

MPTC



Excellence Through Education

STANDARD OPERATING PROCEDURE

Instructor Certification and Hiring

To: All Staff

From: Robert Ferullo, Executive Director

A handwritten signature in black ink, appearing to read 'R. Ferullo', is written over the 'From:' line.

Date: May 23, 2022

The procedure processing an instructor's certification and contract have been updated effective Monday, May 23, 2022.

Prerequisite Certification Courses:

All individuals who are seeking to become certified instructors for the MPTC must take the required prerequisite courses:

1. Applicable Instructor Certification Course; and
 2. Curriculum Instructor Certification (3 day) – for all individuals seeking to teach curriculum; or
 3. Skills Discipline Instructor Certification (3 day) – for individuals seeking certification in Applied Patrol Procedures, BOLA, Defensive Tactics, Firearms, First Responder, Simulations or Taser. This class is commonly referred to as PTAC.
- The lead instructor for the certification course will submit the class roster to the respective Program Coordinator, within 48 hours of class completion.
 - If the class roster is not received within 48 hours, the Program Coordinator will contact the lead instructor for the class to get a copy of the roster.
 - The Program Coordinator will close out the class within 24 hours after the roster is received.

Submitting Rosters:

Classes held at an operated academy: send roster to the Program Coordinator assigned to that academy.

Classes held at an authorized academy or other site: send roster to Lynda Kearns, Statewide Programs Coordinator at Lynda.kearns@mass.gov.

Once the prerequisite courses have been completed, the individual **MUST** apply for instructor certification through their ACADIS portal. **Instructor certification is not automatic upon completion of the courses.**

Applying for Certification:

Once the prerequisite courses have been completed, the individual may apply for instructor certification through their ACADIS portal.

- Once the completed application for instructor certification is submitted, the Instructor Certification Manager will approve or deny the application within five (5) business days.
- If the application is denied, the Instructor Certification Manager will send an email to the applicant explaining the reasons for denial.
- If the applicant is missing certification documentation, the Instructor Certification Manager will work with the applicant to submit the necessary documents and create a permanent record in the applicant's ACADIS portal. If all necessary documents are submitted, the Instructor Certification Manager will approve the applicant's instructor certification.

Instructor Certification Manager – Rose Sauvageau, rose.sauvageau@mass.gov

Fiscal Analyst and Instructor Certification Manager backup – Jean Avril, jean.c.avril@mass.gov

Applying for a State Contract:

Instructors who wish to teach for, and be paid by the MPTC, must have an active state contract with the agency. A state contract with the MPTC is valid for five (5) years and must be renewed prior to expiration of the contract. Instructors who only teach at authorized academies or departments (any agency that will pay the instructor directly) do NOT need to be on state contract. The Governor's Executive Order 595 requiring all state employees to be vaccination is in effect.

- A blank state contract can be found on our website at mass.gov/mptc.
- All applications for state contract should be mailed to the attention of Jean Avril, Fiscal Analyst, MPTC Headquarters, 42 Thomas Patten Drive, Randolph, MA 02368 or emailed to jean.c.avril@mass.gov.
- Once the state contract application is received, Jean Avril, Fiscal Analyst, will date stamp the contract, and log acceptance of the contract into the respective contract spreadsheet.
- The Fiscal Analyst will check with Rose Sauvageau, Instructor Certification Manager to confirm that instructor certification has been approved and issue the applicant a notice of receipt of the contract via email.

- The Fiscal Analyst will check it for completeness. If an applicant is missing any documents, the Fiscal Analyst will contact the applicant within five (5) business days of the missing documents. The Fiscal Analyst will follow up with applicant until a complete state contract application is submitted.
- Once the application is complete, the Fiscal Analyst will submit the completed contract to the Chief Fiscal Officer for review and signature within five (5) business days of receiving the initial state contract application or within five (5) business days of receiving all required documents from the individual applying for state contract.
- The Chief Fiscal Officer will submit the signed state contract to the Human Resource Director within two (2) business days of receipt.

Hiring and Active State Contract:

Human Resources will receive the signed state contract and complete the following within fourteen to twenty-one (14 - 21) business days:

- Confirm vaccination status
- Complete a background check
- Hire the instructor in HRCMS
- Notify the instructor through email that they have successfully been hired by the MPTC and include their employee ID number along with directions on how to login to Self Service Time and Attendance.
- Notify the Instructor Certification Manager, Chief of Training, Chief Fiscal Officer, Fiscal Analyst, and the Executive Assistant that the instructor has been hired.

Once notice of hiring has been sent to all parties, the Instructor Certification Manager will activate the state contract in the instructor's ACADIS Portal and create a folder containing the state contract that is kept in the MPTC Records Room at Headquarters in Randolph.

Contract Renewal:

The MPTC state contract is valid for five (5) years. The expiration date of an instructor's state contract will appear in the grey box on the top right of their ACADIS portal.

- An automatic notice from ACADIS will go out to all instructors sixty (60) days prior to a contract expiring.
- The Instructor Certification Manager will annually send a list of names of expiring contracts to the Chief of Training, Chief Fiscal Officer, Fiscal Analyst and Human Resources Director sixty (60) days prior to expiration.