Montana Public Safety Officer Standards & Training Council

2260 Sierra Road East
Helena, MT 59602

Phone: (406) 444-9975
Fax: (406) 444-9978

PRIMARY INSTRUCTOR APPLICATION

Please print legibly.

Applicant Name _____ Agency Name _____
POST ID # _____ Date of Birth _____

1. Course(s) to be Taught

****The lesson plan for each subject to be taught must accompany this application. See Section 7.**

☐ Original Application ☐ Renewal Application

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

When renewing a Primary Instructor Certificate, you must provide a list of classes taught, giving 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 instructor's certificate.

Name of Subject _____
Name of Subject _____
Name of Subject _____

2. Education Supporting this Application

Name and Address of College	Diploma or Degree Awarded	Type of Degree Attained	Date of Award
	☐ Yes ☐ No		

Attach transcript if Diploma or Degree was not awarded and transcripts have not previously been submitted to POST.

3. Applicable Work History

Three years' applicable work experience required. Begin with present employment. Use additional pages if necessary.

Employing Agency	Agency Address	Position Title	Dates Employed	
			From	To

4. Instruction Information

	Agency Name and Address	Course Title	Hours
Currently Instructing Courses at			
Intend to Instruct Courses at			

5. Attest

I certify that the information contained in this application is true and correct to the best of my knowledge.

Signature of Applicant	Date

6. Agency Administrator Authorization

Signature of Agency Administrator	Date

7. Lesson Plan Requirements

A copy of the lesson plan developed for each subject you are certified for must be attached when applying for or renewing certification, or when changes are made to an existing lesson plan.

Lesson plans must:

1. detail a training block that is two or more hours in length
2. be written for a program that you instruct or plan to instruct
3. include:
   a) a goal statement describing the training;
   b) performance objectives;
   c) a list of all required equipment or materials;
   d) one or two references supporting the training; and
   e) the outline an instructor would use to teach from.

This section to be completed by POST Staff

☐ Approve	☐ Disapprove
Signature of POST Director	Date