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

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| 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. |

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| 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) | | | | | | | | | |

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

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| 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: | |  | | |