

**** UPDATE ****

The certification chart workgroup met on March 22, 2012 and discussed the comments received during the preliminary comment period. The following changes were made to the proposed charts:

- The grace period for which officer may apply for intermediate/advanced certification under either the current or proposed chart has been extended from one year from the date of implementation to two years from the date of implementation.
- The two-year waiting period between achieving Intermediate and Advanced certifications has been eliminated.

PROPOSED INTERMEDIATE/ADVANCED CERTIFICATION CHARTS

**** PLEASE NOTE: The proposed updates are not yet adopted. The current intermediate and advanced certification charts remain in effect. ****

[Workgroup History](#)

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HISTORY:

A multi-disciplined workgroup was formed in 2007 to review the current Intermediate and Advanced certification charts and update the minimum standards for achieving these upper levels of certification in the criminal justice profession. The workgroup was comprised of management and represented staff from each of the four disciplines - Police, Corrections, Parole & Probation, and Telecommunications.

Over the last several years, the workgroup met and developed updated charts which they feel better meet the needs of the profession as well as the needs public safety personnel. In 2011, drafts were provided to all members. Extensive comments were received and changes were made in response to concerns.

The multi-disciplined group last met in February 10, 2012 and the draft certification charts were finalized to address concerns that had been previously raised. Under the workgroup proposal, Police, Corrections, and Parole & Probation would work from the same chart, which makes adjustments to the minimum years of experience and education required and also breaks the required training into specific categories. Telecommunications would work from a chart specific to their needs, including updated years of experience, training, education as well as a minimum competency requirement.

CURRENT CHARTS:

**** PLEASE NOTE: No new charts have yet been adopted. These current intermediate and advanced certification charts remain in effect. ****

Intermediate/Advanced Certification Chart/Requirements (All Disciplines)

INTERMEDIATE CERTIFICATION							
Minimum Years of Experience	8 years	7 years	6 years	5 years	4 years	4 years	2 years
Minimum Training Points, Including DPSST Basic Course (Equivalent hours in parentheses)	15 (300 hours)	23 (460 hours)	30 (600 hours)	38 (760 hours)	45 (900 hours)	DPSST Basic Course	DPSST Basic Course
Minimum College Education Credits	15	23	30	38	45	Assoc. Degree	Bachelor Degree

ADVANCED CERTIFICATION								
Minimum Years of Experience	12 years	11 years	10 years	9 years	8 years	9 years	6 years	4 years
Minimum Training Points, Including DPSST Basic Course (Equivalent hours in parentheses)	30 (600 hours)	35 (700 hours)	40 (800 hours)	45 (900 hours)	60 (1200 hours)	DPSST Basic Course	DPSST Basic Course	DPSST Basic Course
Minimum College Education Credits	30	35	40	45	60	Assoc. Degree	Bachelor Degree	Master Degree

- **Allows training hours to “roll-over”**
e.g. An officer who is awarded a basic certificate after completing 200 hours of Basic Training can again use those 200 hours to reach the minimum required training level to achieve the intermediate certificate.
- **Time served can cross disciplines.** For example, an officer with no experience in a new discipline may qualify for all levels of certification based solely on their years of experience in a different discipline.
- **Topics of training required to receive upper level certifications are not specified.**
- **There is no minimum “waiting” period between obtaining Intermediate certification and Advanced certification**

PROPOSED CHARTS:

**** PLEASE NOTE:** The following proposed updates are not yet adopted. The current intermediate and advanced certification charts remain in effect. **

Intermediate/Advanced Certification Chart/Requirements

INTERMEDIATE POLICE/CORRECTIONS/P&P CERTIFICATION ONLY

In addition to Basic Training, a police/corrections/P&P officer must meet the following minimum requirements for Intermediate Certification (Hours from Basic Training/FTM completion do not apply):

MIN. YEARS EXPERIENCE	3 years	4 years	5 years	6 years
EDUCATION	Bachelor Degree	Assoc. Degree	45 Credits	None
	+ 80 Training Hours:	+ 120 Training Hours:	+ 160 Training Hours:	+ 200 Training Hours
Communications	16	28	40	52
Advanced Technical Skills	40	60	80	100
Leadership	16	20	24	28
Risk Management	8	12	16	20
TOTAL TRAINING HOURS	80	120	160	200

ADVANCED POLICE/CORRECTIONS/P&P CERTIFICATION ONLY

In addition to Basic Training and Intermediate Certification, a police/corrections/P&P officer must meet the following minimum requirements for Advanced Certification. ~~There is a minimum period of two years between obtaining Intermediate Certification and obtaining Advanced Certification.~~ Training hours reset after receiving intermediate certification.

MIN. YEARS EXPERIENCE	6 years	7 years	9 years	11 years	13 years
EDUCATION	Master's Degree	Bachelor Degree	Assoc. Degree	45 Credits	None
	+ 80 Training Hours:	+ 120 Training Hours:	+ 160 Training Hours:	+ 200 Training Hours	+ 240 Training Hours
Communications	16	28	40	52	64
Advanced Technical Skills	40	60	80	100	120
Leadership	16	20	24	28	32
Risk Management	8	12	16	20	24
TOTAL TRAINING HOURS	80	120	160	200	240

- **Training hours reset after certification is awarded**
After a basic or intermediate certificate is awarded, an officer must achieve the prescribed training hours for the next level of certification starting from zero. (This does NOT mean that the number of training hours in the officer's DPSST Training Record is changed; only that the officer may not count the same hours towards each subsequent level of certification. The number of training hours required at each level in the charts is substantially reduced to reflect this change.)
- **The minimum years' experience must be within the discipline for which Intermediate or Advanced certification is being applied.**
- **Number of training hours needed is reduced but broken into four required categories: Communications, Advanced Technical Skills, Leadership, and Risk Management.**
- ~~There is a minimum period of two years between obtaining Intermediate and Advanced certification.~~

INTERMEDIATE TELECOMMUNICATOR CERTIFICATION

Minimum Years of Experience	6 years	5 years
Minimum Training Points, Including DPSST Basic Course (Equivalent hours in parentheses)	DPSST Basic Course + 200 hours post certificate training	DPSST Basic Course + 160 hours post certificate training
Minimum College Education Credits	None	45
Minimum Competency	3 portfolio points	3 portfolio points

ADVANCED TELECOMMUNICATOR CERTIFICATION

Minimum Years of Experience	10 years	9 years	8 years	7 years
Minimum Training Points, Including DPSST Basic Course (Equivalent hours in parenthesis)	Intermediate Certificate + 240 hours post certificate training	Intermediate Certificate + 200 hours post certificate training	Intermediate Certificate + 160 hours post certificate training	Intermediate Certificate + 120 hours post certificate training
Minimum College Education Credits	None	45	Assoc. Degree	Bachelor Degree
Minimum Competency	6 portfolio points	6 portfolio points	6 portfolio points	6 portfolio points

- **Telecommunicator chooses from the Portfolio Items List to include in his or her application. (Application must include at least two separate categories for intermediate and three separate categories for advanced certification requests.)**
- **Telecommunicator completes and provides documentation of the applicable Portfolio Items to the agency head (include detailed description, transcripts, recordings of calls for service, and other supporting documentation).**
- **Agency head reviews and makes recommendation for approval to DPSST.**
- **DPSST (Telecommunications Policy Committee) reviews the portfolio and makes final approval.**
- **The Portfolio Items List is non-inclusive. Other categories may be suggested for consideration for agency director and Telecommunications Policy Committee review.**
- **Years of experience must be within the discipline.**

INTERMEDIATE/ADVANCE TELECOMMUNICATOR PORTFOLIO

CATEGORY	PORTFOLIO ITEM	POINTS
Leadership	Policy Writing/Revision	1 point
Leadership	APCO/NENA Membership (active participation within past 2 years)	½ point
Leadership	APCO/NENA Leadership (Hold Office, Committee Chair, National Committee, etc. within past 5 years)	1 point
Leadership	Agency Leadership Role (agency defined)	1 point

Leadership	Professional Development (agency defined)	1 point
Calls for Service*	Multi-jurisdictional (cross-dispatch) events	¼ point
Calls for Service*	Mass casualty events	¼ point
Calls for Service*	Major Media Events	¼ point
Calls for Service*	Incident dispatch team member	¼ point
Calls for Service*	Unusual or Exemplary call for service (agency defined)	¼ point
Awards	Agency/local award recipient	½ point
Awards	State award recipient	1 point
Awards	National award recipient	2 points
Training	1 year Communications Training Officer (within past 5 years)	½ point
Training	2+ years Communications Training Officer (within past 5 years)	1 point
Training	Industry, DPSST or Agency Instructor (within past 2 years)	1 point
Training	Attend industry related training course – 8 hour minimum (does not count toward yearly certification hours)	1 point
Longevity	Every year as an Agency Head	1 point
Longevity	Every two years as a mid-level manager	1 point
Longevity	Every three years as a first line supervisor	1 point
Longevity	Every four years as a lead worker	1 point

* *Calls for Service Category: (Requires significant participation in high impact calls for service)*

PROPOSED IMPLEMENTATION:

If these changes are implemented, public safety personnel will be given ~~one~~ **two** years from the effective date of the rule to apply for advanced or intermediate certification under either the current or the proposed charts, allowing those who began the certification process under the current rule time to complete the process.

COMMENTS/QUESTIONS?

Please address any questions or comments to:

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