

# DPSST Private Security Instructor Recertification

## Teach-Back Submission Guidelines

Due to the significant number of Unarmed Certified Instructors requiring recertification, the Certified Instructor Demonstration process has been changed. Please carefully review the CID process information below.

As an enhancement to our instructor certification process, Certified Instructors are now required to submit video recordings of themselves instructing a live class. Please review the following specific submission requirements carefully:

### SUBMISSION CONTENT:

- Your video **must be at least 20 minutes in length** and can cover any of the core DPSST training manual material (should not cover company specific content, the DPSST website, Regulations Applicable to Private Security Professionals, etc.).

**Video demonstrations less than 20 minutes will not be evaluated.**

- Ensure **clear visuals of the instructor and any instructional aids used** (e.g., PowerPoints).
- **Audio must be clear** and capture all student / teacher interactions.
- Videos submissions **cannot be greater than 1 gigabyte file size**.

(See **Video File Size Instructions** below for help creating small video file sizes).

### SUBMISSION OPTIONS:

You can submit your Teach-Back video using one of the following methods:

#### 1. Flash Drive:

- Load your video onto a flash drive.
- Mail it to:  
  
Private Security  
Learning and Development Specialist  
Department of Public Safety Standards and Training  
4190 Aumsville Hwy SE  
Salem, OR 97317
- Your flash drive will be returned after file transfer.

#### 2. Cloud Services:

- Upload your video to Dropbox, OneDrive, or a similar cloud service.
- Email the download link to the designated address. (Be sure to set permissions so that your file can be accessed. Links to inaccessible files will not count as a submission).
- Once the video has been successfully retrieved a confirmation email will be sent.

**Note:** Uploading videos to Vimeo or YouTube is not acceptable, as these platforms do not allow direct downloading without a premium account.

## REVIEW AND FEEDBACK:

Once your submission is received, the DPSST Learning and Development Specialist will review your Teach-Back video and notify you of the results.

## CONTACT INFORMATION:

Should you have any questions or require assistance, please do not hesitate to reach out for support.

## VIDEO FILE SIZE INSTRUCTIONS:

To meet upload requirements, your video file must be **1 gigabyte or smaller**. Follow the steps below to reduce the file size when recording with your smartphone. These instructions apply to recent versions of **iOS (iPhone)** and **One UI (Android/Samsung)**.

### iPhone (iOS 17)

Step 1: Open Camera Settings

1. Open the Settings app.
2. Scroll down and tap Camera.
3. Tap Record Video.

Step 2: Choose a Lower Resolution

- Select a lower setting like 720p HD at 30 fps or 1080p HD at 30 fps.
  - The lower the number, the less space it takes.
  - Avoid 4K or 60 fps if storage is a concern.

Step 3: Use High-Efficiency Format (Optional but Helpful)

1. Go back to Settings > Camera.
2. Tap Formats.
3. Select High Efficiency (this uses HEVC/H.265, which compresses video better).

### Android (One UI 6+)

Step 1: Open Camera App

1. Open the Camera app.
2. Tap the Settings gear icon (usually in the top corner).

Step 2: Adjust Video Resolution

1. Tap Rear Video Size or Front Video Size (depending on which camera you'll use).
2. Choose a lower resolution like:
  - HD (1280x720)
  - Or FHD (1920x1080) at 30 fps
  - Avoid UHD or 60 fps settings.

Step 3: Turn On "Efficient Video" Option

1. In Camera Settings, find and enable Advanced recording options.
2. Turn on HEVC format (or H.265) to reduce file size without hurting quality much.