



CONTROLLED F.O.R.C.E.

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DEPARTMENTAL MASTER INSTRUCTOR PROGRAM

POLICY ON QUALIFYING FOR DEPARTMENTAL MASTER INSTRUCTOR CANDIDACY

VERSION 05-OCT-09

This document outlines the requirements for Controlled F.O.R.C.E. Certified Departmental Instructors to qualify for Departmental Master Instructor Certification candidacy.

I. Definition of Controlled F.O.R.C.E. Departmental Master Instructor Certification

Departmental Master Instructor Certification authorizes an individual to train and certify departmental instructors within the individual's department or unit only. Authorization to train and certify departmental instructors outside of the individual's department may be granted upon written or verbal request to the Controlled F.O.R.C.E. Corporate Office. Departmental Master Instructor Certification confirms that the individual has demonstrated a superior proficiency at transferring knowledge and skill of the Controlled F.O.R.C.E. System to others at an instructor level, and performs in accordance to the core values and expectations of the Controlled F.O.R.C.E. Executive Staff.

II. Term of Departmental Master Instructor Certification

Departmental Master Instructor Certification is valid for one (1) year. Effective immediately, qualified Departmental Master Instructor candidates will have until December 31 of the current year to complete the requirements for achieving certification (listed below). In January of the following year, Departmental Master Instructor Certification will be awarded to all qualified Departmental Master Instructor candidates who complete the requirements. Upon certification, Certified Departmental Master Instructors will be authorized to teach the Controlled F.O.R.C.E. System in accordance with the above definitions through the full calendar year. This process shall be repeated on an annual basis to maintain certification.

III. Requirements for Qualification for Departmental Master Instructor Candidacy

1. Maintain a current Level 1 & 2 Departmental Instructor Certification for a minimum of four (4) consecutive years.
2. Actively conduct Controlled F.O.R.C.E. training, either through departmental in-service training or hosting Instructor Certification courses.

IMPORTANT NOTE: Completion of the requirements for qualification for Departmental Master Instructor candidacy does not guarantee acceptance into the Departmental Master Instructor Program as a certified Departmental Master Instructor (per the factors listed in Section IV of this policy).

IV. Factors of Consideration

Acceptance into the Departmental Master Instructor Program is by invitation only from the Controlled F.O.R.C.E. Executive Staff. In order to maintain the integrity and quality of the Controlled F.O.R.C.E. system, only the most highly qualified candidates will be considered for Departmental Master Instructor Certification. Departmental Master Instructor Certifications will be awarded at the discretion of the Controlled F.O.R.C.E. Executive Staff. In addition to completion of the requirements for qualification for Departmental Master Instructor candidacy, other factors will be taken into consideration:

- Current Departmental Master Instructor Cadre levels (both national and local numbers taken into consideration)
- Demonstration of superior competency in teaching the system
- Demonstration of superior performance in accordance to the core values and expectations of the Controlled F.O.R.C.E. Executive Staff
- Demonstration of exceptional initiative in promoting Controlled F.O.R.C.E. training to peers

V. Requirements for Achieving Departmental Master Instructor Certification

1. Receive formal invitation from Controlled F.O.R.C.E. Corporate Office for Consideration for Departmental Master Instructor Candidacy.
2. Join the Controlled F.O.R.C.E. Network and the U.S.N.S.T.A. Network.
3. Complete a minimum 40 hours of instruction per year of the Controlled F.O.R.C.E. System.
 - Instructional hours can include any combination of in-service training, end user training, and assisting Corporate Instructors.
4. Attend the Annual U.S.N.S.T.A. National Training Conference
 - Participate in Master Instructor meeting and assignments for assisting in the delivery of Controlled F.O.R.C.E. training and materials.
IF UNABLE TO ATTEND: Contact Master Instructor Program Manager for alternate options.
5. Submit your certification credentials by December 31 of the current year.
 - Updated resume.
 - Documentation of instructional hours (in-service training record copies, course sign-in sheets, letter from chief, etc.).
 - Submission Form (enclosed).

VI. Recommendations for Maintaining Excellence

- Actively participate in Forum Discussions on the Controlled F.O.R.C.E. and U.S.N.S.T.A. Networks
- Seek and obtain Registered Instructor status within your state (if available).
- Seek and obtain POST Certified Instructor status within your state (if applicable/available).
- Inform the Corporate Office of any misappropriation of the Controlled F.O.R.C.E. System.
- Offer assistance in any hosting, marketing, or developing of Controlled F.O.R.C.E. training in your area.

- Maintain an open line of communication with other Controlled F.O.R.C.E. Certified Instructors in your area and with the Corporate Office (make use of the Controlled F.O.R.C.E. and U.S.N.S.T.A. Networks).

VII. Concluding Remarks

Executive Directors Tony Grano and Don Roberts have designated Controlled F.O.R.C.E. Corporate Instructor and National Training Coordinator Toby Flaget to manage the Departmental Master Instructor Program. Toby and the Controlled F.O.R.C.E. staff will coordinate all necessary training, documentation, and certification. If you ever have any concerns about your ability to complete the requirements for achieving Departmental Master Instructor Certification, please contact Toby and staff immediately to discuss possible alternate options. The policies of the Departmental Master Instructor Program have been established to maintain the integrity and quality of the Controlled F.O.R.C.E. System, and to ensure that everyone teaching the system at the Master level is doing so in accordance to the standards established through the United States National Standards of Training Association. As the success of this program is dependent upon the involvement and cooperation of the full Master Instructor Team, any and all questions, comments, and suggestions are welcome.

Master Instructor Program Contacts

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Submit Certification

Credentials to: Controlled F.O.R.C.E.
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