

Acadis Instructor Certification Application Guide

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:

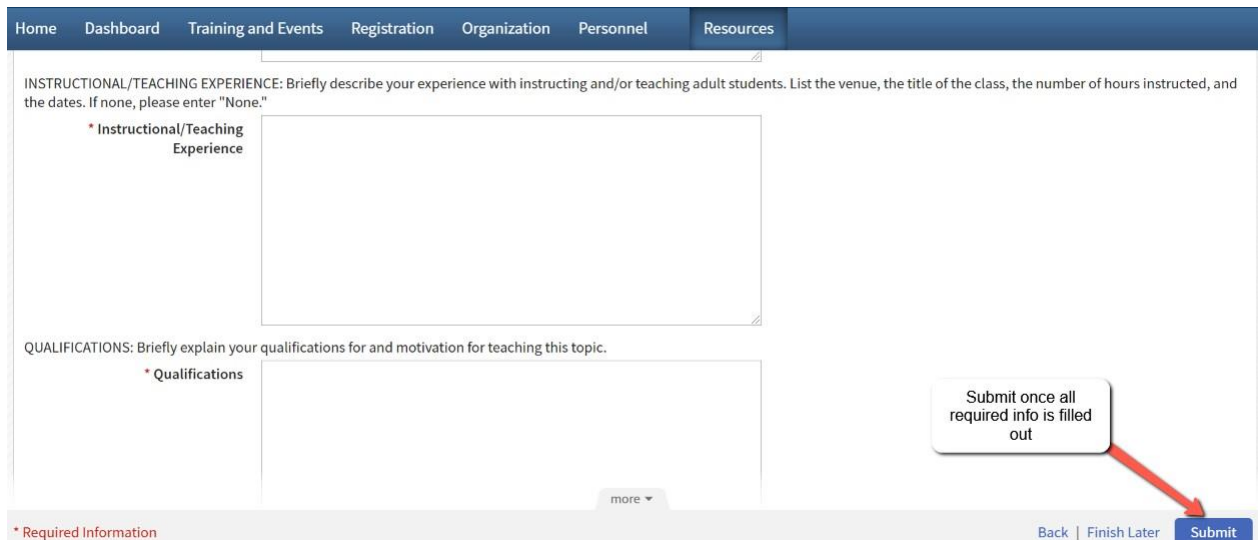
Step 1: On your MPTC Acadis Portal homepage, move your cursor over the “Resources” heading and click on “Find & Complete a Webform”



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”



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

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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.

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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 ▲	
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> ⋮

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.

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 Acadis Team 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.