

**JUSTICE AND PUBLIC SAFETY CABINET**  
**Kentucky Law Enforcement Council**  
**(Amended at ARRS Committee)**

**503 KAR 1:100. Certification of instructors.**

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

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 and to revoke certifications. This administrative regulation establishes standards and procedures for certification of instructors and revocation of instructor certifications.

**Section 1. Application for Certification.**

- (1) Applications for instructor certification, additional certification, and certification renewal shall be made to the council.
- (2) An application for instructor certification form, KLEC Form 1; application for additional certification, KLEC Form 6; or application for certification renewal, KLEC Form 5, shall be submitted to the Kentucky Law Enforcement Council at least forty-five (45) days prior to the date of the anticipated review.
- (3) To become certified, an applicant shall:
  - (a) Have at least 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. Waivers.** 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 supported by a current resume or curriculum vitae and stated in the council's minutes. The application for waiver, KLEC Form 8, shall be submitted to the Kentucky Law Enforcement Council at least forty-five (45) days prior to the date of the anticipated review.

**Section 3. Application Process.** Applications for instructor certification, additional certification, waivers, 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.**

- (1) Instructor certificates shall be issued to instructors only upon initial certification.
- (2) Upon approval of an application, the council shall issue an instructor certificate stating that the instructor 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, as determined by the council. Any instructor who fails to instruct during the five (5) year period of certification shall be required to request reinstatement of certification by submitting a completed KLEC Form 5 to the council and supplying a current KLEC monitor evaluation. When the council denies certification to an applicant, 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 the instructor is recommended by the director of that certified school. The instructor shall provide a report certifying that he or she has been monitored by a KLEC monitor.

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, allowing for changes through the use of supplements. The council shall publish annual supplements to the directory within fifteen (15) days after each quarterly council meeting, and the supplements shall include all certification changes, including additions, deletions, and renewals for the year. The council shall provide each certified school 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", 2021;
- (b) KLEC Form 5, "Instructor - Continued Certification", 2021;
- (c) KLEC Form 6, "Request for Additional Certification", 2021; and
- (d) KLEC Form 8, "Request for Waiver", 2021.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Law Enforcement Council, 4449 Kit Carson Drive, Richmond, Kentucky 40475-3102, Monday through Friday, 8 a.m. to 4:30 p.m. This material is also available on the Council's Web site at <https://klecs.ky.gov/>.

(11 Ky.R. 1542; Am. 1776; eff. 5-14-1985; 12 Ky.R. 1628; eff. 5-6-1986; 14 Ky.R. 242; eff. 9-10-1987; TAm 10-19-2012; 41 Ky.R. 595; 1057; eff. 12-5-2014; 48 Ky.R. 971,2047; eff. 4-5-2022.)

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