



Florida Department of Law Enforcement

INSTRUCTOR COMPLIANCE APPLICATION

Incorporated by Reference in Rule 11B-20.0017, F.A.C.



CJSTC
84

Type or print in black or blue ink and use capital and small letters to write names, addresses, and titles

Documentation for Commission-certified instructors shall be maintained in the instructor's file at the respective training school or employing agency. Additionally, the training school or employing agency shall transmit form CJSTC-84 to Commission staff through the Commission's Automated Management Training System (ATMS) upon completion and compliance of the required training. The FDLE Field Specialist is permitted to audit the instructor applicant's training file for accuracy and completeness.

- Social Security Number (Optional): _____
- Instructor Applicant's Name: _____

Last Name
First Name
MI
- Date of Birth: _____
- Enter "X" in the appropriate box that indicates your current status:
Officer Non-officer or Civilian
- Instructor Applicant's Employing Agency Name: _____

Commission-certified instructors shall be required to satisfy the following requirements every four years to maintain certification as a Commission-certified instructor:

- Traditional Instructors.** Commission-certified instructors who possess a Traditional General Instructor Certification shall instruct in one of the Traditional Basic Recruit Training Program Courses, Advanced Training Program Courses, agency in-service courses, or Specialized Training Program Courses. Enter the name of the course the instructor applicant instructed and enter the date instructed.

Name of Course	Date

- CMS Instructors.** Commission-certified instructors who possess a CMS General Instructor Certification shall instruct in one of the Basic Recruit Training Program Courses, Advanced Training Program Courses, agency in-service courses, or Specialized Training Program Courses. Enter the name of the course the instructor applicant instructed and enter the date instructed.

Name of Course	Date

- MAINTENANCE OF HIGH-LIABILITY CERTIFICATION.** Commission-certified instructors who possess a High-Liability Instructor Certification shall instruct in a Basic Recruit Training Program Course, Advanced Training Program Course, agency in-service course, or Specialized Training Program Course, for each high-liability topic, every four years, to maintain an active certificate for each high-liability certification, pursuant to Rule 11B-35.0024(2), F.A.C.

Mark an "X" in the box(es) to indicate which HIGH-LIABILITY TOPIC(S) was instructed and enter the date of instruction.		
	FIREARMS	Date:
	DEFENSIVE TACTICS	Date:
	VEHICLE OPERATIONS	Date:
	FIRST AID	Date:

CONTINUING TRAINING AND EDUCATION PURSUANT TO RULE 11B-20.0017, F.A.C.

Mark an "X" in the box(es) to indicate completed continuing training or education and enter the date of completion.		
	FIREARMS	Date:
	DEFENSIVE TACTICS	Date:
	VEHICLE OPERATIONS	Date:
	FIRST AID	Date:

HIGH-LIABILITY PROFICIENCY SKILLS.: An instructor applicant shall successfully qualify in the high-liability proficiency skills for instructor certification pursuant to Rule 11B-35.0024 F.A.C.

Mark an "X" in the box(es) to indicate the specific HIGH-LIABILITY PROFICIENCY SKILLS demonstrated, and enter the date of demonstration.		
	FIREARMS	Date:
	DEFENSIVE TACTICS	Date:
	VEHICLE OPERATIONS	Date:
	FIRST AID	Date:

9. **SPECIALIZED TOPICS CERTIFICATION:** Commission-certified instructors who possess a Specialized Topics Certification shall instruct in a Basic Recruit Training Program Course, Advanced Training Program Course, agency in-service course, or Specialized Training Program Course, for each specialized topic, pursuant to Rule 11B-20.0014(3), F.A.C., every four years, to maintain an active certificate. .

Mark an "X" in the box(es) to indicate the SPECIALIZED TOPIC instructed and enter the date of instruction	
COMMISSION-APPROVED LAW TOPICS	Date:
CANINE	Date:
SPEED MEASUREMENT:	
RADAR	Date:
LASER	Date:
BREATH TEST	Date:

CONTINUING TRAINING AND EDUCATION PURSUANT TO RULE 11B-20.0017, F.A.C.

Mark an "X" in the box(es) to indicate completed continuing training or education and enter the date of completion.	
COMMISSION-APPROVED LAW TOPICS	Date:
CANINE	Date:
SPEED MEASUREMENT:	
RADAR	Date:
LASER	Date:
BREATH TEST	Date:

10. _____ Date signed
 Training Center Director, Agency Administrator, or Designee's

INSTRUCTIONS FOR COMPLETING FORM CJSTC-84

- Complete items 1 - 10 and submit to the Commission-certified training school or employing agency.
- The training center director, agency administrator, or designee shall review the retraining proficiencies. Upon finding the proficiencies satisfactory, the training center director, agency administrator, or designee shall approve and sign this form.
- Please attach a valid CPR Instructor card for First Aid Instructor maintenance and a valid Breath Test Operator's permit for Breath Test Instructor maintenance.

HOW TO COMPLETE EACH ITEM

1. **Social Security Number (Optional).** Enter the instructor applicant's social security number. Example: 000-00-0000.
2. **Name.** Enter the instructor applicant's legal last and first name and middle initial.
3. **Date of birth.** Enter the instructor applicant's date birth as in this Example: 08-21-1962.
4. **Officer or Civilian.** Enter "X" to indicate if the instructor applicant is an officer or a civilian.
5. **Agency Name.** Enter the name of the instructor applicant's employing agency.

6. **Courses that have been instructed.** Enter the name of the Commission-approved Traditional Basic Recruit Training Program Courses, Advanced Training Courses agency in-service, or Specialized Training Program Courses that the instructor applicant has instructed. Enter the date the instructor applicant instructed the course.
7. **CMS instructors.** Enter the name of Commission-approved Basic Recruit Training Program Course, Advanced Training Course, agency in-service, or Specialized Training Program Course that the instructor applicant has instructed. Enter the date the courses were instructed.
8. **Maintenance of High Liability Certification.** Mark an "X" by the high-liability course(s) that has been instructed and enter the date instructed. **Continuing training.** Mark "X" in the box to indicate which course was completed for the required continuing training or education. Enter the date completed.
9. **Specialized Topics Certification.** Mark an "X" in the box to indicate the specialized topic instructed and enter the date instructed. **Continuing Training.** Mark "X" in the box to indicate which course was completed for the required continuing training or education. Enter the date completed.
10. **Signature of training center director, agency administrator, or designee.** The training center director, agency administrator, or designee shall sign this form when items 1 - 9 have been completed. The training center director, agency administrator, or designee shall enter the date of his or her signature.