



Florida Department of Law Enforcement

INSTRUCTOR COMPETENCY CHECKLIST

Incorporated by Reference in Rules 11B-20.001(3)(a)3.a., and 11B-20.0014(1)(d), F.A.C.



**CJSTC
81**

Instructor applicants shall also be evaluated by their students.

Instructor Applicant's Name: _____

Last

First

MI

Last Four Digits of Instructor Applicant's Social Security Number: _____ Evaluator's Instructor Certification Expiration Date: _____

Evaluator's Name: _____

Last

First

MI

Evaluator's Social Security Number: _____

For certification in general topics, the evaluator shall hold a General Instructor Certification. For Certification in high-liability, speed measurement, breath test, and canine topics, the evaluator shall hold a Commission-certification in the same topic being evaluated.

Instructor Certification Categories

General Firearms Vehicle Operations Defensive Tactics First Aid
Canine Team Breath Test Speed Measurement Diving

TOPIC TAUGHT: _____

- 1. Internship:** The instructor applicant shall be required to complete an internship that permits the applicant to demonstrate his or her skills as an instructor **in each of the competency areas, with the exception of Diving.** Instructor applicants shall be evaluated by his or her students.
- Instructor applicants seeking a General Instructor Certification shall demonstrate competency by instructing in a lecture setting. Instructor applicants seeking certification in high-liability, speed measurement, and canine topics shall also demonstrate competency in instructing the proficiency areas of the course. Instructor applicants seeking certification in a high-liability or specialized topic cannot be a rangemaster or safety officer during the internship.
- The evaluator observed the instructor applicant:**

A. Managing the classroom or range environment: Ensured the classroom or range is set up for the course topic being instructed. Comments: _____ _____ _____	Date Observed: _____ _____
B. Demonstrating communication skills: Used verbal and non-verbal skills and maintained enthusiasm. Comments: _____ _____ _____	Date Observed: _____ _____
C. Using learning aids, printed materials, audiovisual aids, and/or other instructional aids, equipment used in high-liability or specialized topics. Comments: _____ _____ _____	Date Observed: _____ _____

<p>D. Preparing to teach the assigned block of instruction: Had lesson plans, handouts, and equipment available that had been inspected to ensure the equipment is functioning.</p> <p>Comments: _____ _____ _____</p>	<p>Date Observed: _____</p>
<p>E. Teaching the assigned block of instruction: Demonstrated a working knowledge and command of the subject matter being instructed.</p> <p>Comments: _____ _____ _____</p>	<p>Date Observed: _____</p>
<p>F. Involving students through discussion, class activities, group exercises, or proficiency demonstrations.</p> <p>Comments: _____ _____ _____</p>	<p>Date Observed: _____</p>
<p>G. Assessing the effectiveness of the instruction provided through feedback, practice exercises, written examinations, or proficiency demonstration(s).</p> <p>Comments: _____ _____ _____</p>	<p>Date Observed: _____</p>

4. I have observed the instructor applicant during his or her internship based on observations documented in items A – G above, and attest that all competencies were completed as documented.

I recommend or I do not recommend the instructor applicant for certification.

Evaluator's Signature: _____ Date: _____

5. The competency checklist has been reviewed with the instructor applicant: Date: _____

Reviewed with the instructor applicant by: _____
 Training Center Director, Agency Administrator, or Designee

6. The student evaluations have been reviewed with the instructor applicant and are attached: Date: _____

Reviewed with the instructor applicant by: _____
 Training Center Director, Agency Administrator, or Designee

7. The competency checklist and student evaluations have been reviewed with me and I understand that my instructor certification will not be activated for this topic area until all required documentation is reviewed and approved by Commission staff.

Instructor Applicant's Signature: _____ Date: _____