



**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 ONE PDF FILE AND SUBMITTED VIA ACADIS.  
NO EMAILED APPLICATIONS WILL BE ACCEPTED.**

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

- Mandated core class completed
- 40 hours of electives completed
- Agency organizational chart (one page, flow chart) attached
- Course completion certificates attached
- Obtain required signatures

**Incomplete applications will be denied and the entire application process shall start over.**

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

**CERTIFICATION REQUESTED**

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

**CRIMINAL JUSTICE WORK EXPERIENCE – PROMOTION PROGRESSION**

Agency	Dates	Rank/Position

<b>FOR COMMISSION USE ONLY</b>	<b>Received:</b> ___/___/___ <b>Approved</b> <b>Not Approved</b> <b>Uploaded</b> _____ <b>Letter/Cert</b> _____ <b>Mailed</b> ___/___/___
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**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.

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

**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.

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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.

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Print Name of Agency Head

Signature

Date