



STANDARD OPERATING PROCEDURE

Instructor Certification and Hiring

To: All Staff

From: Robert Ferullo, Executive Director

Date: June 26, 2023

The procedure processing an instructor's certification and contract has been updated effective Monday, June 26, 2023.

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. Instructor Academic Development Course (3 day) – for all individuals seeking to teach curriculum; **or**
 3. Instructor Tactical Development Course (3 day) – for individuals seeking certification in Applied Patrol Procedures, BOLA, Defensive Tactics, Firearms, First Responder, Simulations or Taser. This class was formerly referred to as PTAC.
- Processing of Rosters for Completed Prerequisite Courses: The lead instructor for each certification or development course will submit the class roster to the respective Program Coordinator, within 48 hours of class completion.
 - 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.
 - If the class roster is not received within 48 hours, the Program Coordinator will contact the lead instructor for the class to obtain a copy of the roster.
 - The Program Coordinator will close out the class within 24 hours after the roster is received.

INSTRUCTOR CERTIFICATION:

Once the prerequisite courses have been completed, the individual must apply for instructor certification. *Instructor certification is not automatic upon completion of the courses.*

- The individual must apply for instructor certification through their ACADIS portal.
- When the completed application for instructor certification is submitted, the Instructor Certification Coordinator will approve or deny the application within five (5) business days.
- If the application is denied, the Instructor Certification Coordinator will send an email to the applicant explaining the reasons for denial.
- If the applicant's ACADIS portal is missing a training record, the applicant can submit proof of course attendance through a certificate that will be attached to the applicant's record. When all necessary documents are submitted, the Instructor Certification Coordinator will approve the applicant's instructor certification.

Instructor Certification Coordinator, Rose Sauvageau - rose.sauvageau@mass.gov

STATE CONTRACT:

Instructors who wish to teach for, and be paid by the MPTC, must have an active state contract with the MPTC. A state contract with the MPTC is valid for five (5) years and must be renewed prior to expiration of the contract.

NOTE: The Hiring and active State Contract process must be completed before an MPTC instructor can teach.

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.

- Applying for a State Contract: A blank state contract with instructions can be found on our website at <https://www.mass.gov/how-to/receive-payment-for-instructional-services-instructor-contract>.
 - All applications for state contract should be emailed to mptccontractorcontract@mass.gov.
 - Once the state contract application is received, the Human Resource Specialist will date stamp the contract, and log acceptance of the contract into the respective contract spreadsheet.
 - The Human Resource Specialist will confirm that instructor certification has been approved and issue the applicant a notice of receipt of the contract via email.
 - The Human Resource Specialist will check the paperwork for completeness. If an applicant is missing any documents, the Human Resource Specialist will contact the applicant within five (5) business days of the missing documents.
 - Once the application is complete, the contract will be submitted to the Chief Financial 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 Human Resource Specialist 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:
 - Complete a background check.
 - Hire the instructor in the Human Resources Compensation Management System (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 log in to Self Service Time and Attendance (SSTA).
 - Notify the Instructor Certification Coordinator, the Chief of Training, and the Chief Financial Officer that the instructor has been hired.
 - Contract Renewal: The MPTC state contract is valid for five (5) years. The expiration date of an instructor's state contract will appear in their ACADIS [Training portal](#).
 - An automatic notice from ACADIS will go out to all instructors sixty (60) days prior to a contract expiring.
 - The Instructor Certification Coordinator will annually send a list of names of expiring contracts to the Chief of Training, Chief Financial Officer, Human Resource Specialist and Human Resources Director sixty (60) days prior to expiration.
 - Contract Termination: If an instructor contracted with the MPTC has not worked and received compensation from the MPTC within 365 calendar days (26 pay periods), that instructor's contract will be terminated.

Human Resource Director, Penny O'Reilly – penny.oreilly2@mass.gov

Human Resource Specialist, Aiesha Grenier – aiesha.grenier@mass.gov