



## 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 OF**  
**(Attach copies of certificates for each course)**

Public Safety Telecommunicator I (7<sup>th</sup> Edition)  
Communications Training Officer (5<sup>th</sup> Edition)  
Fire Service Communications (2<sup>nd</sup> Edition)  
Communications Center Supervisor (5<sup>th</sup> Edition)  
Emergency Medical Dispatch (5<sup>th</sup> Edition - Version 4)  
Law Enforcement Communications (1<sup>st</sup> Edition)

**I WISH TO BE CERTIFIED AS AN INSTRUCTOR IN THE MOST CURRENT EDITION OF:**  
**(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** (U.S. 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

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***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, 7<sup>th</sup> Edition**

**Communication Training Officer, 5<sup>th</sup> Edition**

**Fire Service Communications, 2<sup>nd</sup> Edition**

**Communications Center Supervisor, 5<sup>th</sup> Edition**

**Emergency Medical Dispatch, 5<sup>th</sup> Edition, Version 4**

**Law Enforcement Communications, 1<sup>st</sup> Edition**