

Board of Trustees
MAINE CRIMINAL JUSTICE ACADEMY

INSTRUCTOR CERTIFICATION

Specification S-6

The following requirements are intended to assure the Board that instructors who are certified meet minimum qualifications as to training, education, experience, and effectiveness. The Instructor Development will take the form of two (2) classes.

Requirements:

- A. An applicant must successfully complete the MCJA Methods of Instruction 1 course of 40 hours as approved by the Board of Trustees.
- B. The applicant will submit a lesson plan and be monitored instructing, over an Academy approved unit of instruction by the Academy staff. The Academy staff will evaluate the lesson outline and the instructors' delivery as to form, content, facilitation skills, adult learning styles addressed, and competency.
- C. The applicant should show a background of training and experience as one of the following:
 - 1. A bachelor's degree or advanced degree and two years of criminal justice agency employment.
 - 2. An associate degree and 4 years of criminal justice agency employment.
 - 3. A criminal justice basic training course and 2000 hours of post criminal justice basic training employment.
- D. The applicant must have an interest and desire to instruct in Academy programs.
- E. The applicant shall be recommended to the Assistant Director or designee, by the Academy staff.
- F. Methods of Instruction 1 certificates shall be issued. The successful completion of MOI 1 is eligibility for further Instructional Development programs. MOI 1 for a period of three years and renewal will occur upon submission of material as prescribed in procedures section D.

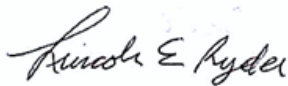
Requirements for MOI 2:

- A. An applicant has successfully completed MOI 1
- B. The applicant is seeking academic topic Instructor development (Subject Matter Expert) SME
- C. The applicant is seeking Lead Instructor appointment for MARC, Firearms or K9 teams trainer.
- D. Provide a letter of support from the Chief or Head of agency committing to their support of academy programs.

Procedures:

- A. The applicant will apply on approved forms submitted with required material to the Academy.
- B. The application and material are to be reviewed by the Academy staff for recommendation to the Assistant Director or designee. The applicant may appeal the Academy staff's findings to the Academy Director.
- C. Once the Methods of Instruction Course has been completed and the applicant has met all the standards, Academy staff will present an approved list to the Board, so the names can be presented by the Academy Director for certification approval.
- D. Renewal of certificates for MOI 1 and MOI 2 shall occur on submission of material and proof of having instructed in at least two Academy approved courses within the three (3) years.
- E. Certified instructors who fail to meet certification or recertification standards may be brought before the Board for review.
- F. Any Certified Instructor who violates the standards outlined in the MCJA Instructor Manual may be subject to suspension of his or her Instructor Certification by the Academy Director. Such suspension may be reviewed by the Board providing the review is requested by the Instructor and the Instructor's agency head.

Adopted: 05/01/2009
Amended: 09/12/2025
Review Date: 09/12/2027



Lincoln E. Ryder, Director
Maine Criminal Justice Academy



Charles Rumsey, Chair
MCJA Board of Trustees