



CONTROLLED F.O.R.C.E.

TRANSFER OF CERTIFICATION FORM

Dear Controlled F.O.R.C.E. Certified Departmental Instructor,

Thank you for looking to Controlled F.O.R.C.E. to help you achieve your Close Range Subject Control training goals. As you know, we take great effort to provide a system of subject control that falls well within the use of force policies of agencies across the nation. One of the ways we strive to maintain the integrity of a system of training that is recognized and/or approved by POST or State commissions in over 20 states and is utilized in over 45 states, is to document and track all certified departmental instructors.

Having certified over 3500 departmental instructors since 1997, not to mention the hundreds of thousands of officers trained in the system, keeping track of all Controlled F.O.R.C.E. certified instructors is a time consuming (but important) task. We understand that officers can transfer to several different law enforcement agencies throughout their career. In order to track those officers that are transferring their skills and knowledge of the Controlled F.O.R.C.E. system, we have instituted a policy for certified departmental instructors that transfer agencies within the two-year certification term.

CONTROLLED F.O.R.C.E. TRANSFER POLICY

Any Controlled F.O.R.C.E. certified departmental instructor that transfers agencies within the two-year certification term must transfer their certification with the Controlled F.O.R.C.E. Corporate Office in order to teach the system to (not certify) officers within their new agency.

Effective 1 October 2009, you must be a member of the Controlled F.O.R.C.E. Network to receive your certifications. Upon receipt of Transfer Form and payment, Controlled F.O.R.C.E. will issue electronic certificates via e-mail in PDF format. Paper certificates are available upon request for an additional fee.

JUSTIFICATION FOR TRANSFER POLICY

A) In order to maintain the integrity of the system and to provide support to those who are properly trained in the system, Controlled F.O.R.C.E. must track everyone who is certified to teach the system. By maintaining adequate documentation on everyone who may potentially be teaching the system to others, Controlled F.O.R.C.E. can be fully prepared to respond should an incident ever occur where Controlled F.O.R.C.E. is asked to support an officer based on his/her use of a Controlled F.O.R.C.E. technique.

B) By completing the certification transfer process, Controlled F.O.R.C.E. certified departmental instructors are providing proper documentation that their new agency approves of the system being used by their officers.

C) By completing the certification transfer process, Controlled F.O.R.C.E. certified departmental instructors are providing proper documentation that they are approved by their new agency to transfer their skills and knowledge of the system to other officers within the agency.

Phone: 630-365-1700 | Fax: 630-365-1361 | info@controlledforce.com | www.controlledforce.com

CERTIFICATION TRANSFER PROCESS

1. If you have not done so already, join the Controlled F.O.R.C.E. Network at cforcenetwork.ning.com. Membership on the network is a requirement for departmental instructor certification. There is no fee to join.
2. Complete and return below form.
3. Controlled F.O.R.C.E. will invoice your agency in the amount of \$25 per transfer.
4. Upon receipt of payment, Controlled F.O.R.C.E. will transfer your certification by updating our records and issuing new electronic certificates via e-mail in PDF format. Paper certificates are available upon request for an additional fee of \$5 per certificate.
5. Receipt of payment will serve as documentation that you are approved to teach Controlled F.O.R.C.E. within your new agency.

TRANSFER FORM (All Fields Required / Print Clearly)

FAX # 630-365-1361

LAST NAME

FIRST NAME

MI

PREVIOUS AGENCY

AGENCY TRANSFERRED TO

AGENCY MAILING ADDRESS

CITY

STATE

ZIP

AGENCY PHONE

AGENCY FAX

E-MAIL -- ALL CERTIFICATES WILL BE SENT ELECTRONICALLY TO WORK E-MAIL ADDRESS UNLESS OTHERWISE SPECIFIED --

SELECT DEPARTMENTAL INSTRUCTOR CERTIFICATIONS FOR TRANSFER

- LEVEL 1 CERTIFICATE [Level 1 Certification ID _____]
- LEVEL 2 CERTIFICATE [Level 2 Certification ID _____]
- LEVEL 3 CERTIFICATE [Level 3 Certification ID _____]

SELECT ISSUE METHOD

- ELECTRONIC CERTIFICATES SENT VIA EMAIL -- \$25
- PAPER CERTIFICATES SENT VIA USPS -- \$30

SELECT PAYMENT OPTION

- CREDIT CARD: VISA MC [CC# _____ EXP _____]

NOTE: CREDIT CARD PAYMENTS WILL INCUR A 3% SERVICE FEE

- CHECK: Make Payable To Controlled F.O.R.C.E. 609 Thryselius Dr. (Unit B) Elburn, IL 60119
- PURCHASE ORDER: PO # _____

NOTICE ON RE-CERTIFICATION

Transfer of Certification does not extend the two-year certification term. Certification will expire two years from the latest instructor certification course completed. At the end of the two-year term, Re-Certification is required.