

# Instructor Development Course

Prepares criminal justice instructor-candidates to create a learning environment that supports learners. Competencies include planning and managing learning, training and evaluation methods and delivering teaching scenarios. This curriculum is endorsed by the Law Enforcement Standards Board and is required of instructors seeking LESB certification. This is a pre-requisite course for all LESB approved specialized training courses.



## WESTERN PUBLIC SAFETY TRAINING FACILITY

11177 County Road A | Sparta, WI 54656

### CONTACT INFORMATION

**Law Enforcement Coordinator:** Courtney Kostuchowski

**Administrative Assistant:** Sheila Schendel

Phone: 608-789-4747 | Fax: 608-269-4073

Email: [kostuchowskik@westernnc.edu](mailto:kostuchowskik@westernnc.edu) or [schendels@westernnc.edu](mailto:schendels@westernnc.edu)

### Date:

Monday-Thursday  
August 19-22, 2024

### Time:

8:00am – 4:30pm

### Where:

Western Public Safety  
Training Facility, Sparta

### Cost:

\$225.00 per person

### Registration

### Deadline:

Monday, August 12, 2024

### Registration

### Information:

Email

[schendels@westernnc.edu](mailto:schendels@westernnc.edu) for  
registration forms

*Western Technical College is an equal opportunity/access employer and educator.*

# Criminal Justice Training

## REGISTRATION FORM – INSTRUCTOR DEVELOPMENT COURSE

### PERSONAL INFORMATION

Please Note: SSN is needed for students that have not taken Western classes & will need a student account created.

Social Security # (See Above) \_\_\_\_\_ DOB: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (include area code) \_\_\_\_\_ County: \_\_\_\_\_

Email \_\_\_\_\_

Agency/Employer \_\_\_\_\_

IF YOU ARE A NEW STUDENT AT WESTERN, this information is collected to enhance programming efforts at Western and is voluntary.

Are you Hispanic or Latino, that is, a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race?  Yes  No

Select any groups that apply:  American Indian  Asian  Black or African American  Native Hawaiian or other Pacific Islander  White

High School Last Attended: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Highest grade completed: \_\_\_\_\_

Did either of your parents complete a four-year college degree or beyond?  Yes  No

### PAYMENT INFORMATION

Please check type of payment:  Self-pay  Department

If your department is responsible for payment, please fill out the attached Authorization for Payment form and return with the student registration(s). This is necessary for **Billing Purposes**. Payment should accompany the completed registration form for persons paying for their own registration.

### CLASS INFORMATION (For Office Use Only)

Class #: 47-504-437.23 Section #: 0100 Course Title: Instructor Development Course

Start Date Mon-Thurs, Aug 19-22, 2024 Location Public Safety Training Center – Sparta Campus Time 8:00am to 4:30pm Semester Fall 2024

Class Fee \$ 225.00/person Total Hours: 32-hours

Date Registration Received: \_\_\_\_\_





## 32-HOUR CRIMINAL JUSTICE INSTRUCTOR DEVELOPMENT COURSE (CJIDC) APPLICATION

To be **eligible** for instructor certification with the Law Enforcement Standards Board (LESB), completion of the LESB-approved 32-hour Criminal Justice Instructor Development Course (CJIDC) is required.

This form must be signed and dated by both the applicant and the applicant's employer (agency administrator) and returned to the academy in advance of admission to the CJIDC.

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
<b>Credential ID (8 digits)</b>	<b>Employer</b>	
<b>Dates of CJIDC Course (m/d/yy – m/d/yy)</b>		

**Occupational & Educational Experience** *(Check all of the boxes that apply)*

- I have acquired a minimum of 2 ½ years of full-time or at least 5,000 hours occupational experience as a certified\* law enforcement officer and have attained an associate degree or at least 60 associate degree level or higher college credits. **Attach a copy of your ACADIS TRAINING HISTORY REPORT to verify certified occupational experience along with a completed form DJ-LE-310, Student Release of Information.**
- I have acquired a minimum of 2 ½ years of full-time or at least 5,000 hours occupational experience as a certified\* jail officer or secure juvenile detention officer and have met minimum educational requirements for officer certification. **Attach a copy of your ACADIS TRAINING HISTORY REPORT to verify certified occupational experience along with a completed form DJ-LE-310, Student Release of Information.**
- None of the above. If none of the above apply, you are not eligible to take part in the CJIDC.

**CAUTION:** \*Certified experience starts on the date you are issued LESB officer certification. Certified experience does not start on the date that you are hired by an agency or the date that you complete the academy. Completion of the CJIDC prior to meeting occupational experience requirements for instructor certification (three (3) years of full-time or at least 6,000 hours occupational experience as a certified law enforcement, jail or secure juvenile detention officer) may put an applicant in jeopardy of being unable to meet the two (2) year instructor certification deadline, which will require re-completion of the CJIDC. Furthermore, applicants are ineligible to apply for instructor certification until they have three (3) years of full-time or at least 6,000 hours occupational experience as a certified law enforcement, jail or secure juvenile detention officer.

I have read and acknowledge the LESB-Certified Instructor Process on Page 2 of this form, and I affirm that the information provided above is both true and accurate.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Agency Administrator's Signature

\_\_\_\_\_  
 Date

# LESB INSTRUCTOR CERTIFICATION PROCESS

## **Do I meet the certified occupational experience requirement?**

Certified experience starts on the date you are issued LESB officer certification. Certified experience does not start on the date you are hired by an agency or the date that you complete the academy.

## **To become a LESB-certified instructor, applicants must:**

1. Complete the Criminal Justice Instructor Development Course (CJIDC).
2. Complete a Topic Specific Instructor Course. Certification to instruct the following topics requires completion of an LESB-approved Topic Specific Instructor Course: Defensive & Arrest Tactics, Defensive Tactics, Emergency Vehicle Operation & Control, Handgun & Rifle, Principles of Subject Control, Professional Communication Skills, Standardized Field Sobriety Testing, Tactical Emergency Casualty Care for Law Enforcement Officers, Tactical Response, Scenarios, and Vehicle Contacts. At least 3 years of full-time or 6,000 hours of occupational experience as a certified officer is required to request instructor certification.
3. Submit the Instructor Certification Request form (DJ-LE-317) to the Training and Standards Bureau along with a letter of endorsement from your sponsoring agency (administrator for a Wisconsin law enforcement agency or the training director of a LESB-certified training academy) within two years of completing each instructor course. It is your responsibility to request certification via submittal of form DJ-LE-317 along with a letter of endorsement.

***NOTE: Step 3 must be completed within two years of the date that you complete each LESB Instructor Course.***

## **What is my instructor certification period?**

Instructor certification is valid for three (3) years from the date of initial certification. The three (3) year certification cycle does not change. If certification is added in an additional topic/s, the certification period for the new topic/s is for the balance of the initial certification period. For example, if you are currently certified to instruct DAAT with a certification expiration date of March 1, 2023, and you add Handgun & Rifle instructor certification on September 1, 2020, your expiration date for Handgun & Rifle instructor certification will also be March 1, 2023.

## **To recertify as an instructor, applicants must:**

1. Submit the Instructor Recertification and Credentialed Instructor Registration Renewal form (DJ-LE-318), between 6 months and 30 days prior to instructor certification expiration.
2. Include a letter of recommendation from a Chief, Sheriff, or Academy Director for whom you have taught, and document that you have taught at least two (2) times during your certification period.

## **Is Instructor Update Attendance Mandatory?**

Yes. All certified instructors are required to attend one (1) instructor update sponsored by the Training and Standards Bureau within their three (3) year certification period. Failure to attend one (1) instructor update within the instructor's certification period will make the instructor ineligible for recertification. To be eligible to re-gain instructor certification, the instructor must re-complete the CJIDC. Topic specific instructor courses must also be re-completed to be eligible for instructor certification in any of the following topics: Defensive & Arrest Tactics, Emergency Vehicle Operation & Control, Handgun & Rifle, Principles of Subject Control, Professional Communication Skills, Standardized Field Sobriety Testing, Tactical Emergency Casualty Care for Law Enforcement Officers, Tactical Response, Scenarios, and Vehicle Contacts.

## **Who may I contact with questions?**

Instructor related questions may be directed to Thessa Phillips at (608) 267-1931. Questions related to the law enforcement curriculum may be directed to Stephanie Pederson at (608) 261-8641. Questions related to the jail and/or secure juvenile detention curriculum may be directed to Michelle Sandry at (608) 267-1327.



## STUDENT AUTHORIZATION FOR RELEASE OF INFORMATION

*(For official use only, not to be released to unauthorized persons)*

I, \_\_\_\_\_, authorize  
*(Student Name)*

\_\_\_\_\_, (referred to  
*(Training School Name)*

hereafter as “the Training School”) to release to the Wisconsin Department of Justice, Training and Standards Bureau and/or its employees (collectively referred to hereafter as “the Bureau”) any and all academic records or information in the possession of the Training School (technical college or employer-based academy) related to my attendance, performance, achievement and all other aspects of my participation in any training courses and/or programs including, but not limited to, the academic records listed on the reverse side of this form, for the purpose of validating that the Training School and its students meet eligibility and certification standards established by the State of Wisconsin Law Enforcement Standards Board.

I also authorize the Bureau to disclose any or all of the information described in the preceding paragraph to any training school certified by the Law Enforcement Standards Board. Furthermore, in the event that I am employed by or have applied for employment with one or more law enforcement, jail and/or secure juvenile detention employers, I authorize the training school and/or the Bureau to disclose any or all of the information described in the preceding paragraph to such employers. I understand that this authorization will remain in effect until I rescind it by submitting a letter to the director of the Bureau and the director of the Training School specifying that I no longer wish to authorize access to my academic records or information.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature - Full Name*

**MINIMUM ACADEMIC RECORDS MAINTAINED ON  
STUDENTS IN PREPARATORY LAW ENFORCEMENT, JAIL AND  
SECURE JUVENILE DETENTION OFFICER TRAINING PROGRAMS, AND  
STUDENTS IN INSTRUCTOR DEVELOPMENT AND TOPIC SPECIFIC  
INSTRUCTOR COURSES**

- Student rosters including enrolled student names and social security numbers.
- Attendance records.
- Student withdrawal/termination from training.
- Any incomplete or failed program.
- Documentation of any disciplinary or other problems and sanctions imposed.
- Staff evaluations of student performance.
- Disability accommodation requests and approval documentation.
- Exams and examination results, including scenarios and scenario evaluation results.
- Performance assessment tasks and performance assessment task results.
- Completed skills competency checklists for specific skills subjects.
- Board-approved student transcripts (DJ-LE-302, DJ-LE-307, DJ-LE-308, and DJ-LE-309).
- Signed copy of the Law Enforcement Code of Ethics or Jail Officer Code of Ethics.
- Signed form attesting that the school's written rules, penalties and grievance procedures have been distributed, read and understood.
- Signed form attesting that the school's grading policy has been distributed, read and understood.
- Verification of a valid driver's license.
- Completed copy of the *Application for Enrollment in Basic Law Enforcement, Jail and/or Secure Juvenile Detention Officer Training (DJ-LE-327)*.
- Record of oral interview, including questions asked, notes taken by interviewers, and applicant responses.
- Results of criminal history records check.
- Completed *Physician's Assessment* form (DJ-LE-332), providing authorization by a licensed physician, physician assistant, or nurse practitioner for student participation in preparatory training.
- Verification that the student has a general educational development diploma or is a high school graduate who has completed a secondary education program through a public school, private school, an equivalency diploma program, or home education program within the United States or its territories.
- Official college transcript showing attainment of at least 60 fully-accredited associate degree level college credits or higher.
- Completed copy of the *Birth Certificate Verification* form (DJ-LE-322), or a certified copy of the student's birth certificate.
- Completed copy of the *Criminal Justice/Corrections Associate Degree Certification Track Student Declaration* form (DJ-LE-328).
- Completed copy of the *Criminal Justice/Law Enforcement Associate Degree Certification Track Student Declaration* form (DJ-LE-329).
- Completed copy of the *32-hour Criminal Justice Instructor Development Course Application* form (DJ-LE-335), and all additional documents requested on the form for admittance into the Criminal Justice Instructor Development Course (CJ-IDC).
- Completed copy of the *Instructor Training Course Application form for LESB-Approved Topic Specific Instructor Courses* (DJ-LE-336), and all additional documents requested on the form for admittance into a topic-specific instructor course.

## **DRIVING DIRECTIONS TO WESTERN'S – SPARTA CAMPUS**

**11177 County Road A**

**Sparta, WI 54656**

**608-789-4747**

**FROM LA CROSSE:** Take I-90 east to Sparta-Fort McCoy exit – Exit #28; turn right on Hwy 16 to County Road “A”; turn left on “A” for approximately 3 miles crossing the railroad tracks; Western Technical College is the brown building on the left – last driveway on left just before intersection with Hwy 21.

**FROM MADISON VIA I-90:** Take I-90 to Sparta-Fort McCoy exit – Exit #28; turn left on Hwy 16 to County Road “A”; turn left on “A” for approximately 3 miles crossing the railroad tracks; Western Technical College is the brown building on the left – last driveway on left just before intersection with Hwy 21.

**FROM EAU CLAIRE VIA I-94 TO HWY 21:** Take I-94 east to Tomah Exit for Hwy 21 to Fort McCoy – Exit #143. Turn right (West) on Hwy 21. Campus is about 20 miles west of Tomah, 5 miles past Fort McCoy’s Main Gate. Watch for County Road “A”; turn left on “A” and the campus driveway is immediately on the right hand side.

**FROM BLACK RIVER FALLS VIA HWY 27:** Take Hwy 27 south out of BRF towards Sparta. As you enter Sparta watch for the Fort McCoy sign on the left; take a left toward Fort McCoy, go through two (2) stop signs; turn left at second stop sign onto Hwy 21 to County Road “A”; turn right on County Road “A”. The campus driveway is immediately on the right.

**FROM RICHLAND CENTER:** Take Hwy 80 to Elroy, turn left on Hwy 71. Stay on 71 to Sparta; turn right on Hwy 16 to County Road “A”; turn left on “A” into Fort McCoy; Stay on “A” - approximately 3 miles, cross railroad tracks; Western Technical College is the brown building on the left – Last driveway on left just before intersection with Hwy 21. **OR...**

Take Hwy 14 west to Westby. Turn right on Hwy 27 to I-90 at Sparta. Take I-90 east to next exit, Exit #28; turn right on Hwy 16 to County Road “A”; turn left on “A”; stay on “A” for approximately 3 miles, cross railroad tracks; Western Technical College is the brown building on the left – the last driveway on the left just before intersection with Hwy 21.