Applying for MPTC Instructor Certification for Academic Classes in Recruit Program (no Instructor Classroom Training)

Some Recruit Officer Course (ROC) classes do not offer topic-specific instructor training. In the past, instructor certification for such topics has been granted based upon applicants' training and experience. As a result, new instructors have no exposure to the curriculum prior to teaching.

In order to familiarize potential instructors with the curriculums, effective July 1, 2024, individuals seeking instructor certification for several Recruit Program topics will also be required to observe a class in the subject area(s) they want to teach prior to applying for Instructor certification.

- Classes under six (6) hours require observation of the entire class.

- Full-day classes require observation of at least six (6) hours.

- Multi-day classes require observation of at least six (6) hours that can be split across multiple days.

- Classes with a skill development component also require observation of at least two (2) hours of skill development training.

Note: Instructor certification remains contingent upon meeting all prerequisites/requirements for MPTC instructor. (See *MPTC Instructor Training, Certification and Renewal Process* located at the MPTC Instructor Webpage.)

Note: This protocol also applies to existing instructors who fail to attend required new or updated curriculum classes.

Note: Observing a class is considered a form of instructor training and is not subject to payment as noted in the *Compensation* section of the Instructor Contract Addendum dated June 23, 2023.

Procedure:

1. The potential instructor will contact the Basic Training Division Manager at kelsey.whelihan@mass.gov to request a list of recruit academies that are currently running, and date(s) of the class(es) in the subject(s) they want to teach to determine which location(s) and date(s) to attend.

2. The potential instructor will contact the selected Academy Director to observe a Recruit academic class and to confirm the date(s) and time(s).

3. The Academy Director will notify the instructor teaching the Recruit class that it will be observed by a potential instructor.

4. After observing the class, the potential instructor will complete an instructor certification application webform in the Acadis Training portal entitled *"Recruit Officer Course - Instructor Certification Application."*

5. Upon submission, the application will be processed as follows:

    a. The Academy Director will sign off on the application confirming that the individual observed the class.

    b. The Instructor Certification Coordinator will review the application and check that all other requirements have been met.

    c. The Instructor Certification Coordinator will either approve or deny the application or request additional information if needed.

See attached list of Recruit Program academic classes and observation requirements.

Additional questions may be directed to Elsie Sanon Instructor Certification and Development Division Manager, at elsie.sanon2@mass.gov.

TRAINING REQUIREMENTS FOR MPTC INSTRUCTOR CERTIFICATION – RECRUIT PROGRAM

Note: Instructors for the subjects listed below are required to apply for instructor certification for each subject they want to teach.

TRAINING	REQUIREMENTS	# YEARS	RECERTIFICATION REQUIREMENTS
Communications Can teach Recruit Program Communications class (6 hours classroom, 2 hours skills development)	• Years of Law Enforcement Experience: five (5) years or • Civilian/Non-Sworn: five (5) years of teaching experience in this area with post-secondary education degree • Completion of MPTC Instructor Academic Development course (3-days) • Must observe at least 6 hours of classroom training in Recruit Program for this subject • Must observe at least 2 hours of skills development training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC • Must remain in compliance with the MPTC Instructor Code of Conduct	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct
Constitutional Law Can teach Recruit Program Constitutional Law class (6 hours classroom)	• Years of Law Enforcement Experience: five (5) years or • Civilian/Non-Sworn: five (5) years of teaching experience in this area with post-secondary education degree • Completion of MPTC Instructor Academic Development course (3-days) • Must observe at least of 6 hours classroom training in Recruit Program for this subject (can be split across multiple days) • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC • Must remain in compliance with the MPTC Instructor Code of Conduct	1	• Must complete annual Legal Updates training • Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct

TRAINING REQUIREMENTS FOR MPTC INSTRUCTOR CERTIFICATION – RECRUIT PROGRAM

TRAINING	REQUIREMENTS	# YEARS	RECERTIFICATION REQUIREMENTS
Controlled Substances Investigations Can teach Recruit Program Controlled Substances Investigations class (6 hours classroom and 2 hours skills development)	• Years of Law Enforcement Experience: five (5) years • Completion of MPTC Instructor Academic Development course (3-days) • Must observe the 6 hours of classroom training in Recruit Program for this subject • Must observe at least 2 hours of skills development training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC • Must remain in compliance with the MPTC Instructor Code of Conduct	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct
Crimes Against Persons with Disabilities Can teach Recruit Program Crimes Against Persons with Disabilities class (3 hours classroom)	• Years of Law Enforcement Experience: five (5) years or • Civilian/Non-Sworn: five (5) years of teaching experience in this area with post-secondary education • Completion of MPTC Instructor Academic Development course (3-days) • Must observe the 3 hours of classroom training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC • Must remain in compliance with the MPTC Instructor Code of Conduct	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct
Crime Prevention Can teach Recruit Program Crime Prevention class (3 hours classroom*) ***Note**: Instructor certification is not applicable if the online	• Years of Law Enforcement Experience: five (5) years or • Civilian/Non-Sworn: five (5) years of teaching experience in this area with post-secondary education • Completion of MPTC Instructor Academic Development course (3-days) • Must observe the 3 hours of classroom training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct

TRAINING	REQUIREMENTS	# YEARS	RECERTIFICATION REQUIREMENTS
version of this class is used in a Recruit Program.	• Must remain in compliance with the MPTC Instructor Code of Conduct		
Criminal Investigations Can teach Recruit Program Criminal Investigations class (6 hours classroom, 2 hours skills development)	• Years of Law Enforcement Experience: five (5) years or • Civilian/Non-Sworn: five (5) years of teaching experience in this area with post-secondary education • Completion of MPTC Instructor Academic Development course (3-days) • Must observe at least 6 hours of classroom training in Recruit Program for this subject (can be split across multiple days) • Must observe at least 2 hours of skills development training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC • Must remain in compliance with the MPTC Instructor Code of Conduct	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct
Criminal Law Can Teach Recruit Program Criminal Law class (6 hours classroom)	• Years of Law Enforcement Experience: five (5) years or • Civilian/Non-Sworn: five (5) years of teaching experience in this area with post-secondary education degree • Completion of MPTC Instructor Academic Development course (3-days) • Must observe at least 6 hours of classroom training in Recruit Program for this subject (can be split across multiple days) • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC • Must remain in compliance with the MPTC Instructor Code of Conduct	1	• Must complete annual Legal Updates training • Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct

TRAINING REQUIREMENTS FOR MPTC INSTRUCTOR CERTIFICATION – RECRUIT PROGRAM

TRAINING	REQUIREMENTS	# YEARS	RECERTIFICATION REQUIREMENTS
Deceased Persons Investigations Can teach Recruit Program Deceased Persons Investigations (3 hours classroom*) *__Note__: Instructor certification is not applicable if the online version of this class is used in a Recruit Program.	• Years of Law Enforcement Experience: five (5) years • Completion of MPTC Instructor Academic Development course (3-days) • Must observe the 3 hours of classroom training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC • Must remain in compliance with the MPTC Instructor Code of Conduct	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct
Gangs Can teach Recruit Program Gangs class (3 hours class)	• Years of Law Enforcement Experience: five (5) years or • Civilian/Non-Sworn: five (5) years of teaching experience in this area with post-secondary education degree • Completion of MPTC Instructor Academic Development course (3-days) • Must observe the 3 hours of classroom training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC • Must remain in compliance with the MPTC Instructor Code of Conduct	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct
Hate Crimes and Groups Can teach Recruit Program Hate Crimes and Groups class (6 hours classroom)	• Years of Law Enforcement Experience: five (5) years or • Civilian/Non-Sworn: five (5) years of teaching experience in this area with post-secondary education degree • Completion of MPTC Instructor Academic Development course (3-days) • Must observe the 6 hours of classroom training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct

TRAINING	REQUIREMENTS	# YEARS	RECERTIFICATION REQUIREMENTS
	• with their annual in-service training to be in good standing with the MPTC • Must remain in compliance with the MPTC Instructor Code of Conduct		
Hazardous Materials Can teach Recruit Program Hazardous Materials class (3 hours classroom*) ***Note**: Instructor certification is not applicable if the online version of this class is used in a Recruit Program.	• Years of Law Enforcement Experience: five (5) years or • Civilian/Non-Sworn: five (5) years of teaching experience in this area with post-secondary education • Completion of MPTC Instructor Academic Development course (3-days) • Must observe the 3 hours of classroom training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC • Must remain in compliance with the MPTC Instructor Code of Conduct	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct
Homeland Security Can teach Recruit Program Homeland Security class (3 hours classroom*) ***Note**: Instructor certification is not applicable if the online version of this class is used in a Recruit Program.	• Years of Law Enforcement Experience: five (5) years or • Civilian/Non-Sworn: five (5) years of teaching experience in this area with post-secondary education • Completion of MPTC Instructor Academic Development course (3-days) • Must observe the 3 hours of classroom training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC • Must remain in compliance with the MPTC Instructor Code of Conduct	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct
Integrated Response to Individuals in Crisis Can teach Recruit Program Integrated Response to Individuals in Crisis class	• Years of Law Enforcement Experience: five (5) years or • Civilian/Non-Sworn: five (5) years of teaching experience in this area with post-secondary education degree • Completion of MPTC Instructor Academic Development course (3-days)	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date

TRAINING	REQUIREMENTS	# YEARS	RECERTIFICATION REQUIREMENTS
(6 hours classroom)	• Must observe at least 6 hours of classroom training in Recruit Program for this subject (can be split across multiple days) • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC • Must remain in compliance with the MPTC Instructor Code of Conduct		with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct
Interview and Interrogation Can Teach Recruit Program Interview and Interrogation class (6 hours classroom and 2 hours skills development)	• Years of Law Enforcement Experience: five (5) years • Completion of MPTC Instructor Academic Development course (3-days) • Must observe at least 6 hours of classroom training in Recruit Program for this subject (can be split across multiple days) • Must observe at least 2 hours of skills development training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC • Must remain in compliance with the MPTC Instructor Code of Conduct	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct
Juvenile Investigations Can Teach Recruit Program Juvenile Investigations class (6 hours classroom, 2 hours skills development)	• Years of Law Enforcement Experience: five (5) years or • Civilian/Non-Sworn: five (5) years of teaching experience in this area with post-secondary education degree • Completion of MPTC Instructor Academic Development course (3-days) • Must observe the 6 hours of classroom training in Recruit Program for this subject • Must observe at least 2 hours of skills development training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct

TRAINING	REQUIREMENTS	# YEARS	RECERTIFICATION REQUIREMENTS
	• Must remain in compliance with the MPTC Instructor Code of Conduct		
Missing Persons Investigations Can teach Recruit Program Missing Persons Investigations class (3 hours classroom*) ***Note**: Instructor certification is not applicable if the online version of this class is used in a Recruit Program.	• Years of Law Enforcement Experience: five (5) years • Completion of MPTC Instructor Academic Development course (3-days) • Must observe the 3 hours of classroom training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC • Must remain in compliance with the MPTC Instructor Code of Conduct	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct
Motor Vehicle Law Can teach Recruit Program Motor Vehicle Law class (6 hours classroom and 2 hours skills development)	• Years of Law Enforcement Experience: five (5) years or • Civilian/Non-Sworn: five (5) years of teaching experience in this area with post-secondary education degree • Completion of MPTC Instructor Academic Development course (3-days) • Must observe at least 6 hours of classroom training in Recruit Program for this subject (can be split across multiple days) • Must observe at least 2 hours of skills development training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC • Must remain in compliance with the MPTC Instructor Code of Conduct	1	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct

TRAINING REQUIREMENTS FOR MPTC INSTRUCTOR CERTIFICATION – RECRUIT PROGRAM

TRAINING	REQUIREMENTS	# YEARS	RECERTIFICATION REQUIREMENTS
Motor Vehicle Theft Can teach Recruit Program Motor Vehicle Theft class (3 hours classroom)	• Years of Law Enforcement Experience: five (5) years or • Civilian/Non-Sworn: five (5) years of teaching experience in this area with post-secondary education degree • Completion of MPTC Instructor Academic Development course (3-days) • Must observe the 3 hours of classroom training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC • Must remain in compliance with the MPTC Instructor Code of Conduct	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct
Problem Solving Can Teach Recruit Program Problem Solving class (6 hours classroom)	• Years of Law Enforcement Experience: five (5) years or • Civilian/Non-Sworn: five (5) years of teaching experience in this area with post-secondary education degree • Completion of MPTC Instructor Academic Development course (3-days) • Must observe the 6 hours of classroom training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct
Report Writing Can Teach Recruit Program Report Writing class (6 hours classroom)	• Years of Law Enforcement Experience: five (5) years • Completion of MPTC Instructor Academic Development course (3-days) • Must observe the 6 hours of classroom training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct

TRAINING REQUIREMENTS FOR MPTC INSTRUCTOR CERTIFICATION – RECRUIT PROGRAM

TRAINING	REQUIREMENTS	# YEARS	RECERTIFICATION REQUIREMENTS
Traffic Control Can Teach Recruit Program Traffic Control class (3 hours classroom*) ***Note**: Instructor certification is not applicable if the online version of this class is used in a Recruit Program.	• Years of Law Enforcement Experience: five (5) years • Completion of MPTC Instructor Academic Development course (3-days) • Must observe the 3 hours of classroom training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC • Must remain in compliance with the MPTC Instructor Code of Conduct	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct
Water Safety Can Teach Recruit Program Water Safety class (1 hour classroom, 5 hours skills development)	• Years of Law Enforcement Experience: five (5) years or • Civilian/Non-Sworn: five (5) years of teaching experience in this area with post-secondary education degree • Completion of MPTC Instructor Academic Development course (3-days) • Must observe the 1 hour of classroom training in Recruit Program for this subject • Must observe at least 2 hours of skills development training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct
Who We Are Can teach Recruit Program Who We Are class (6 hours classroom)	• Years of Law Enforcement Experience: five (5) years • Completion of MPTC Instructor Academic Development course (3-days) • Must observe the 6 hours of classroom training in Recruit Program for this subject • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC	3	• Must update Education changes if applicable • Must update Instructional/Teaching Experience changes if applicable • MPTC instructors who are law enforcement officers seeking certification with POST need to be up-to-date with their annual in-service training to be in good standing with the MPTC. • Must remain in compliance with the MPTC Instructor Code of Conduct