



## MPTC Instructor Training, Certification and Renewal Process

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Thank you for your interest in becoming a certified instructor for the Municipal Police Training Committee (MPTC).

The Commonwealth is committed to ensuring a diverse and inclusive workplace where all employees feel respected, valued, and empowered to maximize their skills and talents to serve our citizens. For additional information, please go to the [Office of Diversity and Equal Opportunity](#) website.

This Guide provides specific requirements to receive and maintain certification as an instructor for all MPTC curricula on behalf of the MPTC.

Interested individuals need to notify their Agency Heads before pursuing Instructor training and certification.

Access to the MPTC Training Portal is necessary to enroll in instructor trainings and to apply for certification. If you do not have access to the MPTC portal, contact the Instructor Certification and Development Division Manager.

**Note:** Individuals must be MPTC certified instructors to teach, whether they intend to teach MPTC curricula or teach within their departments.

If an instructor teaching a course for MPTC is eligible for payment, an Active State Fiscal Contract is required to be completed.

The following process is required to become a certified MPTC instructor:

1. The prerequisite of five (5) years' full-time law enforcement experience is required to become certified as an instructional trainer on behalf of the MPTC. (Waiver may be considered for military experience for tactical, and higher education & experience for academic courses).
2. Academic or Tactical Instructor Development Course: The Academic and/or Tactical Instructor Development Course, a one-time requirement, is required prior to applying to MPTC for certification in any MPTC curricula.
  - Academic Instructor Development (3-day): This is a three-day course required for all classroom-based instructor certifications with the MPTC.
  - Tactical Instructor Development (3-day): Any instructor applying to teach in the following disciplines will be required to successfully complete the Tactical Instructor Development Course:

Active Attack Integrated Response (AAIR)	Firearms
Active Shooter Level 1 (formerly ALERRT Level 1)	Highway Traffic Safety
Bola Wrap	Patrol Procedures
CPR/ First Aid	Simulations
Defensive Tactics/Use of Force	
Electronic Control Weapons (TASER)	

- **Optional Training:** The MPTC also offers a specialized Instructor development course (6-day). This is a valuable class that is open to any individual looking to enhance their teaching and presentation skills and develop their own lesson plans. This class also qualifies for the required Academic Instructor Development course.

Note: anyone who completed the instructor development course (6-day) prior to 03/01/23 also qualifies for the required Tactical Instructor Development course.

3. Completing the Topic's Instructor Training: The MPTC employs a team of knowledgeable, skilled practitioners to coordinate training and instructor standards related to training law enforcement officers in the areas of academic and tactical topics, e.g., defensive tactics, domestic violence, firearms, health and wellness, highway safety, human trafficking, legal issues, CPR/first aid, patrol procedures and active shooter, sexual assault investigations and use-of-force application and decision-making, and more. Course availability and class enrollment are listed in the Acadis Training Portal.
4. MPTC Instructor Certification: Upon completion of the instructor training requirements, applicants must apply for certification on the webform application in the Acadis Training Portal for each topic they want to teach. The application is in the Acadis Training Portal under the Resources tab - "Find and Complete a Webform."
  - The MPTC Instructor Certification Coordinator reviews the application to assure applicants meet all instructor requirements.
  - If all requirements are met, certification is issued, and the applicant is certified as an instructor.
  - If minimum requirements are not met, the applicant is given an opportunity to supplement the application.
  - Waivers are granted only under rare circumstances, as we must maintain the highest standards in police training.
  - The requirements may be waived only under limited circumstances:
  - A department has a shortage of instructors or faces hardship because no other officer is available to teach.
  - The officer has significant experience (e.g., military or out-of-state law enforcement experience) that does not appear on their training record.
  - **Applying for a Waiver:** The waiver application is available as a webform on the ACADIS portal. The Head of the Agency from a department must submit the form through ACADIS. The Instructor Certification and Development Division Manager will review the request by verifying the officer's years in law enforcement, checking the POST list, and confirming completed training. If approved, the ICAD Manager will email the approved waiver to the officer for signature. Once the signed waiver is received, the ICAD Manager will upload a copy to the officer's record in ACADIS. When processing an enrollment request, the Program Coordinator will look for the approved waiver in the officer's record under the documents section in ACADIS. Denied waivers will be rejected by the ICAD Manager via the ACADIS portal.
  - Denied applications – a notice is sent to the applicant and Agency Head. The applicant is given an opportunity to appeal the denial to the Instructor Certification and Development Division Manager.
5. Must be in good standing by completing the annually required in-service training.
6. Certified Instructors must remain in compliance with the MPTC Instructor Code of Conduct

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## MPTC Instructor Designations

### Instructor

This is the largest category of instructors and includes anyone certified to teach the MPTC academic or tactical curriculum in a specific subject matter.

### Instructor Lead

This limited group of instructors serve as the primary instructor for practical skills courses. A practical skills course is defined as a class that includes training in skills not conducive to a classroom setting. These practical skills topics require multiple instructors per class. To become a Lead Instructor, must be recommended as a Lead Instructor by an Academy Director to the discipline Statewide Coordinator. The instructor must be certified and has been teaching in that discipline for at least two (2) years.

### Instructor Trainer

This limited group of instructors is responsible for training and qualifying instructors. Instructor trainers are selected by the MPTC and Statewide Coordinators.

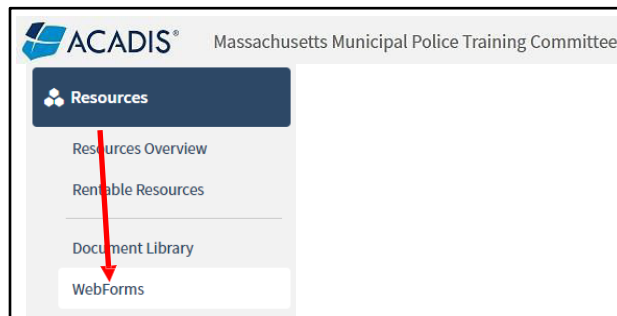
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## Applying for Instructor Certification

Anyone interested in applying for an instructor certification is required to complete a WebForm application via the [MPTC Acadis Portal](https://mptc-portal.acadisonline.com/acadisviewer/login.aspx) (<https://mptc-portal.acadisonline.com/acadisviewer/login.aspx>) whether they intend to teach MPTC curricula or teach within their departments.

Log in to your Acadis Training Portal and Select “Find & Complete a Webform” under the RESOURCES section of the portal. Then select the topic for which you are applying for instructor certification. Additional information is available in the “Quick Guide for MPTC Instructor Training & Certification” located at in the MPTC Instructor Webpage.

### EXAMPLE:



## Renewing Instructor Certification

Active instructors will receive an automated email initiated 60 days prior to their certification expiration date. It is your responsibility to complete the applicable requirements to maintain the certification outlined for the topic and to apply for re-certification in the Acadis Training Portal.

Log in to your Acadis Training Portal and scroll down to view a list of your instructor certifications and their status. Click on the RENEW button and complete the renewal application.

Certifications					
Name ▲	Type	Issue Date		Expiration	Status
Firearms Handgun	Instructor Certification – New Naming Conventions	12/22/22	12/22/24	Renew	<input type="button" value="Renew"/>

<p><b>Statewide Programs Coordinator</b>  <b>Instructor Training: Felisha Arnold</b>            Coordinates MPTC instructor certification training on behalf of MPTC's Statewide Coordinators.  <b>MPTC Headquarters</b>  <b>42 Thomas Patten Dr.</b>  <b>Randolph, MA 02368</b>  <b>Email: Felisha.Arnold@mass.gov</b>  <b>Cell: 774-380-4051</b></p>	<p><b>Instructor Certification and Development Program</b>  <b>Coordinator: Sarah Wentzell</b>            Reviews and verifies training records and supports the ICAD Division in the certification of instructors.  <b>Central MA Regional Police Academy</b>  <b>686 Forest St., Marlborough, MA 01752</b>  <b>Email: Sarah.J.Wentzell@mass.gov</b>  <b>Cell: 781-473-3855</b></p>
<p><b>Instructor Certification and Development Division: Elsie Sanon MPTC Instructor Certification and Development Division Manager</b>            Oversee the MPTC Instructor Training and Certification Division.  <b>MPTC Headquarters</b>  <b>42 Thomas Patten Dr.</b>  <b>Randolph, MA 02368</b>  <b>Email: elsie.sanon2@mass.gov</b>  <b>Cell: 774-380-4050</b></p>	

**Statewide Coordinators/Special Programs Contacts:**

The MPTC's dedicated subject matter experts are focused on specific, critical, high-risk training areas. They are responsible for coordinating training, certifications, and recertifications on behalf of the MPTC. This includes curriculum and course development, and instructor certification criteria and approvals.

<b>Discipline</b>	<b>Coordinator</b>	<b>Phone</b>	<b>Email</b>
ASHER Program	John Mazza	781-807-1221	John.mazza@mass.gov
AAIR Program	Chief Eric Shears	978-423-5879	Eric.m.shears@mass.gov
Active Shooter Level 1	Sgt. Richard Holcroft	978-375-0736	Richard.p.holcroft@mass.gov
CPR/First Aid	Chief Neal Hovey	978-815-2153	Neal.hovey@mass.gov
Crash Reconstruction *	Ross Panacopoulos	978-852-8479	Ross.panacopoulos@mass.gov
Defensive Tactics/Use of Force	Officer Chuck DiChiara	339-222-8305	Charles.m.dichiara@mass.gov
Domestic Violence/Sexual Assault/Human Trafficking	Maura Landry	857-360-3098 774-462-0961	Maura.m.landry@mass.gov
Drug Recognition Expert *	Chief Peter Buck	978-855-9955	Peter.m.buck@mass.gov
Electronic Control Weapons	Officer Charles DiChiara	339-222-8305	Charles.m.dichiara@mass.gov
Emergency Vehicle Operator & Control	Trooper Ed Gass	978-804-1702	Edward.gass@pol.state.ma.us
Firearms	Lt. Jason Brennan	508-989-3578	Jason.brennan@mass.gov
Recruit Physical Training Manager	Joshua Cole	781-379-7631	joshua.l.cole@mass.gov
Patrol Procedures	Sgt. Tim Watts	508-868-5694	Timothy.m.watts@mass.gov
Simulations	Captain John Fraher	978-401-5199	John.d.fraher@mass.gov
Standardized Field Sobriety Tests *	Stephen Mullaney	339-987-0811	Stephen.c.mullaney@mass.gov
Staff Instructors	Sgt. Tim Segur	508-335-9902	Timothy.j.segur@mass.gov

\* Federal Grant from National Highway Traffic Safety Administration Office of Grants Management & Operations