

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No.: 02-02	Effective Date: 12/02/03	Revision Date: 09/11/17
Subject: Training Instructor Certification		

**I. Policy Statement**

The Division Training Bureau shall ensure that instructors who are approved to train Division staff are professionals and/or experts in their field when the training is covering Division topics and for which training hours will be granted. Division staff may become approved training instructors after completing Training Bureau approved instructor training and required educational courses. Informal training of Division staff by other Division staff is also allowed as approved by the Training Bureau.

**II. Rationale**

The purpose of this policy is to ensure that Division staff receive expert and professional training.

**III. Definitions**

“Expert” is a person with a high degree of skill or knowledge of a specific subject by virtue of education, experience, and recognized work.

“Professional” is a person who is certified or licensed in a particular field.

“Training Instructor Certification” occurs when a Division staff successfully completes and maintains an approved instructor course and is accepted by the Training Bureau as a qualified instructor.

“In-house training” is training of Division staff conducted by other Division staff covering approved topics relevant to the Division, such as: policy and procedure, facility operations, leadership, and other topics as approved by the Training Bureau.

**IV. Procedures**

- A. To be approved as an instructor for purposes of Division staff training, an individual must meet at least one of the following requirements:
1. successfully complete an approved instructor course and maintain certification by instructing at least once per year or as required by the certifying body;
  2. be licensed as a professional in the field of the subject they are instructing;
  3. be accepted by the Training Bureau as knowledgeable and an expert in the field or as an in-house trainer on approved topics.

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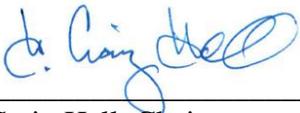
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- B. Training Instructors shall be responsible to provide proof of their certification when such certification exists.
- C. All training instruction shall be consistent with Division Policy and Procedures.
- D. Division staff requesting to be a training instructor shall obtain permission from their facility/program Assistant Program Director (APD) prior to initiating a request for certification as an instructor and obtaining approval from the Training Bureau.

**V. Continuous Renewal**

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services, and is approved upon the signature of the Director.

  
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H. Craig Hall, Chair  
Board of Juvenile Justice Services

09-11-17  
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Signature Date

  
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Susan V. Burke, Director  
Division of Juvenile Justice Services

09-11-17  
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Signature Date