

# Intermediate & Advanced Certification

*Police / Corrections / Parole & Probation / Regulatory Specialist*

## F-7WS - Guide

### HOW TO APPLY FOR INTERMEDIATE OR ADVANCED CERTIFICATION:

The following must be submitted to apply for INTERMEDIATE or ADVANCED certification using the certification charts:

1. Application for Certification (**Form F-7**)
  - Must be signed by Agency Head or Authorized Representative\*
2. Intermediate/Advanced Certification Supplemental Worksheet (**Form F-7WS**)
  - Must be signed by Agency Head\*
  - Be sure to include an explanation of why the training fits a category.
3. Current DPSST Training Records (**NON-DOC**) or iLearn Training Report (**DOC**)
  - DPSST training records can be obtained from your agency training officer or by sending an e-mail to [DPSST.records@state.or.us](mailto:DPSST.records@state.or.us) . Contact DOC Professional Development Unit (PDU) for help obtaining the iLearn training report.
4. If training submitted is not included on the DPSST training record, other documentation of completed training and applicable training category must be attached.

\*Processing of certification will be delayed if the Application or Worksheet is not signed appropriately.

### CURRENT CERTIFICATION CHART

**Effective 11/1/12:**

<b>INTERMEDIATE CERTIFICATION</b>				
<b>MIN. YEARS EXPERIENCE</b>	3 years	4 years	5 years	6 years
<b>EDUCATION</b>	Bachelor Degree	Associates Degree	*45 Credits	None
<b>TRAINING</b> <i>Excludes training hours used to obtain basic certifications.</i>	+ 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
<b>TOTAL TRAINING HOURS</b>	<b>80</b>	<b>120</b>	<b>160</b>	<b>200</b>

<b>ADVANCED CERTIFICATION</b>					
<b>MIN. YEARS EXPERIENCE</b>	6 years	7 years	9 years	11 years	13 years
<b>EDUCATION</b>	Master's Degree	Bachelor Degree	Associates Degree	*45 Credits	None
<b>TRAINING</b> <i>Excludes training hours used to obtain basic and intermediate certifications.</i>	+ 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
<b>TOTAL TRAINING HOURS</b>	<b>80</b>	<b>120</b>	<b>160</b>	<b>200</b>	<b>240</b>

## COMPONENTS SPECIFIC TO THIS CHART:

1. The minimum years of experience must be within the discipline for which the Intermediate or Advanced certification is being applied.
2. Training and education must be on file with DPSST. DOC officers will submit a copy of their iLearn training record.
3. After a basic or intermediate certificate is awarded, an officer must achieve the prescribed training hours for the next level of certification.
4. Training hours can only be used once for each level of certification. 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 duplicate or count the same hours towards each subsequent level of certification.
  - Basic certification hours do not count toward the hour requirement for Intermediate certification. Basic certification hours include the basic training course and completion of field training manual.
  - Hours used to achieve Basic and Intermediate certifications do not count toward the hour requirement for Advanced certification.
5. Training hours must demonstrate increased knowledge, skills and abilities of a discipline. **Maintenance training hours (for example: re-qualification) will NOT count toward meeting the minimum hour requirements for upper levels of certification.**
6. The training hours required are divided into four required categories: Risk Management, Communication, Leadership and Advanced Technical Skills. *(See 'Training Hour Categories' on page 4 for additional details)*
7. DPSST retains final authority on the appropriateness of completed training fulfilling the training requirements for upper levels of certification.

## HOW TO COMPLETE THE WORKSHEET (F-7WS):

The purpose of this form is to document training hours that fulfill the minimum training hour requirement in each of the four required categories. **Each course listed should include an explanation of why the training fits a category.** Attach additional pages as necessary.

### EXAMPLE:

SUBJECT AREA			
Communication			
Date	DPSST Course #	Course Title/Description	Hours
7/11/13	<i>13-12345 (leave blank if using DOC iLearn record)</i>	<i>Internal Affairs Investigations  This training discussed “best practice” methods of conducting internal affairs investigations. These methods included emphasis on the ability to effectively communicate and interview co-workers.</i>	8

Training hours can be divided into different categories, but will not carry over to the next level.

For example, attendance at a conference may appear on your training record as:

Course Title	Date	Hours	Score	Status
13-12345 NW Leadership Seminar	7-11-2013	40.00	0.00	Passed

The different topics discussed at the seminar may meet the requirements in multiple categories. Eight hours of the NW Leadership Seminar were spent discussing leadership ethics.

### EXAMPLE:

SUBJECT AREA			
Leadership			
Date	DPSST Course #	Course Title/Description	Hours
7/11/13	13-12345	<i>NW Leadership Seminar – Leadership Ethics  An entire day of this week-long seminar focused on ethical issues facing leaders in law enforcement.</i>	8

**REMINDER:** Hours cannot be reused when applying for future levels of certification.

## TRAINING HOUR CATEGORIES:

### **Risk Management:**

To be accepted as fulfilling the hour requirement for RISK MANAGEMENT, training must provide law enforcement officers with tools to recognize risks, the type of risks and effective tactics to manage risks.

### **Communication:**

To be accepted as fulfilling the hour requirement for COMMUNICATION, training must provide law enforcement officers with tools to effectively communicate with members of the public, individuals suspected of criminal activity, individuals under supervision, individuals with special needs, as well as managers and co-workers.

### **Leadership:**

To be accepted as fulfilling the hour requirement for LEADERSHIP, training must enhance leadership ability, teach effective leadership styles, or encourage the adoption of effective leadership behaviors.

### **Advanced Technical Skills:**

To be accepted as fulfilling the hour requirement for ADVANCED TECHNICAL SKILLS, training must enhance technical or tactical skills as a law enforcement officer. This does **not** include courses that are required to maintain the basic level of certification.

- As a reference, DPSST has completed a presumptive categorization of the Standardized Course List: <http://www.oregon.gov/DPSST/Pages/index.aspx>
- Training available to DOC employees has been categorized and is available through the Department of Corrections Personnel Development Unit.
- An explanation of why the training is used in the category is still required.

## ADDITIONAL REFERENCES:

F-7 & F-7WS Forms: <http://www.oregon.gov/dpsst/SC/pages/cjforms.aspx>

## WHO TO CALL FOR ASSISTANCE:

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