



351 N. Williamson Blvd.  
Daytona Beach, FL 32114-1112

386-322-2500  
386-239-8397 Secure Fax

### APCO Institute Instructor Upgrade Form

Instructor Name: \_\_\_\_\_

Agency Name (no abbreviations): \_\_\_\_\_

Agency Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ APCO Membership #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**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 1 (7<sup>th</sup> Edition)
- Communications Training Officer (6<sup>th</sup> Edition)
- Fire Service Communications (3<sup>rd</sup> Edition)
- Emergency Medical Dispatcher (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**

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

- Public Safety Telecommunicator
- Communications Training Officer
- Fire Service Communications
- Law Enforcement Communications
- Emergency Medical Dispatch (Must have 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.

Credit Card(Check one)    VISA    Mastercard    Discover    Amex

**\*\*Credit Card payment by secure fax, phone, or mail only\*\***

Card#: \_\_\_\_\_ Exp: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Cardholder's Email: \_\_\_\_\_

Cardholders Address: \_\_\_\_\_

**RETURN INSTRUCTOR UPGRADE PAPERWORK AND SIGNED AGENCY INSTRUCTOR AGREEMENT TO:**

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