|  |
| --- |
| APPLICANT INFORMATION |
| Name: |       | Date: |       |
| Current Employer: |       | Email: |       |
| Desk Phone: |       | Personal/Work Cell: |       |

|  |
| --- |
| INSTRUCTOR CERTIFICATION TIERS |
| *The Instructor Certification Program utilizes a tiered approach to certification with the following definitions:* |
| Tier 1: | An instructor is certified to teach for an individual course or specific blocks within a course if they meet all requirements set by the Program Manager for each specific course. |
| Tier 2: | An instructor is certified to teach for multiple courses within a program, if they meet all requirements of the Program Manager and has successfully completed the Instructor Development course or received a waiver because they have attended an equivalent course or have commensurate experience. |
| Tier 3: | An instructor is certified to teach for multiple courses and programs if they meet all requirements of individual Program Managers for each separate program and has attended a WSCJTC approved teaching philosophy/methodology course (i.e. Blue Courage, VALOR, Plato’s Guardians: Philosophical Warriors). The instructor must be recommended by the Division Manager, and approved by the Deputy Director or Director.  |

|  |
| --- |
| COURSE INFORMATION |
| Program: |       | Manager: |       |
| Course: |       | Course No.: |       |
| [ ]  | Tier 1 Certification | [ ]  | Tier 2 Certification | [ ]  | Tier 3 Certification |
| 🗹 Letter of Approval from the Applicant’s Agency (required for any Tier) |

|  |
| --- |
| PROGRAM MANAGER ONLY |
| [ ]  | Approve | [ ]  | Disapprove | the above applicant to be ICP certified for the listed class. |
| Program Manager: |       | Date: |       |

|  |
| --- |
| ICP AUDITOR ONLY |
| [ ]  | Letter of Approval from the Applicant’s Agency |
| [ ]  | Additional Course Requirements Documentation Provided |
| [ ]  | Apprenticeship Evaluation Provided |
| [ ]  | Instructor Development Required and Course Documentation Provided ***OR*** |
| [ ]  | Instructor Development Waived (Documentation Provided) |
| [ ]  | Approved |
| [ ]  | Denied (does not meet the course specific requirements) | [ ]  | Denied (missing course requirements/documentation) |
| Date: |       |