



CONTROLLED F.O.R.C.E.

609 Thryselius Dr. (Unit B) Elburn, IL 60119 | Phone: 630-365-1700

DEPARTMENTAL MASTER INSTRUCTOR PROGRAM

POLICY ON MAINTAINING DEPARTMENTAL MASTER INSTRUCTOR CERTIFICATION

VERSION 05-OCT-09

This document outlines the requirements for Controlled F.O.R.C.E. Certified Departmental Master Instructors to maintain their certification and authorization to teach instructor level courses.

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, Certified Departmental Master Instructors will have until December 31 of the current year to complete the requirements for maintaining certification (listed below). In January of the following year, re-certification will be awarded to all Certified Departmental Master Instructors who complete the requirements. Upon re-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.

III. Requirements for Maintaining Departmental Master Instructor Certification

1. 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, departmental instructor training, and assisting Corporate Instructors.
 2. Join the Controlled F.O.R.C.E. Network and the U.S.N.S.T.A. Network.
 - These networks are a Support System and Knowledge Base for Controlled F.O.R.C.E. Certified Trainers, and are the easiest and best way for instructors to stay up-to-date on important information.
 3. 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.

4. 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).

IV. 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).

V. 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 maintaining your 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.
Attn: Toby Flaget
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