



# **INSTRUCTOR CERTIFICATION USER GUIDE FOR DEPARTMENT CHIEF OR AGENCY POINT OF CONTACT**

For Department Chief or Agency Point of Contact  
Training Guide Issue Date: 11/30/2018









5. Upon hitting “Continue” above, the next screen shows the employee’s information and begins the Request process.
  - a. On the Personal Information step:
    - i. Confirm it is the correct employee.
    - ii. Verify employee information. If any fields should be updated, click “Update Recipient Information” and update, as needed.
    - iii. Once information is confirmed as correct, click on “Continue.”

**Request Certification for Aardvark Response Protocols Certification Application Request**

To request issuance of Aardvark Response Protocols Certification Application Request complete this online requirement. The Privacy Act of 1974 may apply to this form. [Additional Details](#)

**1 Personal Information**

**2 Guidelines**

**3 Requirements**

**4 Affirmation**

**RECIPIENT**

Verify the following personal information. You may update the recipient's record to enter missing or incorrect details.

User ID	3510-9499
Recipient	Bragg, Mary L
Applicant	Delaplane, Dexter
Mailing Address	None specified
Primary Phone	None specified
Email	mary.bragg@mass.gov
Driver's License No. or State Identification Card No.	None specified
Issuing State	None specified
Date of Birth	None specified

[Delete Request](#) | [Finish Later](#) | [Update Recipient Information](#) [Continue](#)

- b. On the Guidelines step, read the Guidelines for Issuance. Then click “Continue”.

The screenshot shows a web form titled "Request Certification for Aardvark Response Protocols Certification Application Request". Below the title is a link for "Additional Details". On the left, a vertical navigation menu shows four steps: 1. Personal Information, 2. Guidelines (highlighted), 3. Requirements, and 4. Affirmation. The main content area is titled "GUIDELINES FOR ISSUANCE" and contains the text: "Please review the following guidelines. By submitting this application request, you affirm that the individual is a qualified candidate to be an MPTC-certified instructor. Please click on 'Continue.'". At the bottom right, there are four buttons: "Delete Request", "Finish Later", "Back", and "Continue".

- c. On the Requirements step, you will confirm the employee’s employment with your agency.
  - i. Click on “Update” to the right of the Requirement listed.

The screenshot shows the same web form, but now on the "Requirements" step. The navigation menu on the left highlights step 3, "Requirements". The main content area is titled "REQUIREMENTS" and contains the text: "Please acknowledge the fulfillment of the following requirements. To acknowledge or document the fulfillment of a requirement, click the corresponding 'Update' link." Below this text is a table with the following data:

Requirement	Type	Fulfilled Date	Status	
A request for certification in this topic has been submitted by the agency head or designee.	Employment		Unfulfilled	<a href="#">Update</a>

A red arrow points to the "Update" link in the table.

- ii. To fulfill this Requirement:
1. Check the applicable box to indicate the instructor's employment. **(1)**
  2. Check the box for "The requirement has been met or exceeded." **(2)**
  3. Click "Save" **(3)**

## Employment

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### REQUIREMENT

A request for certification in this topic has been submitted by the agency head or designee. [Instructions](#)

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### DOCUMENTATION OF FULFILLMENT

Select one or more employment records below to fulfill the requirement. Additional options are listed below.

#### Employment

	Organization	Hire	Title/Rank	Employment Type	Appointment Type	Status
<input type="checkbox"/>	Instructors/Non-Affiliated	08/01/2018	Colonel			Active (Active)
<input checked="" type="checkbox"/>	Abington Police Department ★	11/02/2016	Colonel	Municipal Police Officer - Fulltime	Full Time	Active (Active)

[Upload a document](#) | [Provide other clarifying comments](#)

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### FULFILLMENT

**2** The requirement has been met or exceeded (requires information above)

I want to finish later

Request waiver (requires clarifying comments above)

\* Required Information

**3**



- iii. The Requirement will now show as Fulfilled. Click “Continue.”

**\*Note:** You may click “Finish later” to save your progress and finish later.

The screenshot shows a web interface with a sidebar on the left containing four menu items: 1 Personal Information, 2 Guidelines, 3 Requirements, and 4 Affirmation. The main content area is titled 'REQUIREMENTS' and includes a paragraph: 'Please acknowledge the fulfillment of the following requirements. To acknowledge or document the fulfillment of a requirement, click the corresponding "Update" link.' Below this is a table with the following data:

Requirement	Type	Fulfilled Date	Status	
A request for certification in this topic has been submitted by the agency head or designee.	Employment	11/07/2018 by Delaplaine, Dexter	Fulfilled	<a href="#">Update</a>

At the bottom right of the interface, there are four buttons: 'Delete Request', 'Finish Later', 'Back', and 'Continue'. A red arrow points to the 'Continue' button.

- d. On the Affirmation step, click the appropriate radio buttons, then click “Submit.”

**\* Note:** Once submitted, the request for the certification is final and cannot be edited.

### Request Certification for Aardvark Response Protocols Certification Request

The Privacy Act of 1974 may apply to this form. [Additional Details](#)

- 1 Personal Information
- 2 Guidelines
- 3 Affirmation

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#### APPLICANT AFFIRMATION

As the Agency Head (or designee), I hereby support this applicant in their request to be certified to teach for the MPTC in the topic specified in this application. By submitting this document, I affirm the applicant has the character, integrity, and work ethic to be considered a role model and mentor. I further affirm that by submitting this document electronically, my electronic signature carries the same legal weight as my written signature. (If you agree, click on "All requirements for this certification or license have been met..." option.)

All requirements for this certification or license have been met, and the applicant attests that the above statements are true

Not all requirements for this certification or license have been met by the recipient

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#### CRIMINAL OFFENSE DECLARATION

The recipient has NOT been charged with or convicted of a criminal offense\*

The recipient has been charged with or convicted of a criminal offense\*

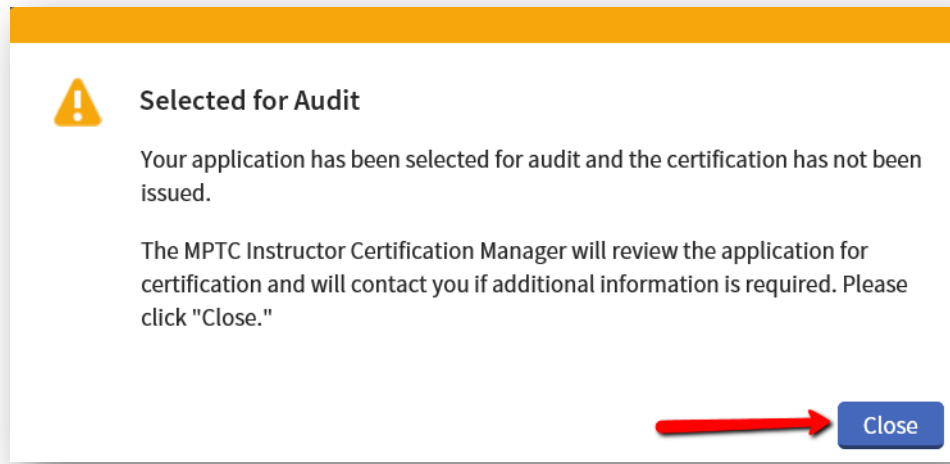
\* excluding minor traffic violations and criminal offenses expunged by a court

more ▾

Once submitted, this requirement is final and cannot be edited. ✕

[Delete Request](#) | [Finish Later](#) | [Back](#) | [Submit](#)

- e. The next screen advises that the request will be audited, (reviewed) by the Instructor Certification Manager. Click “Close.”

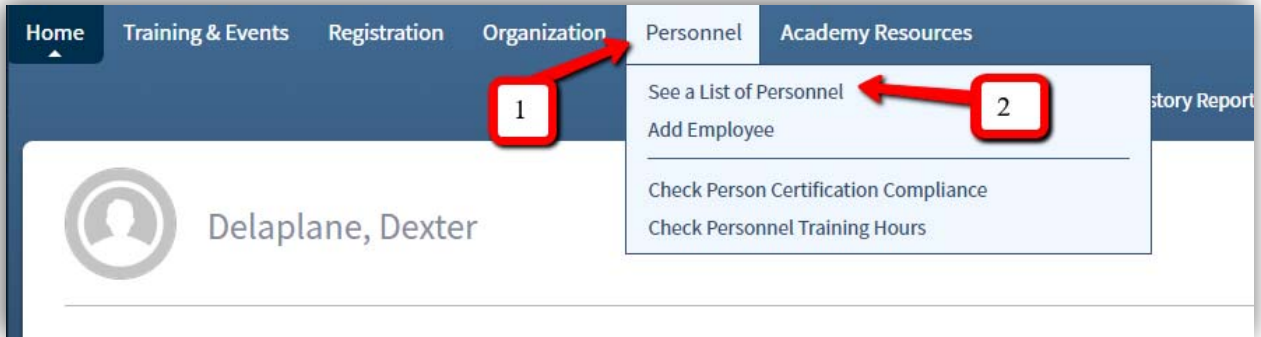


**\*Note:** To request certifications in other topic areas, repeat this process for each topic and each individual.

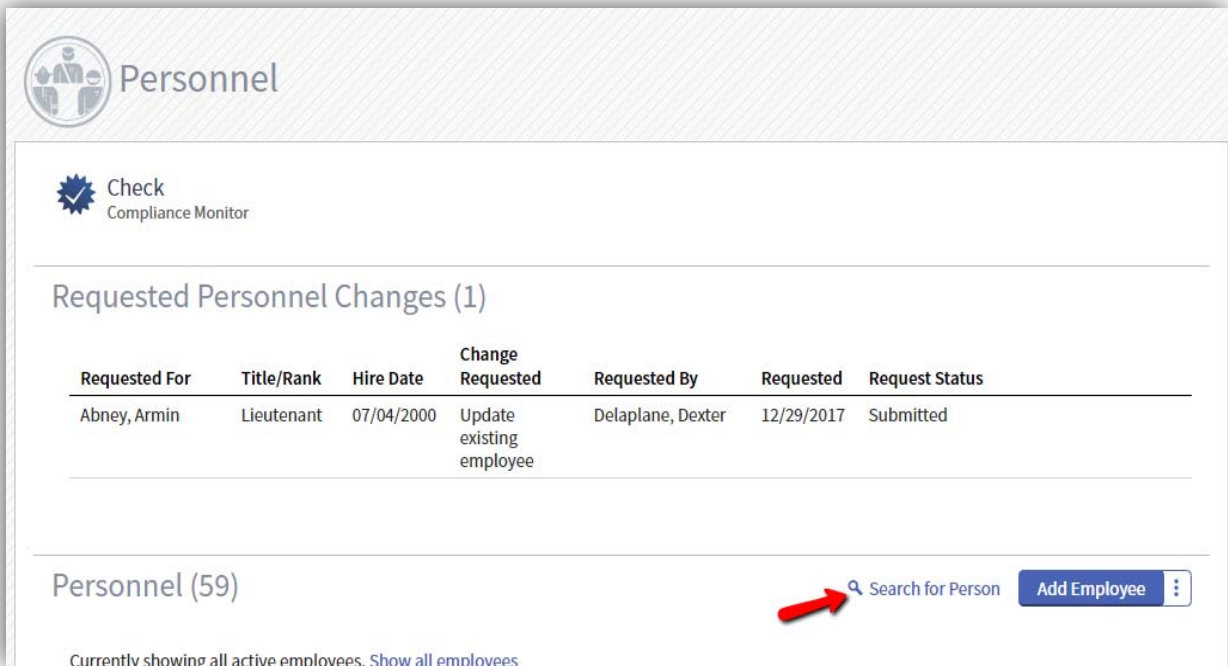
**\*Note:** The MPTC Instructor Certification Manager will review the request and if approved, issue an application to the instructor applicant. The Department Chief or Agency primary point of contact will be copied on an email notifying the instructor applicant that the application is available through the [MPTC Acadis Portal](#).

## II. Viewing an Employee's Certifications

1. Once logged into the [MPTC Acadis Portal](#), click on “Personnel”(1) and then click on “See List of Personnel” (2)



- a. On the Personnel List, find the person via the alphabetized list or click “Search for the Person.”



- b. Type in the first few letters of the last name and click the “Search” button, and results will display on the page.

**Search for Personnel**  
Submit to retrieve a list of personnel who match the specified search criteria.

Text to Match

Employment Status  Include inactive employees in search results

Cancel | Show all active employees

1. Once you have located the appropriate person, click on the name of the person.

Check Compliance Monitor

Personnel (231)

Currently showing all active employees matching search criteria. [Show all active employees](#)

Name	User ID	Organization	Title/Rank	Employment Type/ Appointment Type	Last Hired	Supervisor	Employment Status
Aartimus, Bradley Remy Jr.	F46821819E654A	Brewster Police Department	Detective Sergeant	Municipal Police Officer - Fulltime	12/01/2002		Active (Active)

2. Scroll to the Certifications section to view their current instructor certifications.

Certifications					
Name ▲	Type	Issue Date	Expiration	Status	
Active Shooter - Level II	Instructor Certification	01/25/2016	01/25/2022	Active	<a href="#">Print</a>
Arrest and Processing - Application	Certification Application	11/23/2018	06/30/2021	Active	
Domestic Violence - Application	Certification Application	11/23/2018	01/26/2019	Active	<a href="#">Renew</a>
Police Response to Persons with Mental Illness & Emotional Disturbance - Application	Certification Application	11/27/2018	06/30/2021	Active	

### III. Who to Contact:

For all questions related to this process, please contact Rose Sauvageau, MPTC instructor Certification Manager at [Rose.Sauvageau@mass.gov](mailto:Rose.Sauvageau@mass.gov)