



## Law Enforcement General Instructor Training Applicant Worksheet

Name: \_\_\_\_\_ Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 SS#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ E-mail: \_\_\_\_\_

**I. Criminal Justice Experience** – 4 year minimum requirement at time of application for probationary instructor certification, which must be made within 60 days after successful completion of the state administered exam. Experience must be as a “Criminal Justice Officer” as defined in the North Carolina Administrative Code.

Law Enforcement Experience	_____	Years	_____	Months
Corrections Experience	_____	Years	_____	Months
Other Criminal Justice Experience Specify:	_____	Years	_____	Months

**II. Education** – Must possess High School Diploma or GED.

GED:	High School Diploma:	Associate Degree: Major:
Bachelor Degree: Major:	Master’s Degree: Major:	PhD: Major:

**III. Training** – Attach copies of Continuing Education transcripts, North Carolina Justice Academy transcripts or other verifying documents. **(Do not need these documents for the school – Required by Training and Standards when applying for GI certification)**

Law Enforcement Hours \_\_\_\_\_ Corrections Hours \_\_\_\_\_ Other Related Hours \_\_\_\_\_

**IV. Skills** – Check each of the tasks at which you are proficient.

Typing skills: WPM (Words per Minute)-----		LCD Projector	
Use of Camcorder		Overhead Projector	
Use of VCR		Opaque Projector	
Video Tape Dubbing		Use of Computer	
Copy Machine		Computer Software Applications <b>(Check all that apply)</b>	
		➤ Microsoft Word-----*	
		➤ WordPerfect-----	
		➤ Corel-----	
		➤ Adobe-----	
		➤ Microsoft PowerPoint----*	
		*must have <b>strong</b> proficiency	
Copy Machine (Enlarging/Reducing)		CD Burning	
35mm Slide Projector		DVD Burning	
<b>* very important information</b>		Conducting Internet search for information	

**V. Access/Availability of Resources**

<b>Equipment</b>	<b>Yes</b>	<b>No</b>
Personal Computer		
Laptop Computer		
3 ½ " Disc		
CD Disc		
DVD Disc		
CD Burner		
DVD Burner		
Internet Access		

**VI. Lesson Plan Topics**

Each student must develop and present an 80 minute lesson plan as part of the terminal course requirements. The lesson plan topics are restricted to “criminal justice” topics, such as those found in Basic Law Enforcement Training and Basic Correctional Officer Training; however, students are not restricted to just those topics. School Directors are responsible for approving all lesson plan topics. **You will not be permitted to develop lesson plans on Specialized topics, i.e. firearms or subject control/arrest techniques certifications.**

**VII. Course Requirements, Expectations and Overview**

Instructor training for criminal justice personnel is a two-week course divided into 15 units, each designed for the specific purpose of providing to the student the information necessary to accomplish the terminal performance objectives of the course. Week one is devoted primarily to classroom lectures and the development of an 80-minute lesson plan. Week two provides the student with several opportunities to practice the delivery of this lesson plan to a group of classmates, while being assessed by the state certified evaluators. The terminal student performance objectives for successful completion of this course are:

1. Develop a comprehensive manuscript lesson plan using the ISD training model.
2. Develop non-verbal and verbal communication skills that transfer to the instructional setting.
3. Conduct a thorough literature review that will aid in lesson plan construction and delivery.
4. Construct measurable training objectives and then gather and write information that supports them.
5. Differentiate between the basic concepts of adult learning, and apply these to an instructional setting.
6. Identify the most appropriate instructional methods to use with the law enforcement profession.
7. Design and implement safe practical exercises and demonstrations in a classroom environment.
8. Identify and design a variety of audio-visual aids that can be used effectively in a classroom environment.
9. Given guidelines in the course materials, construct test questions that accurately measure student knowledge using a variety of questioning styles.
10. Determine the civil liability implications from negligent or faulty instruction.
11. Teach an 80-minute block of instruction using the guidelines and requirements listed in the course orientation.

In addition to the above, a state exam will be administered with a minimum passing score of 75% expected. Obviously, this course establishes high standards and expectations. The degree of student involvement is intense and will require a commitment from the student as well as the student's employing agency and family.

Successful students typically spend 60-80 hours the first week preparing their lesson plan for use during the second week of class. The lesson plan research and preparation must be the students own work and will require good reading, writing and keyboarding skills. Past history has demonstrated those students with good to excellent computer/word processing skills achieve at a high level in this course.

### **VIII. Reading, Writing and Computer Skills**

Although not presently required by the North Carolina Administrative Code, it is highly recommended that individuals contemplating enrollment in General Instructor Training be tested and meet the following minimum prerequisites:

**Reading Level:** 11<sup>th</sup> grade    **Writing Level:** 11<sup>th</sup> grade    **Computer Skills:** Basic Word Processing

Individual "School Directors" are permitted to establish reading, writing and minimum computer skill standards at their training sites.

**I have reviewed and completed the information established by this Applicant Worksheet and believe I meet the requirements for enrollment in General Instructor Training and will be successful in completing the course requirements.**

**Student Signature:** \_\_\_\_\_ **Agency Official:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Rank/Title:** \_\_\_\_\_

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

**Submit completed application and supplemental materials to:  
Richmond Community College  
Workforce and Economic Development  
ATTN: Law Enforcement General Instructor Coordinator  
PO Box 1189  
1042 W. Hamlet Ave.  
Hamlet, NC 28345  
Or email: [knparrisher@richmondcc.edu](mailto:knparrisher@richmondcc.edu)**