

DATE POSTED: July 6, 2010
TO: Agency Training Coordinators
FROM: Lori Ketron, Training Specialist
CLASS: General Instructor
CLASS DATE: November 1 – 5, 2010
TRAINING SITE: AZPOST, 2643 E. University Drive, Phoenix, AZ
CLASS HOURS: 8:00 a.m. to 5:00 p.m.



Out of town students: Double occupancy is required and a room list is provided to the hotel. Officers on per diem may choose their own eating establishments and AZ POST will reimburse municipalities according to the current Arizona Reimbursement Rate Index, per officer. Students will be given a class confirmation form at the end of class for submitting for reimbursements from AZ POST. If you live within 50 miles of the class AZ POST cannot pay per diem.

CLASS ATTIRE: Uniform or business attire.

REGISTRATION: All valid Training Request Forms received by the **deadline of September 3, 2010 at 1200 hours** will be entered into a computer-generated "lottery" to fill this class. **Only submit for the allotted number of slots for your Agency.**

If your Agency is selected in the "lottery", you will be notified via e-mail of your selection and further instructions will follow. If your Agency is not selected in the "lottery", your request (s) will be placed onto the "Wait List". All training requests received after the deadline will be placed on a waiting list, first-come, first-serve basis.

If you have any questions or need a copy of the Training Request Form, please contact me at lorik@azpost.gov or by telephone to 602-223-2514 ext 269.

PREQUISITES:

1. Must be an Arizona certified peace officer.
2. Must have two years of certified peace officer experience. (Certified status begins on graduation date, not the hire date).

DO NOT SEND AN OFFICER TO ATTEND CLASS IF NOT CONFIRMED

GENERAL INSTRUCTOR

40 Hours - Continuing Training Credit

The purpose of this program is to provide the participants with the basic skills and knowledge necessary to:

2. Describe factors affecting adult learners;
3. Demonstrate an understanding of training liability issues;
4. Create effective performance objectives;
5. Describe appropriate presentation techniques;
6. Demonstrate proficiency in lesson plan format & development;
7. Identify applicable evaluation instruments; and
8. Successfully demonstrate instructional ability through four separate timed, oral presentations.

Requirements for successful completion of the course and recognition as an AZ POST General Instructor:

1. Mandatory attendance in all classroom blocks of instruction;
2. Successful completion of four oral presentations;
3. Successfully pass the "open book" final exam with a score of 100%.

****Note****

Students are encouraged to bring a laptop, disks, props/visual aids for use in presentations on non-law enforcement related topic of their choice.