelines in [TRA-020](#).

H. This procedure is to be used in conjunction with all relevant Department regulations, rules,

policies, and procedures.