



Application for Instructor Approval

Illinois Law Enforcement Training and Standards Board
4500 S. Sixth Street Road
Springfield, Illinois 62703
Telephone: (217) 782-4540

INSTRUCTIONS

1. This form is to be used to approve instructors for **Board-certified** courses only.
2. This form must be completed by the applicant, signed by the requesting training entity (academy, MTU, or approved private vendor) and sent to the Board for review and approval. **No instructor approval will be granted to an individual unless they are teaching for an MTU, academy or approved private vendor.**
3. Use the on-line fillable form (<http://www.ptb.illinois.gov/media/1231/form-c.pdf>) or type/print CLEARLY in black ink. If extra space is needed, please attach additional sheets.
4. All available information must be furnished in detail as requested. The information provided will be used to determine the applicant's qualifications as an instructor. Do not send any documents (resumes, training evaluations, etc) other than a training certificate to the Board.
5. If an item does not apply, write in the letters "N.A." for Not Applicable.
6. Attach a copy of the training certificate for all instructor, train-the-trainer, or other applicable courses attended by the applicant. (E.G. Firearms instructor approval requires Board-certified Police Firearms Instructor course or completion of the FBI course.)

Specific courses (listed below) require completion of a certified Train-the-Trainer course and a copy of the applicant's certificate of completion must be attached.

Police Firearms Instructor course
NHSTA's Standardized Field Sobriety Instructor course
Control Tactics/Defensive Tactics Instructor course
Drug Recognition Expert certification
Sexual Assault Investigator course
IEMA Hazardous Materials Awareness Instructor certification
American Red Cross/American Heart Association 1st Aid/CPR instructor course

7. It is the responsibility of the requesting training entity to review and ensure proper documentation is received and the application is complete. Once completed, submit the application to the Training Board.
8. Board approval letters will be sent to the requesting training entity once approved by Board staff.

1. PERSONAL DATA

Last Name	First	Middle	Date of Birth
Contact Phone Number			Email

2. LAW ENFORCEMENT, PUBLIC SAFETY OR PROFESSIONAL EXPERIENCE

Name & Address of Agency	Dates of Employment	Rank or Position
1.		
2.		
3.		

3. RELATED TRAINING (Pertaining to the subject matter to be taught)

Name of School/Course Title	Number of Hours	Date Completed

4. INSTRUCTOR TRAINING

Have you successfully completed an Instructor Development course?
How many hours?
Where received?
Date training completed?

8. COURSE, SUBJECT OR TOPIC APPLICANT WILL INSTRUCT

List each subject or topic which the applicant will instruct (If part of a basic course such as BLE or BCO, list the major area of the curriculum – E.G. Police Function & Human Behavior rather than Domestic Violence)

9. ATTEST

I certify that all the information provided in this application is true, complete, and correct to the best of my knowledge and belief.	
Signature of Applicant	Date

10. RECOMMENDATIONS *

I have examined the above application, verified that it is made in good faith, and recommend the applicant for approval as an instructor of a Board-certified course.	
Print name	Signature
Position	Training entity
Email	Date

* Required from academy director, mobile training team coordinator, or training coordinator for the private vendor offering a Board-certified training course.

11. FOR USE BY BOARD STAFF

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Reason for disapproval:	
Signature of Executive Director	Date