**Instructor Development Conversion Course**

The purpose of this program is to upgrade the training of students who have completed instructor courses prior to 1996 that do not meet the standards established by the Municipal Police Training Council (MPTC) for the Instructor Development Course. This program is only available to students who meet all other requirements of Title 9 of the Codes, Rules, and Regulations of the State of New York, Part 6023 (9NYCRR 6023).

Utilizing the MPTC Instructor Development Course Instructor Guide and Student Manual, the students are presented the topics covered in the IDC over three days. Besides the classroom learning, each student is required to write and present a fifty minute presentation. The presentation is on subject matter that is different from that the student learned in their previous instructor training (i.e. a Firearms Instructor may not do a presentation on firearms).

Students can complete conversion training through two methods. First, they can attend the following topic areas during a conventional Instructor Development Course, which will require students to attend all hours of the topic. Second, the conversion course may be run as a stand alone program using the following minimum hours:

**Instructional areas include:**

≡ Introduction (1.00 Hour)

≡ Role of the Instructor (0.50 Hour)

≡ Defining Training Needs (1.50 Hours)

≡ Writing Instructional Objectives (3.00 Hours)

≡ Psychology of Learning (1.00 Hour)

≡ Oral Communication (2.00 Hours)

≡ Instruction Techniques (1.50 Hours)

≡ Lesson Planning (2.00 Hours)

≡ Evaluation of Training (2.00 hours)

≡ Audio Visual Aids (1.00 Hour)

≡ Trainee Interaction and Record Keeping (1.00 Hour)

≡ Objectives and Lesson Plan Workshop (3.00 Hours)

≡ Quiz (1.00 Hour)

**The prerequisite courses include:**

• One week New York State Commission on Corrections Instructor Development Course

• One week Federal Bureau of Investigation Instructor Development Course

• Two week D.A.R.E. Officer Training Course

• Two week New York State Police Firearms Instructor Course

• Two week New York City Police Department Firearms Instructor Course

• One week National Highway Traffic Safety Administration Highway Safety Instructor Courses

Instructor Requirements:

MASTER INSTRUCTOR or General Topics Instructor working toward Master Instructor certification

A certificate will be issued by the Bureau of Municipal Police/Division of Criminal Justice Services for all participants that hold the status of police officer.