

503 KAR 1:100. Certification of instructors.

RELATES TO: KRS 15.330(1)(a), (b), (e)

STATUTORY AUTHORITY: KRS 15.330(1)(a), (b), (e), (h)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 15.330(1)(a), (b), and (e) authorize the Kentucky Law Enforcement Council to certify instructors at certified schools. This administrative regulation establishes standards and procedures for certification.

Section 1. Application for Certification.

- (1) Applications for certification, additional certification, and for certification renewal shall be made to the council.
- (2) The application for instructor certification form, KLEC Form 1; the application for additional certification, KLEC Form 6; and the application for certification renewal, KLEC Form 5, shall be submitted to the Kentucky Law Enforcement Council, Funderburk Building, 521 Lancaster Avenue, Richmond, Kentucky 40475-3102.
- (3) To become certified, an applicant shall meet the following requirements:
 - (a) Have three (3) years of law enforcement experience or experience in the specific field, subject matter, or academic discipline to be taught;
 - (b) Have earned a high school diploma or its equivalent as determined by the council; and
 - (c) Have successfully completed an instructors' course approved by the council.

Section 2. The council may waive any training requirements for instructors who are licensed as professionals, including attorneys, physicians, or nurses. The council may also waive any training requirements for other experts if the reasons for waiver and the individual's qualifications are stated in the council's minutes. The application for waiver, KLEC form 8, shall be submitted to the Kentucky Law Enforcement Council, Funderburk Building, 521 Lancaster Avenue, Richmond, Kentucky 40475-3102.

Section 3. Application Process. Applications for instructor certification, additional certification, application for waiver, and renewal of certification shall be reviewed by the council. The council, at its first regular meeting after the review has been completed, shall vote whether to approve the application.

Section 4. Granting of Certification. If the council grants certification to an applicant, the council shall notify the applicant in writing within fifteen (15) days of the council's action.

Section 5. Instructor Certificate. The council shall issue a certificate stating that the person has been approved to instruct.

Section 6. Denial, Revocation, and Reinstatement of Certification. The council shall deny certification to an applicant who fails to meet the requirements and shall revoke certification for demonstrated incompetence, immoral conduct, or other good cause. Any instructor who fails to instruct during the five (5) year period of certification shall be required to request reinstatement of certification in writing. When the council denies certification to an applicant or revokes certification or denies recertification or reinstatement of certification to an instructor, the council shall notify the person of the council's action in writing within fifteen (15) days.

Section 7. Length of Certification. Certification shall be for a period of five (5) years. At the end of the five (5) year period, certification may be renewed by the council if the instructor has instructed for a minimum of five (5) hours in an approved course provided by a certified school during that five (5) year period and if the instructor has been recommended by the director of the certified school.

Section 8. Monitoring of Instructors. The council may monitor each instructor during the first year of certification and biennially thereafter to determine if the instructor is teaching to the stated goals and objectives of the course and is meeting generally accepted standards of the teaching profession.

Section 9. Instructor Directory. Each certified instructor shall be listed in an official directory of the council which shall identify each subject that the instructor has been certified to instruct. The directory shall be published in the form of a notebook, allowing for changes through the use of supplements. The council shall publish annual supplements to the directory by December 31 of each year and the supplements shall include all certification changes, including additions, deletions, and renewals, for the year. The council shall provide each certified school and the fund administrator with a copy of the directory.

Section 10. Incorporation by Reference.

(1) The following material is incorporated by reference:

- (a) KLEC Form 1, "Application for Instructor Certification", June 2014;
- (b) KLEC Form 5, "Instructor - Continued Certification", June 2014;
- (c) KLEC Form 6, "Request for Additional Certification", June 2014; and
- (d) KLEC Form 8, "Request for Waiver", June 2014.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Law Enforcement Council, Funderburk Building, 521 Lancaster Avenue, Richmond, Kentucky 40475-3102, Monday through Friday, 8 a.m. to 4:30 p.m.

(11 Ky.R. 1542; Am. 1776; eff. 5-14-1985; 12 Ky.R. 1628; eff. 5-6-86; 14 Ky.R. 242; eff. 9-10-1987; TAm 10-19-2012; 41 Ky.R. 595; 1057; eff. 12-5-2014; Certified to be amended; filing deadline 8-25-2021.)