



**CAREER-LEVEL
CERTIFICATION
APPLICATION**

WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION
19010 1ST AVENUE S. BURIEN, WA 98148
(206) 835-7300

PLEASE TYPE OR PRINT CLEARLY

**ALL APPLICATIONS MUST BE SIGNED, SCANNED AND SUBMITTED VIA EMAIL TO:
atd@cjtc.wa.gov**

To apply for Career-Level Certification, please complete the following:

- Mandated core class completed
- 40 hours of electives completed
- Agency organizational chart attached
- Course completion certificates attached
- Obtain required signatures

Application packets must be one file. Incomplete applications will be returned without processing.

(Last)		(First)		(MI)	
Social Security Number (Last 5 Digits Only)			Current Rank or Title		Promotion Date _ / _ / _
Agency Name			Agency Phone Number		
Agency Mailing Address			Training Manager Email Address		

CERTIFICATION REQUESTED

- First Level Supervision – WAC 139-25-110 (1)(a)

CRIMINAL JUSTICE WORK EXPERIENCE – PROMOTION PROGRESSION

Agency	Dates	Rank/Position

FOR COMMISSION USE ONLY	Received: _ / _ / _
	Approved Not Approved
	Uploaded _____ Letter/Cert _____
	Mailed _ / _ / _

CORE COURSE (check appropriate box)

- First Level Supervision Date Completed: _____
- Police Leadership: The West Point Model Date Completed: _____
- Leadership in Police Organizations Date Completed: _____

If using the Police Leadership: The West Point Model or Leadership in Police Organizations course as the core course requirement then the 40 additional hours of leadership/management electives are not needed because those classes give 120 hours of training credit.

Any courses used for this Certification level may not be used again.

ELECTIVE COURSES

These topics and descriptions are provided only as a guide for training elective topics and training objectives. Elective courses must be leadership/management related topics and can be provided by the WSCJTC, agency offered, or vendor courses. Applicant must provide copies of completion certificates or transcripts as proof of course completion. Certificates must have completion date and number of hours. Training needs to be completed within four years of application submittal.

Planning and Management	<ul style="list-style-type: none"> • Developing action plans • Measuring performance • Problem solving 	<ul style="list-style-type: none"> • Setting Priorities • Establishing obtainable goals • Identifying and obtaining resources
Commitment to Safety	<ul style="list-style-type: none"> • Community safety • Interagency cooperation • Managing critical incidents 	<ul style="list-style-type: none"> • Promoting safe work environments • Liabilities and risk • Physical and mental fitness
Communications	<ul style="list-style-type: none"> • Oral and written communications • Listening skills • Promoting open/respectful dialogue • Public speaking/oral presentations 	<ul style="list-style-type: none"> • Interactive communications • Ensuring quality written documents • Managing meetings effectively • Dealing with the media
Ethics and Integrity	<ul style="list-style-type: none"> • Leading by example • Discretion • Treating others with respect/dignity 	<ul style="list-style-type: none"> • Internal and external relationships • Holding yourself/others accountable • Internal investigations
Critical Thinking and Problem Solving	<ul style="list-style-type: none"> • Incident command for supervisors • Justifying your decisions • Overcoming problems/difficult situations 	<ul style="list-style-type: none"> • Self reflection/critical reexamination of yourself • Supervising critical incidents • Involving others in decision making
Leadership	<ul style="list-style-type: none"> • Ensuring compliance with policies/procedures • Partnerships • Inspiring, motivating & mentoring others • Responsibility as a supervisor 	<ul style="list-style-type: none"> • Scheduling • Documenting employee performance • Coaching and counseling • Leading and accepting change • Promoting a quality work product
Interpersonal Skills	<ul style="list-style-type: none"> • Resolving issues through negotiation and consensus • Effective conflict resolution 	<ul style="list-style-type: none"> • Dignity, respect and fairness • Relating well to others
Service Orientation	<ul style="list-style-type: none"> • Building strong customer relationships • Identifying/delivering quality service • Understanding perception • Community relationships 	<ul style="list-style-type: none"> • Making yourself accessible to your community • Identify and use community resources • Knowing and understanding the political environment

Applicant: I affirm that the above information is true and correct. I understand that falsification of information on this document is a violation under RCW 43.101.105 (b) and may constitute action to revoke my peace officer certification.

Print Name of Applicant

Signature

Date

Applicant's Agency Head: I affirm the above information is true and correct. I understand that falsification of information on this document is a violation under RCW 43.101.105 (b) and may constitute action to revoke my peace officer certification.

Print Name of Agency Head

Signature

Date