

Program Announcement

Instructor Development Conversion Course

Date/Time: September 19 – 23 and September 30, 2022
8:30 a.m. – 4:30 p.m.

The Monroe County Public Safety Training Facility (PSTF), under the auspices of the New York State Division of Criminal Justice Services (DCJS), will be holding an *Instructor Development Conversion Course* at 1190 Scottsville Road, Rochester, New York. The purpose of this course is to upgrade the training of students who have completed instructor courses that do not meet the standards established by the Municipal Police Training Council (MPTC) for the Instructor Development Course (IDC). The conversion course will run concurrently with the Instructor Development Course (IDC). This program is only available to students who meet all other requirements of Title 9 of the Codes, Rules, and Regulations of the State of New York, Part 6023 (NYCRR 6023).

Students will receive instruction in topics covered during the first week of IDC. Besides the classroom learning, each student is required to write and present a fifty-minute presentation which will occur at a scheduled time during the second week of IDC. The presentation must be on subject matter that is different from that which the student learned in their previous instructor training (i.e. Firearms Instructor may not present on firearms).

Students who successfully complete this course will receive DCJS certification as a General Topics Instructor and 2 college credits from Monroe Community College.

Prerequisites

- Active NYS police or peace officer certification;
 - Civilian employees of law enforcement agencies with written departmental approval;
- One-week NYS Commission on Corrections Instructor Development course;
- One-week FBI Instructor Development course;
- Two-week D.A.R.E. Officer Training course;
- Two-week NYS Police Firearms Instructor course;
- Two-week NYC Police Department Firearms Instructor course;
- One-week National Highway Traffic Safety Administration Highway Safety Instructor course.

Required Attire and/or Equipment

- Attire (dress code)
 - Business casual, OR
 - Department designated uniform of the day
- Equipment
 - Flash drive – minimum 8 GB

Instructional Areas Include

- Role of the Instructor
- Defining Training Needs
- Oral Communication
- Preparing Instructional Objectives
- Principles of Learning
- Instructional Techniques
- Instructor-Trainee Interaction
- Lesson Planning

Program Announcement: Instructor Development Conversion Course

- Evaluation of Training
- Audio-Visual Aids

Graduation Requirements

- 90% attendance (policy set by Monroe Community College)
- Passing grades on two written examinations
- Acceptable 50-minute oral presentations

Course Tuition and Fees

- Tuition: \$396.00 (per person)
- Estimated Student Fees: \$106.50 (Student fees may vary each semester)
- *It is **NOT** necessary to send a check or voucher prior to class.* Students will be billed at the completion of the course.

Note: Monroe Community College may find it necessary to revise tuition and fees as necessary and reserves the right to do so.

Reservations: To reserve a seat in this course, please complete a [Law Enforcement Program Course Reservation Form](#) and return it to the PSTF no later than **August 29, 2022**.

To avoid double tuition billing, a [Certificate of Residence](#) is required from students who reside outside of Monroe County.