

# IADLEST INTERNATIONAL CERTIFIED INSTRUCTOR (ICI) APPLICATION

## Instructions

This form is used to document the criteria of each applicant for IADLEST's International Certified Instructor Program (ICI). Applicants must satisfactorily complete each section of this application and upload the required documents and reference contact information. When you have completed the application, and collected the assorted documents, please submit them to the Project Manager at: [kelly@iadlest.org](mailto:kelly@iadlest.org)

## SECTION I: Applicant Information

Type or print legibly, the applicant's last name, first name, middle initial, last four digits of Social Security number or identification number, and date of birth. Enter the applicant's employer name and telephone number. If retired or no longer employed, list a contact individual from your last employing agency who can verify your employment status and/or instructor experience.

## SECTION II: Applicant Instructor Certification

This section must be completed for all applicants. Enter the date the applicant completed a law enforcement academy, POST, federal, or national law enforcement Instructor Development Course or its equivalent. Please remit a copy of the successful completion certificate or proof of course attendance. Submit any other instructor certificates, letters of awards, or certificates of merit for your presentation of instruction or curricula development.

## SECTION III: Applicant Resumé, Instructor Biography and Professional Photo

Please submit your current resumé indicating your instructional/curriculum design experience. Also, include an instructional biography, not to exceed 500 words, and a professional photo. These items will be displayed on the ICI website after certification is granted.

If applicable, include countries where you have presented law enforcement instruction. Include languages that you are fluent in speaking and or understanding, or experience in using interpretation equipment or interpreter services. These items will be displayed on the ICI website after certification is granted.

## SECTION IV: POST DIRECTOR, LEO TRAINING ACADEMY DIRECTOR OR IADLEST MEMBER ENDORSEMENT

All applicants can be recommended for the ICI by their law enforcement academy director, State POST Director, or a law enforcement officer Academy Director from a federal or national academy, or IADLEST Member in Good standing. All applicants must have at least three (3) years of experience as a police instructor at the agency, state, federal or national level, recognized law enforcement association, or at a college or university.

## SECTION V: THREE REFERENCE CONTACTS

If Section IV cannot be completed, the applicant must provide three (3) references to be contacted to verify the applicants' instructional and curriculum design experience, and good moral character.

## MAILING INSTRUCTIONS

Completed applications and other supporting documents should be e-mailed to: [kelly@iadlest.org](mailto:kelly@iadlest.org)

Please submit \$175 applicant fee. (\$175 for renewals). The fee is a biennial fee, for a two-year certification period. Renewal dates will be indicated on certification documents, two years from the date of certification. the application fee can be paid by using the [IADLEST Store ICI Fee](#). The application fee is non-refundable.

## QUESTIONS

If you have any questions regarding this form or for more information about the ICI, contact Kelly Alzaharna at [kelly@iadlest.org](mailto:kelly@iadlest.org) or IADLEST staff at 208-288-5491.

**IADLEST INTERNATIONAL  
CERTIFIED INSTRUCTOR (IICI)  
APPLICATION**

**SECTION I: Applicant Information**

Last Name	First Name & MI	Last 4 SSN or national #	Date of Birth
Applicant Address			
City/State/Zip Code or Postal Code			Country
Applicant E-Mail			Applicant Telephone
Employer (current or last)			Employer Telephone

**SECTION II: Applicant Instructor Certification**

To become eligible for the IICI, applicants must: Be currently Instructor certified or have attended an Instructor Development Course presented by an agency law enforcement academy, State POST, federal or national law enforcement academy, or its equivalent. Please include the completion certificate or verification information.

<b>Instructor Development Course</b>	Administered by (Agency and contact information)	Date Completed
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**SECTION III: Applicant Resumé, Instructor Bio and Professional Photo**

Please submit your current resumé indicating your instructional/curriculum design experience. Also, include languages spoken or understood, an instructional bio and a professional photo.

Did you remember to submit?:

<b>Current Resumé</b> <input type="checkbox"/>	<b>Instructional Bio (max 500 words)</b> <input type="checkbox"/>	<b>Professional Photo</b> <input type="checkbox"/>
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**SECTION IV: POST DIRECTOR, LEO TRAINING ACADEMY DIRECTOR OR IADLEST MEMBER ENDORSEMENT**

All applicants can be recommended for the IICI by their State POST Director, Law Enforcement Officer Training Academy Director or an IADLEST Member in GOOD standing. All applicants must have at least three (3) years of experience as a police instructor at the agency, state, federal or national level, or at a college or university.

**IADLEST POST Director; Academy Director or IADLEST Member in GOOD Standing who will endorse the applicant for the International Certified Instructor Program.**

**Title:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**SECTION V: THREE REFERENCE CONTACTS**

If Section IV cannot be completed, the applicant must provide three (3) references to be contacted to verify the applicants' instructional and curriculum design experience and good moral character.

**Applicants may provide Three (3) reference letters in lieu of IADLEST member endorsement.**

**Reference #1:**

**Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Reference #2:**

**Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Reference #3:**

**Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_