



Montana Public Safety Officer Standards & Training Council

2260 Sierra Road East
Helena, MT 59602

Phone: (406) 444-9975

Fax: (406) 444-9978

dojmt.gov/post

MASTER INSTRUCTOR APPLICATION

ARM 23.13.212

Instructions: The applicant must complete this form and forward it to his or her agency head for the agency head's endorsement. The agency should then forward the completed form and attachments to the POST Council at the address above. The Council will notify the agency head of action taken. **Please note the requirements to become a Master Instructor are:**

1) you must possess a Primary Instructor Certificate

Do you have a Primary Instructor Certificate? Yes No

2) you must have successfully completed a 40 hour curriculum design and development class or its equivalent as approved by the council

Have you attended a 40 hour curriculum design and development class or an equivalent approved by POST? Yes No

3) you must provide a list of classes taught, giving the course name, location, dates and total teaching hours. For a renewal, you must also submit a summary explanation of how you have stayed current on the discipline for which you are requesting the renewal certificate.

Have you provided a list of classes taught? Yes No

For Renewals: Have you provided an explanation of how you have stayed current on the discipline for which you are requesting the renewal? Yes No

4) you must have endorsement from your agency head to deliver a specific lesson plan(s)

Is this form signed by your agency head? Yes No

5) you must receive endorsement from the POST Director or the Director's designee

If you do not meet these requirements, you will not be issued a Master Instructor Certificate.

Full Name: _____

Agency Name: _____

POST ID Number: _____

Rank/Title: _____

Date of Birth: _____

Date Hired by Current Agency: _____

Phone: _____

E-mail Address: _____

This is an: Initial Application

** Instructor certificates must be renewed every two years. After two renewals or four total years of being a Master Instructor, additional instructor renewals are valid for four years.*

OR

This is a: Renewal Application*

** Instructor certificates must be renewed every two years. After two renewals or four total years of being a Master Instructor, additional instructor renewals are valid for four years. **When renewing a Master Instructor Certificate, you must provide a list of classes taught with the course name, location, dates, and total teaching hours. You must also submit a summary paragraph of how you have stayed current on the subjects for which you are requesting a renewed certificate. Please note, if your certificate expires prior to completing an application for renewal, you must start over with an initial application, and you will be required to renew your certificate every two years again.***

Discipline to be Taught:

- | | | |
|---|---|--|
| <input type="checkbox"/> Peace Officer | <input type="checkbox"/> Public Safety Communications Officer | <input type="checkbox"/> Adult Probation & Parole |
| <input type="checkbox"/> Coroner/Deputy Coroner | <input type="checkbox"/> Corrections/Detention Officer | <input type="checkbox"/> Juvenile Probation & Parole |

Applicant Certification: *I attest that the information contained on this application is true and correct to the best of my knowledge.*

Signature of Applicant *Date*

Agency Head Endorsement: *I recommend that the certificate be awarded. I certify that the applicant has complied with the minimum standards set forth in the Administrative Rules of Montana, is of good moral character and is worthy of this award. My opinion is based on personal knowledge of the inquiry, and the personnel records of this jurisdiction substantiate the recommendation.*

Printed Name of Agency Head

Signature of Agency Head *Date*

E-mail: _____

Phone: _____

POST Council Use Only	
Approved for _____	Approved by _____
Date Mailed _____	Date: _____ Cert. # _____