



Mail to:
 APCO International
 351 N Williamson Blvd.
 Daytona Beach, FL 32114
 Phone: 888-272-6911

Agency Instructor Recertification Package

Please fill out completely

Today's Date _____ Current Instructor Certification Expiration date: _____

Name _____ APCO Membership # (if applicable) _____

Email Address _____

Daytime Phone Number _____ Fax _____

Agency (Required) _____

Agency Address _____ City _____ State ____ Zip _____

List the APCO Instructor Course Certificates you currently hold:

Instructor Course	Expiration Date

Method of Payment \$95 (US Funds Only) Paperwork will not be processed without payment

Check

Purchase Order (Attach copy) ****New Jersey mail original PO****

VISA Card Number _____ Exp Date _____

Master Card Number _____ Exp Date _____

Discover Card Number _____ Exp Date _____

AMEX Card Number _____ Exp Date _____

Name on Card _____

Email Address of Cardholder _____

Signature _____

CONTINUING EDUCATION REPORTING FORM (Page 1 of 2)

Agency Instructor Recertification

Name: _____

Recertification Point Accumulation – You must accumulate a minimum of 48 points.

TEACHING OR INSTRUCTING

You must accumulate a *minimum* of 12 recertification points (1 point per hour) per year through teaching/instructing, for a total of 24 points (24 hours) over the two year recertification period. One point is equal to one hour of classroom instruction.

CONTINUING EDUCATION:

You must accumulate a *minimum* of 12 recertification points (1 point per hour) per year through continuing education, for a total of 24 points (24 hours) over the two year recertification period. One point is equal to one hour of classroom time. Continuing education can include taking APCO Institute courses, college courses, in-service training, conference seminars etc.

EMD RECERTIFICATION:

EMD Instructors – In addition to the above minimum requirements, submit a copy of your current CPR certification and your current EMT (or greater) license information.

REPORTING CDEs:

Report all required Continuing Education hours on the next page. The hours are recorded and documented per year. Additional copies of the form can be made if more space is needed.

I attest that all the information provided on this document is true. I understand that falsifying any information will result in my Agency Instructor certification revoked immediately and any payment received will not be refunded.

Agency Instructor Name _____

Agency Instructor Signature _____

Today's Date _____

PROCESSING TIME

- Please allow 3 weeks from the time of submission of your recertification application for it to be processed.

RESPONSIBILITIES OF RECERTIFICATION PROCESS

- Recertification is considered an individual's personal responsibility. If you expect your employer to complete and submit the recertification packet and processing fee, and they fail to do so, your certification will lapse.

INCOMPLETE RECERTIFICATION PACKET SUBMISSION

- Incomplete recertification packets will be returned to the listed address on this form. Corrected recertification packet must be returned to APCO within 30 days in order to be considered for recertification.
- Corrected recertification packets received after 30 days will incur late fees.
- Recertification packet completion and submission is the applicant's sole responsibility.

MAILING RECERTIFICATION PACKETS

- APCO recommends you submit your recertification packet utilizing a traceable or verifiable means of delivery confirmation. NOTE: APCO is not responsible for lost mailings.

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 though 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, 6th Edition

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

RETURN INSTRUCTOR RECERTIFICATION PAPERWORK TO:

APCO International

351 N. Williamson Blvd.

Daytona Beach, Florida 32114-1112

Voice: (386) 322-2500 / Fax: 386-944-2713 / Email: recert@apointl.org