

MEMORANDUM

TO: Montana Law Enforcement Agencies
FROM: Wayne C. Ternes
Executive Director
RE: New Instructor Requirements and Application Process
DATE: November 21, 2008

New [Administrative Rules](#) adopted by the POST Council on August 1, 2008, have changed POST instructor levels and the application process.

All instructors who provide POST-approved training courses and are employed by public safety agencies must be certified by the POST Council.

There are now three levels of instructors:

1. **Primary Instructor** [ARM 23.13.401\(2\)](#) – delivers a specific lesson plan pertaining to a discipline and must have:
 - three years of public safety experience
 - education or training in the specific field, subject matter or academic discipline to be taught
 - successfully completed a minimum 40-hour instructor development course or equivalent approved by the council
 - an endorsement from the applicant's agency administrator to deliver a specific lesson plan pertaining to a discipline
 - submitted the specific lesson plan, including performance objectives, instructional strategies and complete course content

2. **Master Instructor** [ARM 23.13.401\(3\)](#) – develops and delivers a broad range of curricula pertaining to a specific discipline. To qualify as a master instructor, an instructor must have:
 - a primary instructor certificate
 - successfully completed a minimum 40-hour curriculum design and development course or equivalent approved by the council
 - an endorsement from a professional instructor and the POST director or designee, attesting to the applicant's competencies
 - an endorsement from the agency administrator.

3. **Professional Instructor** [ARM 23.13.401\(4\)](#) – delivers a broad range of subject matter for which the POST Council does not require independent accreditation. To qualify as a professional instructor, an instructor must:
 - be employed by a public safety agency as a full-time training and development specialist or equivalent
 - have an endorsement from the POST director or designee

- have an endorsement from the agency administrator

Application Instructions

Use the appropriate form depending on the instructor level you are applying for. To be considered, the form must be filled out in its entirety, with all of the required endorsements and signatures.

Mail the completed form to the address at the top of the form.

Note:

- **You must have a current lesson plan for all courses you teach and want to have POST-certified in your POST Instructor file.**
- **If an approved lesson plan is not on file, students may not receive POST credit.**
- **If you make changes to an existing lesson plan, you must send in the new lesson plan noting the changes made and a brief explanation of why they were necessary.**