



**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

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

- Middle Management – WAC 139-25-110 (1)(b)

CRIMINAL JUSTICE WORK EXPERIENCE

Agency	Dates	Rank/Position

FOR COMMISSION USE ONLY

Received: ___/___/___

Approved Not Approved

Entered _____ Letter/Cert _____

Mailed ___/___/___

CORE COURSE (check appropriate box)

- | | | |
|--------------------------|--|-----------------------|
| <input type="checkbox"/> | Middle Management | Date Completed: _____ |
| <input type="checkbox"/> | 21 st Century Police Leadership (21CPL) | Date Completed: _____ |
| <input type="checkbox"/> | Police Leadership: The West Point Model | Date Completed: _____ |
| <input type="checkbox"/> | Leadership in Police Organizations | Date Completed: _____ |

If using the 21st Century Police Leadership, 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.

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"> Managing internal and external customer needs Planning and budgeting Identifying short and long term organizational goals Grants, application and oversight 	<ul style="list-style-type: none"> Setting Priorities effective Employee promotions and transfers Managing critical incidents Problem solving and contingency planning Data analysis and intelligence
Commitment to Safety	<ul style="list-style-type: none"> Selection of training to enhance safe operations Enforcement and oversight of high risk policies and practices 	<ul style="list-style-type: none"> Evaluations of new equipment Promoting employee safety and wellness Understanding, identifying and managing risk
Communications	<ul style="list-style-type: none"> Developing written and oral communications Providing communications training Developing good listening skills Ensuring vertical and horizontal communications Developing good interagency communications 	<ul style="list-style-type: none"> Presentation of new ideas and concepts to critical groups Providing the opportunity for others to have meaningful input Serving as a role model for your organizations' values Supporting and managing change
Ethics and Integrity	<ul style="list-style-type: none"> Conducting yourself within ethical principles Maintaining fair and consistent management practices Holding yourself and your agency to a higher standard 	<ul style="list-style-type: none"> Establishing clear goals and expectations Demonstrating pride in the profession How to recognize and reward good performance Timely and appropriate disciplinary action
Critical Thinking and Problem Solving	<ul style="list-style-type: none"> Commitment to an action Demonstrating a logical thought process Develop alternative approaches for overcoming obstacles or problems 	<ul style="list-style-type: none"> Responding logically and decisively Demonstrating your capacity for self-reflection and critical reexamination of your beliefs, values and conclusions

Leadership	<ul style="list-style-type: none"> • Objective consideration of other ideas and opinions • Encourage partnerships and team work • Inspire and positively influence others • Provide confident vision and direction • Taking responsibility for delivering on commitments 	<ul style="list-style-type: none"> • Engage in effective conflict resolution • Your role in the employment and termination process • Delegating responsibility with associated authority • How to remain visible and approachable with others • Gaining support and buy-in through participation of others
Interpersonal Skills	<ul style="list-style-type: none"> • Interacting sensitively and respectfully with individuals • How to foster mutual respect and understanding • Working effectively in teams • Demonstrating trust, sensitivity, and mutual respect 	<ul style="list-style-type: none"> • Identification and resolution of issues through consultation, negotiations and consensus building • Effective conflict resolution • Effective negotiations
Service Orientation	<ul style="list-style-type: none"> • Building strong customer relationships • Ensuring the delivery or quality service • Understanding perception and how it effects attitudes • Managing critical incidents 	<ul style="list-style-type: none"> • Managing ICS process • Knowing and understanding the community's needs and 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