

Guide to MPTC Instructor Training & Certification

OVERVIEW

Every instructor must complete the topic's instructor training requirements and apply for certification in the topic no matter where they teach.

Here are the steps to become an MPTC Certified Instructor in all MPTC Curricula:

1. Instructor Training:

Log into [Acadis](#) to enroll in the topic's instructor certification training you wish to be MPTC certified. You must be enrolled to attend all training offered by the MPTC on Acadis.

Instructor Prerequisites:

- a. Anyone interested in becoming an MPTC Certified Instructor must have a minimum of five years of active law enforcement in Massachusetts.
- b. Every instructor is required to complete the topic's required instructor development course (see Page 2). This course is a one-time requirement that can be completed before or after completing the topic's instructor certification training.

2. Apply for Instructor Certification:

The topic's instructor training and the topic's prerequisite 3-Day instructor development course must be completed prior to applying for instructor certification in all MPTC Curricula. **Every instructor no matter where they teach must apply for instructor certification for all MPTC instructor curriculum.**

3. Renewing Instructor Certification: Instructor Certification expires. It is your responsibility to complete the topic's instructor recertification requirements to renew and maintain your certification in the topic prior to its expiration.

Active Instructors needing to renew their instructor certification will receive an email 60-days prior to the expiration. After meeting the topic's instructor training and recertification requirements, you can renew your certification directly in your Acadis Portal Account.

- Log into your [Acadis](#) Portal Account, scroll down to the Certifications band
- Click "Renew" next to the expiring instructor certification and, if applicable, the State Fiscal Instructor Contract.
- Complete and submit renewal Instructor Certification Application for MPTC review

Certifications					Issue
Name	Type	Issue Date	Expiration	Status ▲	
ALERT Active Attack Integrated Response (AAIR) - Instructor	Instructor Certification - New Naming Conventions	06/27/2023	12/31/2026	● Active (Active)	<button>Renew</button> ⋮
ALERT-Level 1 - Instructor	Instructor Certification - New Naming Conventions	06/27/2023	12/31/2026	● Active (Active)	<button>Renew</button> ⋮
Electronic Control Weapons - Instructor Trainer	Instructor Certification - New Naming Conventions	06/12/2023	01/27/2025	● Active (Active)	<button>Renew</button> ⋮

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4) Payment for Instructor Services Rendered:

Only instructors who will be paid by the MPTC to teach MPTC curriculum are required to complete the State Fiscal Instructor Contract "prior" to teaching. You cannot teach on behalf of the MPTC or be paid without an Active Contract. There are no exceptions.

Instructor Development Requisite Course:

The Instructor Development Course, a one-time requirement, is required prior to applying to the MPTC for certification in any MPTC curricula.

Academic Instructor Development Course (3-day)

This is a three-day course required for all classroom-based instructor certifications with the MPTC. The Six-day Instructor Development Course also meets the prerequisite for classroom-based topics (only).

Tactical Instructor Development Course (3-Day)

Any instructor applying to teach in the following disciplines will be required to successfully complete the Tactical Instructor Development Course prior to applying for certification in the topic:

1. Patrol Procedures including Active Shooter and Motor Vehicle Stops
2. Bola Wrap
3. Critical Care/CPR/First Responder
4. Defensive Tactics
5. Electronic Control Weapons (Taser)
6. Firearms
7. MILO Simulations

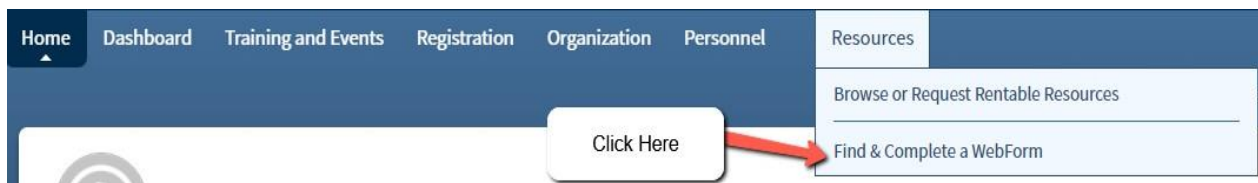
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Instructor Application

Anyone looking to apply for an instructor certification should utilize the Web Form via the [MPTC Acadis Portal](#). *You are not “MPTC Certified” to train until your application for certification is approved no matter where you teach.* You will receive an email from MPTC that your application is approved and ACTIVE. You can begin to train in the topic on the date your certification is active or after.

NEW Instructors:

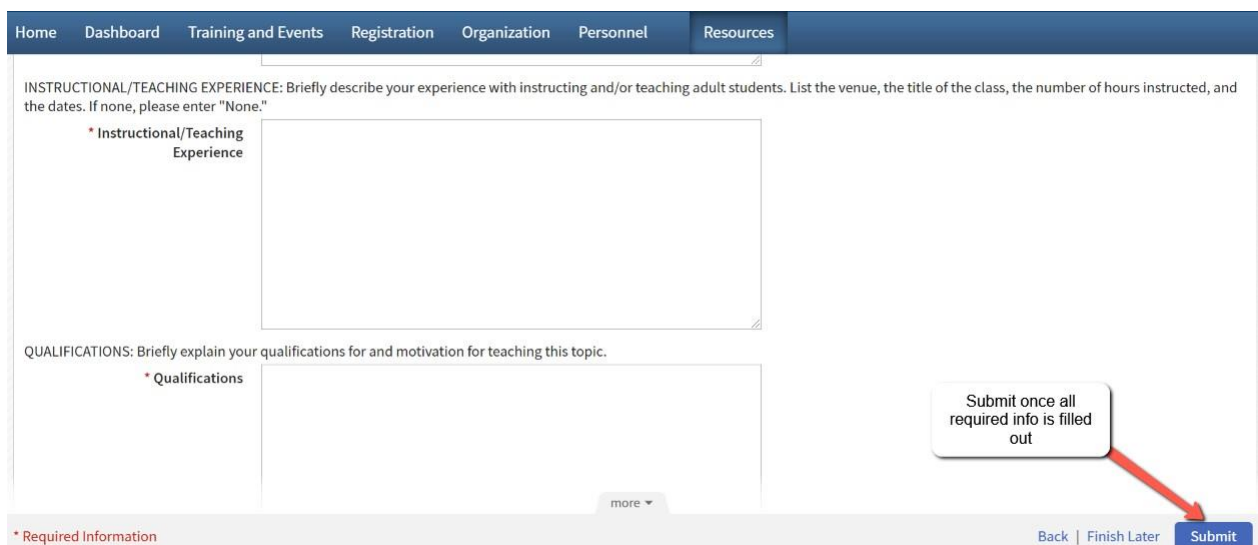
Step 1: On your MPTC Acadis Portal homepage, move your cursor over the “Resources” heading and click on “Find & Complete a Webform”



Step 2: Select the webform pertaining to whatever discipline you are interested in applying for



Step 3: Complete/fill in the required information and click “Submit”



Home Dashboard Training and Events Registration Organization Personnel Resources

INSTRUCTIONAL/TEACHING EXPERIENCE: Briefly describe your experience with instructing and/or teaching adult students. List the venue, the title of the class, the number of hours instructed, and the dates. If none, please enter "None."

* Instructional/Teaching Experience

QUALIFICATIONS: Briefly explain your qualifications for and motivation for teaching this topic.

* Qualifications

more ▾

* Required Information

Back | Finish Later Submit

Submit once all required info is filled out

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Step 4: At this point you will need to wait for the Instructor Certification Coordinator to review your application. All instructors will receive an email from the address: MPTC [[no-reply-MPTC@acadisonline.com](mailto:MPTC@acadisonline.com)] informing them the status their request for certification.

Active Instructors

RENEW Instructor Certification:

Instructors who have applied for instructor certification in specific topics will have an Active Status in the topic and, if applicable, an Active State Fiscal Contract. Instructors with an Active Status can begin to train officers on or after the “Issue Date”.

Log into your Acadis profile to view the status of your certifications before you begin to train.

Be sure to meet the requirements to renew your certification before its expiration.

Certifications					Issue
Name	Type	Issue Date	Expiration	Status ▲	
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Payment for Instructor Services - State Fiscal Contract:

Only instructors who will be paid by the MPTC for instructional services rendered are required to have an Active State Fiscal Instructor Contract on file. An Active State Fiscal Instructor Contract is **mandatory** "prior" to teaching. State Fiscal Contracts are active for five years.

NOTE: State Fiscal Contracts are canceled when an instructor has not been paid for instructional services rendered after a period of one fiscal year (July 1 – June 30).

The State Fiscal Contract is available on the MPTC website here: [Receive payment for instructional services \(Instructor Contract\) | Mass.gov](#)

Complete all the instructor payment forms and submit them via e-mail to mptcinstructorcontract@mass.gov.

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Contact information:

- Instructor Training: Lynda Kearns, MPTC Statewide Programs Coordinator
Supports [MPTC Statewide Program Coordinators](#) with the facilitation and scheduling of instructor certification training. Contact Lynda with questions related to the status of your instructor training @ Lynda.Kearns@mass.gov
- Instructor Certification: Rose Sauvageau, MPTC Instructor Certification Coordinator.
Contact Rose with questions related to the status of your instructor certification and/or application @ Rose.Sauvageau@mass.gov
- Acadis: Contact the Records Division to add new employees, report In-Service, log-in issues, functionality @ MPTCAcadis@mass.gov
 - Changes to personnel including rank, adding new employees, or existing employee's personal information is handled by the department's designated Acadis Administrator.
- State Fiscal Contract: mptcinstructorcontract@mass.gov
- Contact [MPTC Academy Coordinators](#) regarding training offered at an MPTC-Operated Academy.