New York State Division of Criminal Justice Services

INSTRUCTOR PERSONAL HISTORY FORM

(9 NYCRR 6023)

THIS FORM IS USED TO APPLY FOR INSTRUCTOR CERTIFICATION WITH THE MUNICIPAL POLICE TRAINING COUNCIL AND THE DIVISION OF CRIMINAL JUSTICE SERVICES FOR CERTIFICATION AS A GENERAL TOPICS INSTRUCTOR OR APPROVED SPECIAL TOPICS INSTRUCTOR. **APPROVED SPECIAL TOPICS INSTRUCTOR STATUS MAY ONLY BE GRANTED IF THE CANDIDATE CAN DEMONSTRATE TECHNICAL EXPERTISE AND HAS ADVANCED ACADEMIC CREDENTIALS OR UNIQUE QUALIFYING EXPERIENCE, PROVIDED, HOWEVER, THAT THE APPLICANT BE EVALUATED IN A CLASSROOM SETTING AND FOUND TO POSSESS AND EXHIBIT ACCEPTABLE INSTRUCTIONAL SKILLS AND TECHNICAL EXPERTISE**. FORMS PRESENTED FOR FILING MUST CONTAIN ORIGINAL SIGNATURES. ALTHOUGH THE BLANK FORM MAY BE DUPLICATED, PHOTOCOPIES OF COMPLETED FORMS, OR FORMS WITH PHOTOCOPIED SIGNATURES WILL NOT BE ACCEPTED.

Pursuant to *Title 9 of the Official Compilation of Codes, Rules, and Regulations of the State of New York Part 6023* (9 NYCRR 6023), all instructors for Municipal Police Training Council (MPTC) approved courses, must be certified by the Division of Criminal Justice Services (DCJS). DCJS uses the Instructor Personal History Form to determine an individual's eligibility to receive a certification as an instructor, and for other lawful purposes. DCJS reserves the right to require further documentation as necessary to properly classify an applicant. The information provided may be added to the applicant's training record and made available pursuant to law.

SECTION I: TYPE OF CERTIFICATION

The instructor applicant must complete this section. Select the type of certification based on the completion of an Instructor Development Course or by possession of technical expertise and advanced academic credentials or unique qualifying experience.

Certified General Topics Instructor

Requirements for Instructor Certification(9NYCRR 6023.3)
Applicants must: possess a high school diploma (or equivalent); if a peace or police officer be employed as such and completed a MPTC Basic Course for Police Officers or Basic Course for Peace Officers, as appropriate; if not a police or peace officer, be sponsored by their employing agency; and successfully complete an instructor development course approved by the commissioner or satisfy the requirements set forth in 9NYCRR 6023.4.

This is the most common method of instructor certification.

Requirements for Special Certification (9NYCRR 6023.4)
Special instructor certification may be granted at the discretion of the commissioner upon written application. The requirement of satisfactory completion of an approved Instructor Development Course as set forth in section 6023.3(d) of this Part may be waived in instances where the applicant can demonstrate technical expertise and has advanced academic credentials or unique qualifying experience, provided, however, that the applicant be evaluated in a classroom setting and found to possess and exhibit acceptable instructional skills and technical expertise.

Applicants who have earned a Bachelors degree in education (or equivalent), a Masters degree, a Juris Doctorate (JD), or a Doctoral degree are deemed to have advanced academic credentials or unique qualifying experience.

Approved Instructor

Exemptions from Instructor Certification (9NYCRR 6023.6)
Upon written request, the requirements mandating instructor certification may be waived by the commissioner if he or she finds the applicant is qualified by background and experience to serve as an instructor.

Applicants must explain in detail the background and experience that is at a level higher than the normal peace or police instructor in a specific topical area in Section IV of the application. Written documentation of background, experience, and training received in the topical area must be attached to the application. This exemption will not be approved to avoid attendance of required special topic instructor programs.

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SECTION II: PERSONAL INFORMATION

Type or print legibly, the applicant's last name, first name, middle initial, social security number, and date of birth. With the exception of social security number, the information in Section I is required. Incomplete submissions will not be processed.

SECTION III: EMPLOYER INFORMATION

Type or print legibly, the agency name, telephone number (including area code), and the applicant's contact number (if different).

Enter the Status of the applicant with the employer. If the applicant is a civilian working in conjunction with a law enforcement agency or academy, the Chief Executive Officer must approve and sign the application pursuant to 9NYCRR 6023.3 (c). The signature of the Chief executive Officer or Academy Director verifies the applicant provides instruction for that agency.

Peace and police officer applicants must indicate the basic training course completed and enter the location and dates of that training.

SECTION IV: EDUCATIONAL EXPERIENCE

This section must be completed for all applicants. The information in Section IV describes the applicant's credentials. Check the box that describes the highest level of education attained. Enter the name of the college or issuing authority and the date certification was conferred. Enter the name of any special licenses. Enter the name of the issuing authority and the date conferred.

Briefly describe the qualifications which may provide for approval as an instructor in specific special topics areas. If more space is required, attach additional sheets as necessary. Attach a photocopy of any degrees, certifications or licenses described or that may be relevant to the applicant's certification as an instructor.

Indicate whether instructor certification has previously been denied by any organization. If denied, please attach an explanation. Indicate whether or not an instructor certification has ever been revoked by any organization. If revoked or suspended, please attach an explanation.

SECTION V: ATTESTATION

Review the attestation contained in Section V. This section must be completed in the presence of a Notary Public.

Instructions for Submission:
Completed forms should be scanned and emailed at the time that your course registration is submitted to:

ForensicTraining@omh.ny.gov

Note: Original documents (with notorization) should be kept. If you receive a confirmation of course attendance you will be required to bring the originals with you the day of training. Please retain a copy for your records.

Questions
If you have any questions regarding this form, call (518) 549-5097 for assistance.

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SECTION I – TYPE OF CERTIFICATION

☐ **Certified General Topics Instructor** – Completed an IDC (9NYCRR 6023.3) or Special Instructor Certification (9NYCRR 6023.4)

☐ **Approved Instructor** (9NYCRR 6023.6) - Topic Area: _____

SECTION II – PERSONAL INFORMATION

Last Name	First Name & MI	Social Security Number*	Date of Birth

***Pursuant to the New York State Personal Privacy Protection Law, DCJS is authorized to collect personal identifying information as part of a public safety agency record. Personal identifying information on this form shall not be revealed, released, transferred, disseminated or otherwise communicated orally, in writing, or by electronic means other than to the registrant. Disclosure of personal identifying information is voluntary. Refusal to provide personal identifying information shall not result in the denial of any right, benefit, or privilege.**

SECTION III – EMPLOYER INFORMATION (Civilian applicants must obtain signature of Chief Executive Officer)

Employer	Employer Telephone	Your Telephone (Work)

Status at Agency	Signature and Title of Chief Executive Officer (For Civilian Applicants Only)
☐ Police Officer ☐ Peace Officer ☐ Academy Instructor ☐ Paid Consultant ☐ Civilian	_____

Basic Training (Peace and Police Offficer applicants)	Location of Training	Date Completed
☐ Basic Course for Police Officer (NYS) ☐ Basic Course for Peace Officers ☐ Campus Public Safety Officer Course		

SECTION IV – EDUCATIONAL EXPERIENCE (If more space is required, attach an additional form)

Education	Name of College/Issuing Authority (Attach Photocopy of Transcript)	Date Conferred
☐ Ph.D. ☐ Masters ☐ Bachelor ☐ Associates		
Special Licenses (attach additional sheet if necessary)	**Name of Issuing Authority (Attach Photocopy of Certification)**	**Date Conferred**

Briefly explain the education, experience, or training that qualifies the applicant for approval (Attach Documentation):

Have you ever had any instructor certification denied by any agency?	Have you ever had any instructor certification suspended or revoked?
☐ Yes ☐ No If Yes, by whom? (Attach Explanation)	☐ Yes ☐ No If yes, by whom? (Attach Explanation)

SECTION V – ATTESTATION

***Applicant Attestation**: This affidavit must be signed and sworn to by the applicant before a Notary Public. I hereby attest that the information in this application is true to the best of my knowledge and belief. I understand that any omission or inaccuracy may be deemed sufficient reason to deny certification. I understand the Division of Criminal Justice Services may ask for additional information or documentation.*

Notary Stamp

Applicant Signature: _____

Sworn and subscribed to before me this _____ day of _____, 20____

Notary Signature: _____

PHOTOCOPIES, OR FORMS WITH PHOTOCOPIED SIGNATURES WILL NOT BE ACCEPTED.

DCJS USE ONLY

IDC Completed:	BCPO Completed:	Evaluation Acceptable:	Meets or Exceeds Qualifications for Non-Certified Special Topics instructor:	Approved By:
Yes No	Yes No	Yes No	Yes No	

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