



Michigan Sheriffs' Coordinating and Training Council Local Corrections Officer Academy Trainer Application

(Please complete all sections of the Application)

Date: _____

Last Name	First Name
Date of Birth	Address
City, State & Zip	County
Work Phone	Cell Phone
Email	Employer

Education

Highest Degree Obtained	Date of Completion	Location

Corrections Work Experience

Sheriff's Office	From Month/Year	To Month/Year

The following information MUST be submitted with your application:

- Written recommendation from the Sheriff or their designated representative. For academy Trainer applicants who are not employed by a county sheriff's office, a letter of recommendation shall be submitted by the applicant's supervisor.
- Copies of current certificates/courses completed in past two years demonstrating proficiency in subject area(s) you would like to instruct (i.e., Train the Trainer certificates, 160- hour local corrections officer academy certificate, summary of in-service or other classroom instruction experience). **Please Note: specialty Academy training modules (Defensive Tactics, First Aid/CPR/AED and Fire Safety) require proof and submission of current certification.**
- Documentation demonstrating successful completion of a MSCTC approved training program for trainers (This includes, but is not limited to, the 40 Hour NIC Train-the Trainer Program and the NIC 32 Hour Foundation Skills Program).

Written requests to consider other employment or experience in addition to the requirements stated above must be submitted to the Michigan Sheriffs' Coordinating and Training Council for evaluation on an individual basis.

Local Correction Officers Academy Modules

Based on your expertise and training, please identify the Academy Module(s) you would like to instruct (click on appropriate modules):

- Booking and Intake- *requires experience in Local Corrections*
- Correctional Law
- Cultural Diversity
- Custody & Security – *requires experience in Local Corrections*
- Defensive Tactics (***Current certification required***)
 - Knife &/or GAGE (***Current certification required***)
- Ethics
- Fire Safety (***Current certification required***)
- First Aid/CPR/AED (***Current certification required***)
- Interpersonal Communication
- Prison Rape Elimination Act (PREA)
- Prisoner Mental Health, Suicide and Behavior Awareness – *requires experience in Local Corrections or other mental health experience.*
- Professionalism and Co-Worker Communication- *requires experience in Local Corrections*
- Report Writing
- Stress Management

Approved, first-time Academy Instructors are required to physically attend a Module session for each of the modules they wish to instruct, perform a complete Module Audit, submit the MSCTC Instructor Application with supporting documents, and obtain Council approval **before** becoming a Lead Instructor. *

Module audits will be subject to review and final determination by the Council administration. This requirement also applies to those current Academy Instructors who apply to teach additional modules.

For a complete list of all Academy Trainer/Instructor requirements, please visit:

<http://www.misctc.org/trainer.html>

Instructor applicants may be subject to a background check based upon the information provided, at their cost.

By signing, I understand and agree to all requirements stated above. I also certify that all information provided is true and accurate:

Applicant Signature

Please submit completed Instructor Application via Email or mail to the MSCTC Director of Training.