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About the APCO Institute

As part of APCO International, the APCO Institute is uniquely positioned to offer highly specialized training and resources on foundational, current and emerging topics that public safety telecommunications professionals need to know. APCO International’s leadership role in public safety communications worldwide means that our training programs and resources reflect the pressing issues that affect emergency communications centers (ECCs) of all sizes and that they meet the needs of our more than 30,000 members. As a non-profit entity, the Institute is able to offer exceptional and affordable training opportunities to public safety agencies and practitioners, regardless of their financial resources.

Our certification programs and certificate courses are delivered in several formats:

**ONLINE COURSES**
*Training that’s ready when you are.*
We understand how busy you are. And that working in an ECC isn’t a 9-to-5 job. That’s why most Institute classes are offered online. Their 24-hour accessibility — from any Internet enabled device — means that you can participate in training when it works for you. Lessons are released each Wednesday and must be completed prior to the following Tuesday.

**CO-HOST COURSES**
*Serve as a co-host. Earn one complimentary registration.*
As a public-safety practitioner, you know what training is needed in your area. Serving as a co-host agency (or chapter) enables you to meet local training needs by inviting others from your area to attend a class taught by one of the Institute’s experienced adjunct instructors. In exchange for providing the facility and promoting the course, co-host agencies are eligible to receive one complimentary registration for each confirmed class they offer.

**CONTRACT COURSES**
*Onsite training you need, when you need it.*
If you have a group of individuals that need to be trained onsite, contact us about contracting a class at your agency or chapter event. We’ll provide the training you need, when you need it, to groups large or small.

**AGENCY COURSES**
*Staff training for only the cost of course materials.*
We will help you equip your agency for in-house training by certifying staff members as APCO Agency Instructors. Having in-house instructors who can teach specific APCO courses can result in significant savings of your scarce training dollars.

Agency instructors can be certified to teach the following APCO courses: Public Safety Telecommunicator; Fire Service Communications; Law Enforcement Communications; Emergency Medical Dispatch and; Communications Training Officer. The only cost to you is the necessary number of training manuals for students in the courses your agency instructors teach.

**APCO CHAPTER PRE- AND POST-CONFERENCE TRAINING COURSES**
*Flexibility to meet your chapter training needs.*
Most Institute training classes are perfect for APCO chapters to offer to their members before or after chapter conferences.
About APCO International

APCO International is the world’s oldest and largest organization of public safety communications professionals and supports the largest U.S. membership base of any public safety association. It serves the needs of public safety communications practitioners worldwide — and the welfare of the general public as a whole — by providing complete expertise, professional development, technical assistance, advocacy and outreach.

MISSION
The Association of Public-Safety Communications Officials (APCO) is an international leader committed to providing complete public safety communications expertise, professional development, technical assistance, advocacy and outreach to benefit our members and the public.

VISION
APCO International commits to strengthen our communities by empowering and educating public safety communications professionals.
Communications Training Officer Program

A comprehensive Communications Training Officer (CTO) Program can help ensure successful caller outcomes and decreased liability for your agency. The APCO Institute CTO Program provides all the tools your agency needs to help guarantee systematic, consistent training, documentation and recordkeeping.

THE PROGRAM INCLUDES

- **Communications Training Officer Course** — Focuses on the development and maintenance of an agency’s one-on-one training program and provides the training necessary to foster levels of consistency for CTOs as they provide on-the-job training to new hires. Also includes paper versions of all documents vital to a comprehensive CTO program. Offered in Spanish as well. (See page 8)

- **Communications Training Officer, Instructor Course** — Teaches APCO certified CTOs what they need to know to become in-house CTO instructors for their agencies. (See page 19)

- **Comprehensive Quality Course** — CTOs interested in expanding their knowledge and skill set are encouraged to take this course. Includes training modules on: quality; building a performance evaluation program; feedback and coaching skills; and more. (See page 27)

- **Webinars** — Offer CTOs ready-made content on topics of interest to ECC staff. Most are free to APCO members. (See page 42)

- **Illuminations Program** — Quarterly, subscription-based, online continuing dispatch education program that allows you to earn 3 CDEs per quarter. (See page 31)

- **Training Central** — Online resource that stores all individual and agency training records in one place. (See page 45)
Communications Training Officer Course

APCO Institute’s Communications Training Officer (CTO) course focuses on the development and maintenance of an agency’s one-on-one training program and provides the training necessary to foster levels of consistency for CTOs as they provide on-the-job training to new hires. Upon successful completion, CTOs can help build and maintain the CTO system while exploring important elements of effective CTO programs. Previous editions of APCO’s CTO program have been implemented in hundreds of agencies nationwide.

This updated version of the course includes the essential elements of a CTO program based on the industry recognized “San Jose Model” while also incorporating the requirements set by the national standard for CTO programs — APCO ANS 3.101.3-2017 - Core Competencies and Minimum Training Standards for Public Safety Communications Training Officer. To view the standard go to: apcointl.org/standards/standards-to-download

TOPICS INCLUDE

• Performance-Based Training
• Preparing, Motivating and Communicating with Trainees
• Customer Service in Public Safety Communications
• Counseling
• Stress Management
• Meeting the Needs of the Adult Learner
• Training Strategies
• Performance Evaluations
• Record Keeping and Documentation
• Total Quality Management
• Liability and Standards

Students will receive a CTO Program Implementation workbook and Reference Guide filled with sample forms, templates and best practices to use in creating their own CTO program or enhancing an existing program.

PREREQUISITES

Students must have successfully completed a formal, 40-hour basic telecommunicator training program.

CDEs EARNED

24

RECERTIFICATION REQUIREMENTS

APCO CTOs must provide proof every two years of 24 hours (12 hours per certification year) of continuing dispatch education and must pass the CTO recertification quiz.

COURSE OPTIONS (SEE PAGE 4) TERM TUITION*

Co-Host 3 days $389
APCO Institute Online 5 weeks $439 (includes $50 distance learning fee)
Agency 3 days $0 (cost of student manuals only)
Contract 3 days Contact us for pricing

*APCO Member Discount $20 (Full and Commercial Members Only). APCO Online Members receive the discount on online courses only.

Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
Emergency Medical Dispatch (EMD) is a systematic program of handling medical calls. Trained telecommunicators, using locally approved EMD guidecards, quickly and properly determine the nature and priority of the call, dispatch the appropriate response, then give the caller instructions to help treat the patient until the responding EMS unit arrives. A comprehensive EMD program can reduce agency liability by providing thorough and consistent dispatch instructions, and can help meet the growing public expectation that when citizens call 9-1-1, appropriate medical care will be provided as quickly as possible.

The APCO Institute’s comprehensive EMD Program is based on the NHTSA National Standard Curriculum for EMD and incorporates all of the current ASTM and NHTSA guidelines. It is a cost-effective way for agencies to implement an EMD program and includes customization of EMD guidecards and locally controlled training by APCO Institute certified instructors.

THE PROGRAM INCLUDES

- **Emergency Medical Dispatcher Course** — During the course, all telecommunicators in your agency learn the basics of EMD; correct procedures for obtaining pertinent information over the phone; and how to use APCO’s EMD guidecards. (See page 10)

- **Emergency Medical Dispatch, Instructor Course** — Anyone in your agency who completes the basic EMD course, can complete the Instructor Course and then serve as your in-house agency instructor. Having an agency instructor allows you to move your training in-house, saving valuable training dollars. (See page 19)

- **EMD Guidecards** — Guidecards provide EMDs with the tools they need to properly prioritize the response level of a call to provide pre-arrival instructions to callers. They can be used only in conjunction with full APCO EMD Program implementation. (See page 40)

- **APCO IntelliComm® Electronic Guidecard Software** — Developed in conjunction with IBM Watson Analytics, APCO IntelliComm is cognitive criteria-based guidecard software that mirrors an agency’s current guidecards for EMD, police and fire. It includes the most up-to-date NCMEC and ERG manual, as well as groundbreaking features to optimize QA efforts in call taking and dispatching. (See page 44)

- **EMD Illuminations** — This subscription-based online program allows individuals to earn 1 CDE each month on topics of particular interest to emergency medical dispatchers. (See page 33)
Emergency Medical Dispatch Reciprocity

EMD certified, but not by APCO? We offer reciprocity.

If your agency is EMD-certified by a nationally recognized entity other than APCO, our reciprocity program allows you to easily become APCO-certified. And, because our EMD Program allows you to equip an agency staff member to serve as an APCO Certified EMD Instructor, you save valuable training dollars by eliminating the need for travel and outside instructors.

Once certified, your instructor can provide training as needed, on your schedule. And, we've made the recertification process simple and affordable.

For more information about the APCO EMD Program, visit apcointl.org/emd or contact us at emd@apcointl.org.
Emergency Medical Dispatcher Course

The APCO EMD Course is based on the NHTSA’s National Standard Curriculum for EMD. Completion of the APCO Institute EMD Course means that the student has met all of the requirements of the National Standard Curriculum—an important point for states that require compliance with the national curriculum.

Topics covered provide the student with the knowledge to answer calls for emergency medical service and properly prioritize the response. The course also provides the student with the knowledge necessary to convey proper pre-arrival instructions to the caller when needed.

**TOPICS INCLUDE**

- EMD Roles and Responsibilities
- Legal and Liability Issues in EMD
- National and State Standards for EMD
- Resource Allocation
- Layout and Structure of the EMD Guidecards
- Obtaining Information from Callers
- Anatomy and Physiology
- Chief Complaint Types
- Quality Assurance & Recertification
- Stress Management

The classroom setting provides practical exercises that help the new EMD become familiar with the theories and practices of EMD. Students practice with their agency’s EMD guidecards in simulated EMD calls. Completion of this course is required for enrollment in the EMD Instructor Course.

Note: The online EMD Course requires students to attend a webinar in week three and a practical practice conference call in week six. The week three webinar lasts approximately one hour. The week six practical practice conference call lasts around 1.5 hours. The final practical practice is completed by a one-on-one conference call with the instructor at the end of the course.

These sessions may or may not be during the student’s regularly scheduled work time, especially if the student works overnight. Arrangements will/may have to be made at the agency level to allow the student to attend these required sessions.

**PREREQUISITES**

Students must have successfully completed a formal, 40-hour basic telecommunicator training program and must hold current CPR certification from the American Heart Association, American Red Cross or equivalent.

**RECERTIFICATION REQUIREMENTS**

To recertify, all APCO Institute Certified Emergency Medical Dispatchers must provide proof every two years of 24 hours (12 hours per certification year) of approved continuing dispatch education and proof of a current CPR certification as stated above and must pass a free, online EMD recertification quiz.

**CDEs EARNED**

32

<table>
<thead>
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<td>4 days</td>
<td>$389</td>
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<td>APCO Institute Online</td>
<td>6 weeks</td>
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<td>Agency</td>
<td>4 days</td>
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<td>Contract</td>
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</table>

* APCO Member Discount $20 (Full and Commercial Members Only). APCO Online Members receive the discount on online courses only.

Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
Emergency Medical Dispatch Concepts Course

The APCO Institute EMD Concepts Course will familiarize students with the philosophy of emergency medical dispatching and its role in today’s communications center. The course deals with the national standards and guidelines of emergency medical dispatching as well as the design and components of EMD in general. Students learn how emergency medical dispatch works and the most common pitfalls to avoid when establishing an EMD program in their agencies.

Please note: Completion of the EMD Concepts Course will not result in an individual being certified as an APCO Institute Certified Emergency Medical Dispatcher. This is an awareness level course only. Anyone wishing to become an APCO Institute Certified EMD will still need to successfully complete the 32-hour APCO Institute Emergency Medical Dispatcher Course.

TOPICS INCLUDE

• EMD Program Overview
• The Emergency Medical Dispatcher
• Implementation of EMD Guidecards
• Anatomy and Physiology
• Legal and Liability Issues
• Quality Control

PREREQUISITES

None

CERTIFICATION EARNED

None

CDEs EARNED

8

RECERTIFICATION REQUIREMENTS

None

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<td>Contract</td>
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<td>Contact us for pricing</td>
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</tbody>
</table>

* APCO Member Discount $20 (Full and Commercial Members Only). APCO Online Members receive the discount on online courses only.

Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
Emergency Medical Dispatch Manager Course

This course will assist with the implementation and management of the APCO Institute EMD Program. It is intended to provide appropriate personnel – whether administrator, communications supervisor or other management personnel – with the necessary guidelines and information required for the management of their agency's EMD Program to include creating and maintaining an effective quality control program and tips and guidelines for ensuring compliance with the APCO Institute EMD Program and the relevant national standards.

TOPICS INCLUDE

• Overview of an Emergency Medical Dispatch Program
• Guidelines for Implementing an EMD Program
• Overview of the EMD Program
• EMD Training and Certification
• EMD Quality Control
• EMD Compliance and Ongoing Maintenance

PREREQUISITES

None

CERTIFICATION EARNED

Emergency Medical Dispatch Manager

CDEs EARNED

8

RECERTIFICATION REQUIREMENTS

To recertify, all APCO Institute certified EMD Managers must provide proof every two years of 24 hours (12 hours per certification year) of continuing dispatch education.

COURSE OPTIONS (SEE PAGE 4)  TERM  TUITION*

Co-Host  1 day  $199
APCO Institute Online  3 weeks  $249 (includes $50 distance learning fee)
Contract  1 day  Contact us for pricing

* APCO Member Discount $20 (Full and Commercial Members Only). APCO Online Members receive the discount on online courses only.

Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
Public Safety Telecommunicator Course

Ideal for training the new-hire or as a refresher for existing staff, APCO’s PST1 course covers the basic skills, knowledge and abilities every successful public safety telecommunicator needs to meet the demands of this critical work.

Students successfully passing the final exam receive APCO Institute certification demonstrating completion of a training course that meets and exceeds industry accepted national basic training standards, including APCO/ANS 3.103.2.2015 and NFPA 1061 2014 Edition.

Building on foundational topics such as communication skills, call taking and radio techniques, the PST course incorporates the most up-to-date information on technology and work-related issues in public safety communications centers. Topics include NextGen 9-1-1, emerging technologies, continuing education and liability.

**TOPICS INCLUDE**

- Introduction to Your New Career
- Preparing for Your New Career
- Interpersonal Communications
- Telephone Communications Techniques: Call Processing
- Telephony, Traditional Technology
- Next Generation 9-1-1
- Telephone: TTY
- Telematics and Collision Notification Systems
- Computer-Aided Dispatch (CAD) and Related Technologies
- Radio Communications Techniques
- Radio Technology
- Call Classifications
- The Incident Command System
- Liability Issues

**PREREQUISITES**

None

**CERTIFICATION EARNED**

Public Safety Telecommunications

**CDEs EARNED**

40

**RECERTIFICATION REQUIREMENTS**

Recertification is required every two years. APCO PSTs must provide proof every two years of 48 hours of continuing dispatch education (24 hours per certification year) and must pass the free, online PST 7th Edition recertification quiz.

**COURSE OPTIONS (SEE PAGE 4)**

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<td>$0 (cost of student manuals only)</td>
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<td>Contract</td>
<td>Contact us for pricing</td>
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</tbody>
</table>

* APCO Member Discount $20 (Full and Commercial Members Only). APCO Online Members receive the discount on online courses only.

Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
Public Safety Telecommunicator
Canada Course

Ideal for training the new-hire or as a refresher for existing staff, APCO’s PST1 Canada course covers the basics skills, knowledge and abilities every successful public safety telecommunicator needs to meet the demands of this critical work. The Canadian version is the product of contributions from public safety communications professionals from across Canada. The content addresses Canadian emergency services communications terminology and introduces provincial and federal legislative requirements impacting public safety communications across Canada.

Students successfully passing the final exam receive APCO Institute certification demonstrating completion of a training course that meets and exceeds industry accepted national basic training standards, including APCO/ANS 3.103.2.2015 and NFPA 1061 2014 Edition.

Building on foundational topics such as communication skills, call taking and radio techniques, the PST course blends in the most up-to-date information on technology and work-related issues in public safety communications centers. “Hot” topics include NextGen 9-1-1, emerging technologies, continuing education and liability.

TOPICS INCLUDE

- Introduction to Your New Career (roles and responsibilities of the position)
- Interpersonal Communications
- Telephone Communications Techniques: Call Processing
- Telephony: Traditional Technology
- Next Generation 9-1-1 and Text-to-911
- Telephony: TTY
- Telematics and Collision Notification Systems
- Computer-Aided Dispatch & Related Technologies
- Radio Communications Techniques
- Radio Technology
- Call Classification
- The Incident Command System
- Liability Issues
- Preparing for Your New Career (stress management)

PREREQUISITES

None

CERTIFICATION EARNED

Public Safety Telecommunications Canada

CDEs EARNED

40

RECERTIFICATION REQUIREMENTS

APCO Certified Public Safety Telecommunicators must provide proof every two years of 48 hours of continuing dispatch education (24 hours per certification year) and must pass the free, online PST Canada recertification quiz.

COURSE OPTIONS (SEE PAGE 4)  TERM  TUITION*

Co-Host 5 days $329
APCO Institute Online 6 weeks $379 (includes $50 distance learning fee)
Agency 5 days $0 (cost of student manuals only)
Contract 5 days Contact us for pricing

*APCO Member Discount $20 (Full and Commercial Members Only). APCO Online Members receive the discount on online courses only. Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
Effective communications is a critical component of fire service operations. It provides the vital link between citizens and responders. APCO Institute’s Fire Service Communications Course continues to advance fire communications training, improving service to the caller and increasing safety of the responders. This dynamic course covers the terms, techniques and protocols required for excellence in fire service call taking and dispatch.

**TOPICS INCLUDE**

- History and Organization of the Fire Service
- Anatomy of Fires
- Role of Fire Service Telecommunicator
- Information Gathering Techniques, Methods for Receiving Reports
- Fire Dispatch Procedures, Broadcasting
- Mutual Aid and Mutual Response Agreements
- Fire Dispatch Procedures
- Fire Service Incidents
- The National Incident Management System and Incident Command System
- Hazardous Material Incidents
- Terrorism Incidents

The course manual contains numerous photographs and illustrations to bring the course material to life and serves as an excellent reference source once back on the job.

Instructional media and exercises used throughout the course reinforce the knowledge attained in lecture and demonstration.

**PREREQUISITES**

Although there is no pre-requisite for the course, it is recommended that registrants for this class have completed a formal 40-hour basic telecommunicator course.

**CERTIFICATION EARNED**

- Fire Service Communications

32 CDEs EARNED

**RECERTIFICATION REQUIREMENTS**

APCO FSCs must provide proof every two years of 24 hours (12 hours per certification year) of continuing dispatch education and must pass the free, online fire service communications recertification exam. Recertification is required every two years.

**COURSE OPTIONS (SEE PAGE 4)**

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<tr>
<td>Contract 4 days</td>
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*APCO Member Discount $20 (Full and Commercial Members Only). APCO Online Members receive the discount on online courses only.

APCO offers emergency dispatch guidecards for fire service. See page 40.

Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
Fire Service Communications
Canada Course

Effective communications is a critical component of fire service operations. It provides the vital link between citizens and responders. APCO Institute’s Fire Service Communications Canada course continues to advance fire communications training, improving service to the caller and increasing safety of the responders. This dynamic course covers the terms, techniques and protocols required for excellence in fire service call taking and dispatch.

The course prepares students to meet NFPA 1061 (Chapter 5, 2014 Edition) professional qualifications as they relate to fire service communications.

TOPICS INCLUDE

- Introduction to the Fire Service
- Fire Service Incidents
- Fire Service Apparatus and Terminology
- Anatomy of Fires
- Mutual Aid and Mutual Response Agreements
- Hazardous Material Incidents
- Terrorism Incidents
- The Incident Command System
- Fire Service Communications and the Role of the Telecommunicator
- Fire Service Call Processing
- Information Gathering Techniques, Methods for Receiving Reports
- Fire Dispatch Procedures

PREREQUISITES

Although there is no pre-requisite for the course, it is recommended that registrants for this class have completed a formal 40-hour basic telecommunicator course.

The course prepares students to meet NFPA 1061 (Chapter 5, 2014 Edition) professional qualifications as they relate to fire service communications.

CERTIFICATION EARNED

Fire Service Communications Canada

CDEs EARNED

32

RECERTIFICATION REQUIREMENTS

APCO Fire Service Communications professionals must provide proof every two years of 24 hours (12 hours per certification year) of continuing dispatch education. Recertification is required every two years.

COURSE OPTIONS (SEE PAGE 4) TERM TUITION*

| Co-Host | 4 days | $389 |
| APCO Institute Online | 6 weeks | $439 (includes $50 distance learning fee) |
| Agency | 4 days | $0 (cost of student manuals only) |
| Contract | 4 days | Contact us for pricing |

* APCO Member Discount $20 (Full and Commercial Members Only). APCO Online Members receive the discount on online courses only.

Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
Law Enforcement Communications Course

Effective communications is a critical component of law enforcement operations. The telecommunicator provides the vital link between citizens and law enforcement responders. The APCO Institute’s Law Enforcement Communications Course provides the training necessary to improve service to the caller and increase the safety of responders. It covers the terms, techniques and guidelines required for excellence in law enforcement call handling and radio dispatching.

TOPICS INCLUDE

- The Role of Law Enforcement
- History of Law Enforcement and Law Enforcement Communications
- Law Enforcement Organizations, Operations, Vehicles, and Equipment
- Classification and Prioritization of Crimes
- Law Enforcement Telecommunicator: Overview of Role and Responsibilities
- Law Enforcement Call Processing and Dispatch Procedures
- Law Enforcement Incidents: Crimes Against Persons/Property/Vehicle and Highway
- Communications for Pursuits and Officer Needs Help Incidents
- Next Generation and Emerging Communications Technology
- Law Enforcement Communications and Counterterrorism
- NIMS (National Incident Management System)

The course manual contains numerous photographs and illustrations to bring the course material to life and serves as an excellent reference source once back on the job. Instructional resources include study guides (with audio and video clips), role-plays and scenario-based training materials. Instructional media and exercises used throughout the course reinforce the knowledge attained in lecture and demonstration.

PREREQUISITES

Although there is no pre-requisite for the course, it is recommended that registrants for this class have completed a formal 40-hour basic telecommunicator course.

CERTIFICATION EARNED

Law Enforcement Communications

CDEs EARNED

32

RECERTIFICATION REQUIREMENTS

APCO Certified Law Enforcement Communications professionals must provide proof every two years of 24 hours (12 hours per certification year) of continuing dispatch education and must complete the free, online LEC recertification quiz. Recertification is required every two years.

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<td>$0 (cost of student manuals only)</td>
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<td>Contract</td>
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</tbody>
</table>

* APCO Member Discount $20 (Full and Commercial Members Only). APCO Online Members receive the discount on online courses only.

APCO offers emergency dispatch guidecards for law enforcement. See page 41.

Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
Communications Center Supervisor Course

The APCO Institute Communications Center Supervisor course is designed for prospective, newly appointed or experienced communications supervisors who want to enhance their supervisory skills and knowledge. Recommended for current communications center supervisors or those seeking supervisory positions.

TOPICS INCLUDE

- The Telecommunications Supervisor Role
- Liability Issues for Supervisors
- Policies, Procedures and Directives
- Communication Skills
- Self-assessment
- Employee Evaluation and Motivation

Class lecture is supplemented with practical exercises that help students apply the lessons to their own agency policies and procedures. Students learn supervisory topics and how to work together in groups and cooperate to attain common goals.

PREREQUISITES

Students should be experienced in communications center operations, have a working knowledge of communications policies and procedures and be either in or under consideration for a supervisory position within the agency. Students must bring their agency's policies and procedures manual to class for reference.

CERTIFICATION EARNED

Communications Center Supervisor

CDEs EARNED

24

RECERTIFICATION REQUIREMENTS

None

COURSE OPTIONS (SEE PAGE 4)  TERM  TUITION*

Co-Host  3 days $389
APCO Institute Online  5 weeks $439 (includes $50 distance learning fee)
Agency  3 days $0 (cost of student manuals only)
Contract  3 days Contact us for pricing

* APCO Member Discount $20 (Full and Commercial Members Only). APCO Online Members receive the discount on online courses only.

Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
Agency Instructor Course: CTO, EMD, PST, FSC & LEC

Based on the principles of adult education, APCO’s Agency Instructor course offers agencies the chance to train staff members to serve as agency instructors able to teach various APCO courses to others in the ECC. Having agency instructors allows for significant cost reductions in new-hire and in-service training and travel. Upon successful completion of the course, participants can serve as agency instructors for any of the following APCO courses for which they hold certification: Communications Training Officer (CTO), Emergency Medical Dispatch (EMD), Public Safety Telecommunications (PST), Fire Service Communications (FSC) and Law Enforcement Communications (LEC).

During the course, participants receive the Instructor Techniques Manual and the student manual for the discipline(s) that they will teach. Once certified, agency instructors are registered in APCO’s PSConnect online community, created exclusively for the discipline(s) they will teach. PSConnect gives agency instructors access to discussion boards, information exchange with peers and teaching resources that include audio-visual resources, study packages, optional reading and puzzles and games.

Participants should register for the discipline in which they are seeking instructor certification.

NOTE: State/Federal certified instructors who wish to become certified as APCO agency instructors may submit applications for consideration. If the application is approved, candidates must successfully complete the APCO Instructor Application Exam to be issued an agency instructor certificate.

TOPICS INCLUDE

- Learning and Learners
- The Role of the Instructor
- Lesson Plans
- Design and Use of Instructional Media
- Simulation Design and Use
- Testing and Evaluation
- Liability in Training
- Demonstration Lesson

PREREQUISITES

All candidates must have a minimum of one year of experience in a public safety, telematics or a 3-1-1 call center and have successfully completed the student version of the instructor discipline for which they are registering.

In addition, an Emergency Medical Dispatch Instructor candidate who wishes to teach the entire EMD course must be a current certified paramedic or current certified advanced-level EMT with current CPR certification and current ALS training and understanding.

Agencies that require two instructors to offer both the dispatch and medical portions of the EMD course (restricted dispatch only and restricted medical only) can apply to have their restricted medical instructor certified by APCO to teach the entire EMD class. Contact emd@apcointl.org for more information.
CERTIFICATION EARNED
Students become certified in one of the following, depending on which instructor course they completed:

- APCO Agency CTO Instructor
- APCO Agency EMD Instructor
- APCO Agency FSC Instructor
- APCO Agency LEC Instructor
- APCO Agency PST Instructor

CDEs EARNED
40

RECERTIFICATION
APCO Institute Certified Agency Instructors are required to recertify every two years. Complete information on the recertification process is provided at the conclusion of the APCO Agency Instructor Course.

<table>
<thead>
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<th>COURSE OPTIONS (SEE PAGE 4)</th>
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* APCO Member Discount $20 (Full and Commercial Members Only). APCO Online Members receive the discount on online courses only.

Instructor Certification Upgrades
Already an APCO certified instructor in one discipline? You can upgrade your certification to include an additional discipline by taking one of the following courses in the additional subject area: public safety telecommunicator; fire service communications; law enforcement communications; emergency medical dispatch; or communications training officer.
Instructor Techniques Course

This course explores the basic skills and techniques of teaching. Based on the principles of adult education, students study the dynamics of instructional delivery. Successful completion of this course provides the instructors with the techniques they need to apply to training courses covering a wide range of subject matter, especially public safety communications. Instructional media and exercises used throughout the course reinforce the knowledge attained in discussions and demonstration.

This course is ideal for those who have been tasked with training within your agency. For either a new instructor or an instructor with experience, the course offers training on understanding the educational needs of adult learners, strengthening your presentation skills, sharpening your classroom management abilities and improving your lesson planning.

The Instructor Techniques, 2nd Edition, textbook includes modules on:

- Learning and Learners
- The Role of the Instructor
- Lesson Plans
- Design and Use of Instructional Media
- Simulation Design and Use
- Testing and Evaluation
- Liability in Training
- Demonstration Lesson

New to the second edition are topics on: generational learners, student engagement, classroom management, and extended discussion of learning technologies.

Upon successful completion of the course, the instructors will be able to:

- Train your personnel in your agency’s courses
- Foster skill development through practical exercises
- Understand student engagement and deeper learning
- Develop lesson plans
- Design and use of instructional media
- Create effective simulations
- Create quizzes and exams based on course objectives
- Understand the factors relating to liability in training

Students successfully completing this course will receive an APCO Instructor Certificate for general training purposes without certification for any APCO course. However, holders of this certificate can pursue upgrades to APCO course certification by completing the required coursework needed for each discipline.

Holders of the general certificate are expected to fulfill the duties and obligations of an APCO instructor. These include, among others:

**Learning and Learners**

- Provide professional training using instructional techniques consistent with adult learning styles and the techniques of this course
- Devote such time as may be reasonably necessary for the purpose of preparing for the delivery of any training program entrusted to you

- Keep and maintain accurate records of all class activity
- Conduct all testing and evaluation in a fair and impartial manner, using valid and reliable testing and evaluation instruments.
PREREQUISITES
Minimum one year experience in a public safety communications center or a telematics or 3-1-1 call center.

CERTIFICATION EARNED
General Instructor

CDEs EARNED
40

RECERTIFICATION
Recertification is required to recertify every two years. APCO General Instructors must provide proof every two years of 24 hours (12 hours per certification year) of continuing dispatch education (CDE) and 24 hours (12 hours per certification year) of instructing hours.

COURSE OPTIONS (SEE PAGE 4) | TERM | TUITION*
--- | --- | ---
Co-Host | 5 days | $459
APCO Institute Online | 6 weeks | $509 (includes $50 distance learning fee)
Agency | 5 days | $0 (cost of student manuals only)
Contract | 5 days | Contact us for pricing

* APCO Member Discount $20 (Full and Commercial Members Only). APCO Online Members receive the discount on online courses only.

Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
Instructor Techniques Enrichment Course

The APCO Instructor Techniques Enrichment course is designed to bring APCO agency instructors up to date with the latest tools and resources provided by the new Instructor Techniques, 2nd Edition course. It is ideal for instructors seeking continuing education through a refresher and enhancement course.

For instructors who trained in the first edition of the instructor course, the enrichment course provides an overview of what's new and what's changed between the two editions. The class provides a host of tools and resources with in-depth coverage of topics of current interest.

TOPICS INCLUDE

- Expanded Discussion of the Learning Process and Learning Theories
- Updated Bloom’s Taxonomy
- Generational Differences Among Learners
- The Role of the Instructor Within the training Program: Program Context
- Classroom Management
- Achieving Deeper Learning
- Expanded Discussion of Learning Objectives
- Expanded Discussion of Lesson Plans (and Planning)
- Fostering Student Engagement

In addition to the new topics, existing sections have been rewritten, revised and updated on many points. Students will independently review the updates and enhancements and then complete a knowledge check based on the new material. A minimum test score of 80 percent is required to pass the course.

PREREQUISITES

None

CERTIFICATION EARNED

None

CDEs EARNED

3

RECERTIFICATION REQUIREMENTS

None

COURSE OPTIONS (SEE PAGE 4)  TERM  TUITION

Online  3 weeks  $75

No transfers, refunds or cancellations accepted.
CDE: Active Shooter Incidents for Public Safety Communications

Active shooter incidents are high-risk, high-stakes events that, without warning, can cause devastating consequences in just a few brief moments. For all facets of public safety, including communications, there is a host of issues that make responding to an active shooter incident more difficult than many other armed subject calls.

This type of incident has been increasing in frequency. Shooters have a wider range of more powerful weapons available. The motivations behind these incidents continue to grow more complex. As with any other type of emergency situation, the telecommunicator plays a vital role in the response to active shooter incidents.

Telecommunicators need to be aware of the unique challenges posed by active shooter incidents and be prepared to address them well in advance. This course looks at the role of the telecommunicator through all stages of an active shooter incident.

This course is built on the experiences of frontline telecommunicators who have worked active shooter incidents. On their recommendation, the course is structured along the arc of events that happen before, during, and after an active shooter incident. The goal of the course is to educate telecommunicators about the intricate issues and challenges posed by active shooter incidents, including preparedness for an incident, response to an incident, and the role the telecommunicator plays following an incident.

TOPICS INCLUDE

- Overview of Incidents, Perpetrators and Targets
- Phases of an Active Shooter Incident
- Getting and Handling Calls Reporting an Incident
- Dispatch and On-Going Communications
- Responder Safety and Secondary Dangers
- Handling Calls from Victims Trapped in the Incident
- Telecommunicators’ Role Post-Incident: Rescue, and Extraction
- Recovery from an Incident: Impact and Stress, On-Going Issues

PREREQUISITES

Although there is no pre-requisite for the course, it is recommended that registrants for this class have completed a formal 40-hour basic telecommunicators course.

CERTIFICATION EARNED

None

CDEs EARNED

8

RECERTIFICATION REQUIREMENTS

None

COURSE OPTIONS (SEE PAGE 4)

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* APCO Member Discount $40 (Full and Commercial Members Only). APCO Online Members receive the discount on online courses only.

Perfect for a One Day Pre-Conference or Post-Conference Course

Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
CDE: Bullying and Negativity in the Communications Center, 2\textsuperscript{nd} Ed.

This course examines how bullying occurs and how to combat the issue. The eight-hour course explores the nature of the problem, its impact on people and organizations, corrective actions that can be taken, and steps to foster and maintain civility in the communications center. This course aims to help students develop the skills needed to effectively practice civil behavior, as well as demonstrate different ways organizations can systematically combat bullying and cultivate civility in the workplace.

**TOPICS INCLUDE**

- Behaviors Associated With Bullying
- Impact on Individuals
- Impact on Communications Center Operations
- Communications Center Management’s Responsibility to Act
- Civility and Incivility in the Workplace
- Overcoming Incivility in the Workplace and Cultivating Civility
- Conflict Resolution
- Writing and Implementing a Civility Policy

**PREREQUISITES**

Although there is no pre-requisite for the course, it is recommended that registrants for this class have completed a formal 40-hour basic telecommunicator course.

**CERTIFICATION EARNED**

None

**CDEs EARNED**

8

**RECERTIFICATION REQUIREMENTS**

None

**COURSE OPTIONS (SEE PAGE 4)**

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* APCO Member Discount $40 (Full and Commercial Members Only).

Perfect for a One Day Pre-Conference or Post-Conference Course

Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
CDE: Call Processing Incidents Involving Veterans with PTSD

This course explores the challenges returning military veterans face, with the aim of preparing telecommunicators for the possibility of interaction with veterans in crisis, particularly those suffering from post-traumatic stress disorder (PTSD) or traumatic brain injury (TBI).

TOPICS INCLUDE

• Primary Challenges Faced by Returning Veterans
• Traumatic Brain Injury
• Systems of Post-Traumatic Stress Disorder
• Recognizing the Suicide Risk

• Key Elements to Listen for That May Indicate Suicidal Ideation
• Techniques for Interactions with Veterans in Crisis
• Veterans Treatment in Court Programs

PREREQUISITES

None

CDEs EARNED

8

RECERTIFICATION REQUIREMENTS

None

COURSE OPTIONS (SEE PAGE 4)  TERM  TUITION*

Co-Host 1 day $199 (non-member)

$179 (full and commercial member)

Contract 1 day Contact us for pricing

* APCO Member Discount $40 (Full and Commercial Members Only).

Perfect for a One Day Pre-Conference or Post-Conference Course

Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
A comprehensive quality program cannot be created overnight. A program must be thought out and prior planning efforts put into the system utilizing the methods of measurement and the analysis of results achieved. A successful quality program will require a systematic approach. This course will provide the necessary insight so that the proper tools and methodologies can be employed to make the quality program a vital and useful part of your organization.

**TOPICS INCLUDE**

- Quality
- Quality Planning and Methodologies
- Standards and Liability in Quality Programs
- Building a Performance Evaluation Program
- Crisis Negotiation Tools for the Telecommunicator
- Feedback and Coaching Skills
- Surveys and Analysis

Class lecture is supplemented by practical exercises that help students apply the lessons to their own agency.

**PREREQUISITES**

Students should be experienced in communications center operations, have a working knowledge of communications policies and procedures, and be involved in the quality assurance/quality improvement within their agency.

**CERTIFICATION EARNED**

None

**CDEs EARNED**

16

**RECERTIFICATION REQUIREMENTS**

None

**COURSE OPTIONS (SEE PAGE 4)**

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* APCO Member Discount $20 (Full and Commercial Members Only). APCO Online Members receive the discount on online courses only.

Perfect for a One Day Pre-Conference or Post-Conference Course

Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
CDE: Crisis Negotiations for Telecommunicators

Crisis situations differ from the daily emergencies that today’s public safety telecommunicators handle. Hostage situations, barricaded subject incidents and suicidal callers, among others, require an advanced level of training for the telecommunicator to handle them successfully. This course will build on the knowledge, skills and abilities inherent in basic telecommunicator training programs to educate the public safety communications professional on the most effective way to receive and process calls involving crisis situations and to ensure they fulfill their role as a vital component of the overall public safety response.

This course is taught by APCO Institute adjunct instructors.

TOPICS INCLUDE

- Overview of a Crisis Situation
- Hostage Situations
- Suicidal Subject Situations
- Suicide by Cop
- Crisis Negotiation Tools for the Telecommunicator
- Skills and Characteristics of a Successful Telecommunicator Negotiator
- Crisis Related Stress Management

PREREQUISITES

Although there is no pre-requisite for the course, it is recommended that registrants for this class have completed a formal 40-hour basic telecommunicator course.

CERTIFICATION EARNED

None

CDEs EARNED

8

RECERTIFICATION REQUIREMENTS

None

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* APCO Member Discount $40 (Full and Commercial Members Only). APCO Online Members receive the discount on online courses only.

Perfect for a One Day Pre-Conference or Post-Conference Course

Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
CDE: Customer Service in Today’s Public Safety Communications

Providing exceptional customer service in the high energy, often high-stress field of public safety communications, is paramount to successful performance in this profession, both for the individual telecommunicator as well as the agency they represent. This course addresses all aspects of customer service and how it impacts our industry. Although intangible, it is a critical component that must be understood and applied in every situation.

This course is taught by APCO Institute adjunct instructors.

TOPICS INCLUDE

• Defining Customer Service
• Customer Attitudes and Expectations
• Customer Service in Public Safety
• Impact of Customer Service in Public Safety
• Communications Center Customer Service in Action

• Customer Service and Quality Control
• Investigating Complaints
• Improving Customer Service in the Communications Center

PREREQUISITES

Although there is no pre-requisite for the course, it is recommended that registrants for this class have completed a formal 40-hour basic telecommunicator course.

CERTIFICATION EARNED

None

CDEs EARNED

8

RECERTIFICATION REQUIREMENTS

None

COURSE OPTIONS (SEE PAGE 4)  TERM  TUITION*

Co-Host  1 day  $199
APCO Institute Online  3 weeks  $249 (includes $50 distance learning fee)
Contract  1 day  Contact us for pricing

* APCO Member Discount $40 (Full and Commercial Members Only). APCO Online Members receive the discount on online courses only.

Perfect for a One Day Pre-Conference or Post-Conference Course

Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
CDE: Disaster Operations and the Communications Center

The world's first comprehensive disaster operations course designed specifically for the public safety communications professional!

This course serves to educate the public safety telecommunicator on a wide range of man-made and natural disasters, their effects on the community and its infrastructure and the response and recovery needs of each. In addition, this course will provide telecommunicators with information on overall emergency management and homeland security and provide guidance on continuity of operations for the emergency communications center (ECC) in the face of a multitude of disaster situations.

The importance of educating today's public safety communications professional on their role and the role of the ECC in disaster operations is greater than ever before. There is a defined role for public safety communications in every element of disaster response and recovery. As public safety's ability and need to address disaster situations evolves, the telecommunicator needs to be familiar with all types of disasters - man-made and natural - and how those events can impact the communications function.

TOPICS INCLUDE

Homeland Security and Emergency Management on the State and Federal Level

- Tornadoes
- Tsunamis
- Severe Weather and Temperatures
- Severe Heat
- Earthquakes
- Floods
- Wildland or Forest Fires
- Volcanoes
- Landslides
- Pandemics
- Terrorist Acts

PREREQUISITES

Although there is no pre-requisite for the course, it is recommended that registrants for this class have completed a formal 40-hour basic telecommunicator course.

CERTIFICATION EARNED

None

CDEs EARNED

8

RECERTIFICATION REQUIREMENTS

None

COURSE OPTIONS (SEE PAGE 4)  TERM  TUITION*

Co-Host  1 day  $199
APCO Institute Online  3 weeks  $249 (includes $50 distance learning fee)
Contract  1 day  Contact us for pricing

* APCO Member Discount $40 (Full and Commercial Members Only). APCO Online Members receive the discount on online courses only.

Prices subject to change without notice. All pricing is in U.S. Dollars. International shipping fees may apply for some purchases.
CDE: Illuminations Program

The APCO Institute’s Illuminations program is an annual subscription-based service that allows you to obtain topic-specific, at-your-desk continuing education. There are three different Illuminations tracks available. Registration for each track is priced separately. You may participate in more than one track at a time. All Illuminations program courses are offered online and are taught by APCO Institute adjunct instructors.

- **General Illuminations** offers monthly courses on a wide range of monthly topics of interest to anyone in public safety communications. Subscribers earn one CDE for each month completed.

- **EMD Illuminations** includes monthly topics of particular interest to emergency medical dispatchers, although the track is open to anyone. Subscribers earn one CDE for each. EMD experience or certification is recommended.

- **CTO Illuminations** provides quarterly courses enabling communications training officers and others a chance to delve into specific topics that impact training and continuing education in the comm center. Subscribers earn three CDEs for each quarterly session completed. CTO experience or certification is recommended.

**PREREQUISITES**

None

**CERTIFICATION EARNED**

None

**CDEs EARNED**

12 per year

**RECERTIFICATION REQUIREMENTS**

None

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Prices subject to change without notice. All pricing is in U.S. Dollars. International shipping fees may apply for some purchases.
CDE: Public Safety Communications Staffing and Employee Retention

In 2009, the next generation of APCO Project RETAINS announced that research had proven turnover rates for emergency communications centers (ECCs) in the U.S. were at 19%. That was an increase of 3% since 2005 and still reflected a higher turnover rate than the teaching and nursing industries—both highly publicized staffing crises.

It is common knowledge that the public safety communications industry has suffered from an inability to effectively recruit and retain employees. This in turn has required ECCs across the country to invest millions of dollars in a vicious cycle of continuous recruitment, training new hires and overtime that merely addresses the symptoms of this issue and not the core problem.

Designed to provide guidance and information to ECC employees at every level, this course provides over 300 tips, guidelines and effective practices on subjects ranging from creating effective shift schedules to candidate recruitment and from maintaining staff to employee recognition.

PREREQUISITES
Although there is no pre-requisite for the course, it is recommended that registrants for this class have completed a formal 40-hour basic telecommunicator course.

CERTIFICATION EARNED
None

CDEs EARNED
8

RECERTIFICATION REQUIREMENTS
None

COURSE OPTIONS (SEE PAGE 4) | TERM | TUITION*
--- | --- | ---
Co-Host | 1 day | $199
APCO Institute Online | 3 weeks | $249 (includes $50 distance learning fee)
Contract | 1 day | Contact us for pricing

*APCO Member Discount $40 (Full and Commercial Members Only). APCO Online Members receive the discount on online courses only.

Perfect for a One Day Pre-Conference or Post-Conference Course

Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
CDE: Surviving Stress

Stress is one of the most common words used in society today and something that each one of us will experience at some point in our life. Stress affects people of all ages, professions and life situations. However, the nature of emergency communications as a professional is inherently stressful. Understanding the causes of stress in the profession will allow the public safety telecommunicator to recognize and mitigate some of the stressful situations that they may encounter. This course addresses how to detect stress within yourself and co-workers and provides measures to reduce the impact of stress.

**TOPICS INCLUDE**

- What is Stress
- Signs and Symptoms of Stress
- Causes of Stress
- Stress Intervention
- Critical Incidents
- Cumulative Stress and Post Traumatic Stress Disorder
- Tools for Stress Management

**PREREQUISITES**

Although there is no pre-requisite for the course, it is recommended that registrants for this class have completed a formal 40-hour basic telecommunicator course.

**CERTIFICATION EARNED**

None

**CDEs EARNED**

8

**RECERTIFICATION REQUIREMENTS**

None

**COURSE OPTIONS (SEE PAGE 4)**

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*APCO Member Discount $40 (Full and Commercial Members Only). APCO Online Members receive the discount on online courses only.

Perfect for a One Day Pre-Conference or Post-Conference Course

Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
APCO International’s Registered Public-Safety Leader (RPL) Program is designed for individuals interested in developing a solid foundation of management and supervisory skills necessary for successful ECC operations.

The RPL Program consists of six online courses and a final service project-based course that allows you to demonstrate your mastery of topics covered in courses one through five.

The curriculum has been updated to include the most current topics of importance to professionals in today’s public safety communications industry. During the RPL Program, you will learn to:

- **Manage Organizations and Change**
  Provide direction, lead by example, enable others, share power and seek a better way.

- **Communicate with Confidence and Clarity**
  Write and speak in a way that motivates and inspires others.

- **Develop Your Talent Pool**
  Attract and retain great talent to your organization with training and feedback for growth.

- **Build Connections and Consensus**
  Use interpersonal and negotiation skills that lead to positive outcomes for everyone involved.

- **Enhance Team Performances**
  Foster teamwork and collaboration within your organization and with virtual teams anywhere.

- **Make a Difference Within Our Association and Our Industry**
  Develop a broad knowledge of our industry and our association to better face future challenges.

- **Apply the Skills Sets Learned for the Betterment of Our Association and Our Industry**
  Complete industry-specific course assignments that culminate in a state, regional or national service project.

TO BE ELIGIBLE TO APPLY, YOU MUST BE

- An APCO member in good standing, with a demonstrated record of service to our association and our industry
- Willing and able to commit to completing the program requirements, including the RPL service project
- Dedicated to accepting the challenge of ongoing leadership and service for the betterment of public safety communications
- The program is offered quarterly. Tuition assistance may be available through APCO’s Scholarship Program. (See page 38) For more information, contact the APCO Institute at rpl@apcointl.org or (386) 322-2500.
- Graduates of the RPL Program are eligible to apply for admission to APCO’s Certified Public-Safety Executive (CPE) Program. (See page 35)

RECERTIFICATION

Registered Public-Safety Leaders are required to recertify every 4 years. Complete recertification information is provided to students during the RPL Program.

### COURSE OPTIONS (SEE PAGE 4)

<table>
<thead>
<tr>
<th>COURSE OPTIONS</th>
<th>TERM</th>
<th>TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>APCO Institute Online</td>
<td>Offered Quarterly</td>
<td>$995 (includes $50 distance learning fee)</td>
</tr>
</tbody>
</table>

*Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.*
Certified Public-Safety Executive (CPE) Program

APCO's Certified Public-Safety Executive (CPE) Program is designed to elevate professionalism, enhance individual performance and recognize excellence in the public safety communications industry. Participants may be managers, supervisors, agency executives or others whose work and life experiences have motivated them to learn the necessary skills to successfully lead organizations within the complex and ever-changing environment in which public safety agencies operate.

Drawing on resources from renowned leadership professionals and distinguished academic sources, the program allows participants to explore topics that include management versus leadership, models/theories of leadership, leadership styles, public safety leadership issues, and executing and managing change. Program instructors include master's and doctoral level professionals in the field of organizational development and leadership who bring a wealth of academic and practical experience to the program.

The program consists of two 12-week online courses and one ten-day capstone course at APCO headquarters in Daytona Beach, Florida. The program also includes an optional fourth course, CPE404 - Retreat Day, held each year at the APCO Conference & Expo. The Retreat Day brings graduates together to discuss their professional growth, to provide booster training on key points of the program, and to explore new and emerging topics of interest to public-safety executive leadership.

CPE 101 – INTRODUCTION TO EXECUTIVE LEADERSHIP
This course focuses on foundational issues in the field of executive leadership, including: management versus leadership; models, theories and styles of leadership; issues specific to public safety communications leadership; and ethical leadership in the 21st century. The course includes resources and selected readings from renowned professionals and distinguished academic sources that illustrate the core concepts of the course.

CPE 202 – DEFINING LEADERS
This course explores the various attributes, skill sets and attitudes that define successful leaders. Topics include the ways leaders define themselves, relate to others, understand their organizations, provide vision and initiate and manage change. The course includes resources from renowned professionals in the leadership field and distinguished academic institutions. Individual and group assignments and exercises during the course help cultivate an awareness among students of their own personal leadership style, strengths and challenges.

CPE 303 – EXECUTIVE LEADERSHIP IN ACTION
The culmination of the CPE program takes place at APCO headquarters in Daytona Beach, FL. During this final course, participants put all the key points of the coursework together in a fast-paced seminar featuring case studies of leadership in the public sector and insights from distinguished guest speakers with years of experience in the public safety communications industry. Graduates of the program earn the professional designation of Certified Public-Safety Executive (CPE).

APPLICATION PROCESS
The application process is designed to identify individuals whose professional goals align closely with the goals of the CPE Program. For that reason, applicants are asked to reflect on personal and professional experiences that have influenced their careers, define their interests and career goals and identify obstacles and solutions that exist relative to their ongoing professional development.

ELIGIBILITY
An applicant must:
Certified Public-Safety Executive (CPE) Program (continued)

- Possess an associate’s degree or higher OR
- Be a graduate of APCO’s Registered Public-Safety Leader (RPL) Program OR
- Have a high-school diploma AND a minimum of 10 years’ experience in public safety communications at the supervisor, manager or director level.

TUITION

Cost for the CPE Program is $3,500 per person and includes all course materials and distance learning fees. The cost does not include travel and accommodations for the ten-day capstone course at APCO headquarters in Daytona Beach, Florida. Cost estimates for travel and lodging can be found online at apcointl.org/cpe.

Program participants may apply for tuition assistance through APCO’s CPE scholarship program (see page 38).

RECERTIFICATION REQUIREMENTS

None

For more information, contact (386) 322-2500 or cpe@apcointl.org.
CALEA Accreditation Manager Courses

Recognizing that the success of the accreditation process is dependent upon the skills of the accreditation manager, these online courses were developed by the Commission on Law Enforcement Accreditation in partnership with APCO. They are ideal for training new accreditation managers or as refresher courses for existing staff.

The CALEA Accreditation Manager courses introduce the student to the history and purpose of CALEA, the resources available to assist agencies during the accreditation process, and use of agency written directives and proofs-of-compliance. Students successfully completing all course requirements will receive certification demonstrating completion of a training course which meets CALEA standards for Accreditation Manager training.

There are four specialized courses offered:

- CALEA Campus Security Accreditation Manager
- CALEA Law Enforcement Accreditation Manager
- CALEA Public Safety Communications Accreditation Manager
- CALEA Public Safety Training Academy Accreditation Manager

**TOPICS INCLUDE**

- Introduction to CALEA
- Introduction to PowerDMS
- Applying the CALEA Guide to Successful Accreditation Management
- Use of the CALEA Standards Manual
- Interpretation and application of CALEA standards
- Agency self-assessment
- CALEA remote web-based and site-based assessments

**PREREQUISITES**

Access to PowerDMS; provided by CALEA

**RECERTIFICATION REQUIREMENTS**

None

**COURSE OPTIONS (SEE PAGE 4)**

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<tbody>
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</tr>
<tr>
<td>CALEA Campus Security Accreditation Manager</td>
<td>8 weeks</td>
<td>$499</td>
</tr>
<tr>
<td>CALEA Law Enforcement Accreditation Manager</td>
<td>11 weeks</td>
<td>$675</td>
</tr>
<tr>
<td>CALEA Public Safety Communications Accreditation Manager</td>
<td>8 weeks</td>
<td>$499</td>
</tr>
<tr>
<td>CALEA Public Training Academy Accreditation Manager</td>
<td>8 weeks</td>
<td>$499</td>
</tr>
</tbody>
</table>

Prices subject to change without notice. All pricing is in U.S. dollars. International shipping fees may apply for some purchases.
Recertifications

Information on recertification requirements can be found on the following pages:

- Agency Instructor (CTO, EMD, FSC, LEC, PST) .................................................. 19
- Instructor Techniques .......................................................................................... 21
- Communications Training Officer ...................................................................... 7
- Emergency Medical Dispatcher .......................................................................... 11
- Emergency Medical Dispatch Manager ............................................................... 12
- Fire Service Communications ............................................................................. 15
- Fire Service Communications Canada ................................................................. 16
- Law Enforcement Communications ..................................................................... 17
- Public Safety Telecommunicator ......................................................................... 13
- Public Safety Telecommunicator Canada ............................................................. 14
- Registered Public-Safety Leader (RPL) Program .................................................. 34

For more information about recertifications, visit apcointl.org/recertification or contact us at recert@apcointl.org.

Scholarship Opportunities

APCO International offers two scholarship programs to its members. Full, Associate, and Group Members of the association are eligible to apply for funds through the Silent Key and Commercial Advisory Council scholarship programs.

**GENERAL SCHOLARSHIP FUND USE**

The awards may be used for professional development and career advancement activities, including programs and courses offered by the APCO Institute. Up to $500 may be applied to travel or living expenses to attend an APCO International educational event. Group Online Members who receive awards may use those funds for conference expenses only.

**CPE SCHOLARSHIP FUND USE**

These awards may be used to participate in APCO's Certified Public Safety-Executive (CPE) Program.

**APPLICATION PROCESS**

The application period for scholarships opens January 1 each year.

For more information, visit apcointl.org/scholarships.
Webinars

Webinars have become a popular training delivery method because they allow for rapid deployment of timely information on current and emerging topics.

They are created on-demand, as issues arise that greatly impact ECCs and their staff members. They are presented originally as live events, and then made available as recordings.

For more information visit apcointl.org/webinars.
Emergency Dispatch Guidecards and Software

The APCO guidecards improve your agency’s call taking and dispatching by providing rapid and consistent instructions customized to meet your agency's needs and resources. They give telecommunicators ready access to precise information for specific call types and provide call handling techniques — which means your callers get the fast, consistent and appropriate information they need and expect in an emergency.

APCO guidecards are specialized for emergency medical dispatch, fire service and law enforcement and are available as guidecard binders or guidecard racks. They are also available electronically as APCO IntelliComm™ guidecard software. (See page 44.)

EMERGENCY MEDICAL DISPATCH (EMD)
The APCO Institute EMD guidecards provide emergency medical dispatchers with the tools they need to properly prioritize the response level of a call and to provide pre-arrival instructions to the caller. The guidecards are available only to agencies that implement the complete APCO Institute EMD Program (see page 9).

The EMD Program implementation process includes: training of all agency dispatch personnel; customization of EMD guidecards to meet your agency's specific needs; and providing additional EMD resources for use in conjunction with the guidecards.

FIRE SERVICE DISPATCH
The fire service dispatch guidecards, based on the Institute’s Emergency Medical Dispatch (EMD) Program, provide agencies with consistent, precise instructions for the triaging and dispatching of fire service related emergency calls, customized to match the needs and resources of the individual agency.

The guidecards use the same fire service specific information and call handling techniques taught in the APCO Institute’s Fire Service Communications Training Course which incorporates information provided by subject matter experts from the fire service community and public safety communications industry. Call types covered by the guidecards range from commercial and residential structure fires to hazardous material (HAZMAT) incidents and calls regarding explosive devices.

LAW ENFORCEMENT DISPATCH
Law enforcement dispatch guidecards, based on the Institute’s Emergency Medical Dispatch (EMD) Program, provide agencies with specific, consistent instructions for the triaging and dispatching of law enforcement related calls ranging from vandalism and assault and battery to attempted suicide and active shooter incidents. The guidecards incorporate techniques and strategies taught in the Institute’s Law Enforcement Communications Training Course, developed by subject matter experts in the law enforcement community.
APCO IntelliComm®
APCO’s next generation criteria-based guidecard software

As a leader in public safety communications, APCO International has collaborated with IBM in the development of APCO IntelliComm® - a cognitive, criteria-based guidecard system designed for the 21st century public safety telecommunicator.

APCO IntelliComm mirrors current guidecards for EMD, law enforcement and fire and includes the most up-to-date NCMEC and ERG manuals, as well as groundbreaking features to optimize QA efforts in call taking and dispatching. Watson Analytics-based cognitive capabilities include trend analysis, meta-data processing, and the ability to learn and train based on how each emergency communications center (ECC) operates individually, not on how others operate.

Agencies will connect to the IBM Cloud via a proxy server, installed on premise (if required), that uses a secure connection to communicate. As a browser-based solution, updates to the software will be made in the background without impacting equipment or service. No software is installed on the ECC workstations.

Features include:

- Call Transcript Analysis for Optimized QA
- Advanced Analytics and Visualization via Watson Analytics
- Easy Navigation Between EMD, Police and Fire
- Configurable to Meet Agency’s Specific Needs
- Secure Connectivity to the IBM Cloud
- Browser-Based System for Ease of Use
- 24x7x365 Critical Issue Support
- Modern, Intuitive User Interface Experience

Bring your ECC into the next generation of guidecard software with APCO IntelliComm®.

For more information, contact the APCO Institute at intellicomm@apcointl.org or (386) 322-2500.

apcointellicomm.org
Training Central is an online resource that stores all of your CDE and recertification information in one place for easy viewing and retrieval. It is available at no cost to anyone in the public safety communications industry. The site automatically keeps training records for most APCO courses you've taken, but also allows you to upload your records and certificates from other training sources. And you can use Training Central to register for APCO courses and order course manuals.

It's all your training information, all in one place and accessible 24/7.

For more information visit apcointl.org/trainingcentral.
APCO Events

**Annual Conference & Expo**
APCO’s Annual Conference & Expo is where more than 5,000 emergency communications professionals come to network and learn. Attendees represent a wide range of organizations, including PSAPs, law enforcement, fire service and government agencies, along with service providers and commercial vendors. Attendees earn CEUs while hearing from industry experts speaking on the most pressing issues. They also walk around the exhibit hall and meet with exhibitors showcasing a multitude of emergency communications products and services.

**Emerging Technology Forum**
Leaders in emergency communications come to the Tech Forum to hear first-hand the latest developments on NG9-1-1, cybersecurity, FirstNet, location accuracy and other major issues. The Forum encourages interaction among attendees and speakers and provides opportunities for vendors to give live demos of software and equipment.

**Envision**
Want to get up to speed on everything you need to know about cybersecurity and NG9-1-1? APCO’s Envision is an intense one-day training laser focused on these two topics that not only offers the “what” but more importantly the “how”. Attendees leave with ideas and processes they can immediately implement in their centers.

**Nexus**
Nexus is an interactive environment where attendees will examine, discuss and experience real-life 9-1-1 scenarios such as a hazmat event in the full NG9-1-1 environment. Starting from the moment the call comes in, the audience will experience first-hand how technology will improve 9-1-1.

Visit [apcointl.org/events](http://apcointl.org/events) to learn more.