



APCO Institute Instructor Upgrade Form

INSTRUCTOR NAME: _____
AGENCY NAME: _____
AGENCY ADDRESS: _____
CITY / STATE / ZIP: _____
DAYTIME PHONE: _____ Fax: _____
EMAIL ADDRESS: _____ APCO Membership #: _____

I AM CURRENTLY CERTIFIED AS AN APCO INSTITUTE INSTRUCTOR IN THE MOST CURRENT EDITION FOR
(Attach copies of certificates for each course)

Public Safety Telecommunicator I, 7th Edition
Communications Training Officer, 5th Edition
Fire Service Communications, 2nd Edition
Communications Center Supervisor, 4th Edition
Emergency Medical Dispatch, 5th Edition
Law Enforcement Communications, 1st Edition

I WISH TO BE CERTIFIED AS AN INSTRUCTOR IN THE MOST CURRENT EDITION FOR:
(Student course required prior to upgrade)

Public Safety Telecommunicator
Communications Training Officer
Fire Service Communications
Communications Center Supervisor
Law Enforcement Communications
Emergency Medical Dispatch (Must hold EMD Certification for a minimum of one year)

***** Request for Upgrade will not be processed if you do not hold the most current edition of student or instructor course(s) *****

UPGRADE FEE: \$159.00 per upgrade (Members) / \$169.00 per upgrade (Non-Members)
(Includes Instructor Certificate and access to Instructor Resources)

***** For Expedited processing within 48 hours of receipt, please provide an additional \$50.00 in addition to upgrade Fee *****

Method of Payment (US funds only) Check Purchase Order (Attach copy) / **New Jersey – Original Purchase Order Only**

Credit Card (Check one) VISA MASTERCARD DISCOVER AMEX

Card #: _____ Exp: _____

Name on Card: _____

Cardholder's Address: _____

Cardholder's Email Address: _____

RETURN INSTRUCTOR UPGRADE PAPERWORK AND SIGNED AGENCY INSTRUCTOR AGREEMENT TO:

APCO International
351 N. Williamson Blvd.
Daytona Beach, Florida 32114-1112
Fax: 386-239-8397

APCO Institute Agency Instructor Agreement

As an APCO Institute Agency Instructor I agree as follows:

1. I acknowledge receipt of the APCO Institute's **Agency Instructor Policy and Procedure Manual 2013 Edition, Version 1.0** and I will follow the policies, procedures and responsibilities outlined therein.
2. I acknowledge that I meet the minimum requirements as outlined in the **Agency Instructor Policy and Procedure Manual 2013 Edition, Version 1.0**.
3. I will devote such time as may be reasonably necessary for the purpose of preparing for the delivery of any APCO program.
4. I will not conduct APCO Institute Courses in my own name or conduct courses for the purpose of seeking profit.
5. I will not photocopy, reproduce or distribute any APCO Institute materials without the written permission of APCO Institute. I understand that any such photocopy, reproduction or distribution is a violation of the copyright laws of the United States of America.
6. I will submit class paperwork to the APCO Institute within five business day of the end of the class.
7. I will participate in discussions and use the Agency Instructor PSConnect Group as a resource.
8. I understand that failure to follow policy and/or procedure set forth by APCO Institute in the **Agency Instructor Policy and Procedure Manual 2013 Edition, Version 1.0** will result in my certification being revoked. I further understand that any students who receive certificates of completion through my instruction may also have their certification revoked should my certification be revoked for policy violations.

Signature of APCO Institute Agency Instructor

Date

Printed name of APCO Institute Agency Instructor

Agency Instructor Email Address

APCO Institute Agency Instructor Agency Name

Agency Address (Street/City/State/Zip)

Agency Phone Number

Agency Fax Number

Please indicate which instructor certifications you currently hold and any for which you are requesting an upgrade:

Current Instructor Certification Held

Newly Obtained/Requested Instructor Certification

Public-Safety Telecommunicator I Course, 7th Edition

Communication Training Officer Course, 5th Edition

Fire Service Communications, 2nd Edition

Communications Center Supervisor Course, 4th Edition

Emergency Medical Dispatch Course, 5th Edition, Version 3

Law Enforcement Communications, 1st Edition