



IADLEST/LAPSEN CERTIFIED YOUTH INSTRUCTOR APPLICATION Instructions



This form is used to document the criteria of each applicant for IADLEST/LAPSEN Certified Youth Instructor Program (CYI). Applicants must satisfactorily complete each section of this application and upload the required documents and reference contact information. When you have completed the application, and collected the assorted documents, please submit them to Stacey Coleman at stacey@iadlest.org, or mail copies to IADLEST.

SECTION I: Applicant Information

Type or print legibly, the applicant's last name, first name, middle initial, and date of birth. Enter the applicant's employer name and telephone number. If retired or no longer employed, list a contact individual from your last employing agency who can verify your employment status and/or instructor experience.

SECTION II: Applicant Instructor Certification

This section must be completed for all applicants. If you are a public school or college instructor, you may submit your certification to teach in law enforcement/criminal justice or related public safety field.

OR

You may submit a completion certificate from a recognized basic instructor level course indicating instructor certification.

SECTION III: Applicant Resume, Instructor Bio and Professional Photo

Please submit your current resume outlining your specific law enforcement teaching and curriculum development, law enforcement experience indicating more than three (3) years of teaching experience in the law enforcement/public safety field as pertains to youth (ages 14-20). Also, include an instructional bio, not to exceed 500 words, and a professional photo. For examples [click here](#). These items will be displayed on the CYI web page after certification is granted.

SECTION IV: Applicants must meet Section A or Section B

- A. **School, Program or Law Enforcement Endorsement:** Applicants are recommended for the CYI by their School Principal, Program Director or a Law Enforcement Administrator. All applicants must have at least three (3) years of experience as a youth (ages 14-20) instructor in the law enforcement/public safety field.
- B. **Three Reference Contacts:** If Section A cannot be completed, the applicant must provide three (3) letters of recommendation from Law Enforcement CEOs attesting to your skills and abilities as a youth instructor who will be contacted during a background check.

SECTION V: Submit One Lesson Plan

Submit one lesson plan that you have developed, modified or used that can be shared with other instructors around the country. Minimum requirements: the learning objectives(s), related standard(s), activities with time for each, materials required and assessment method. Include your name and indicate if lesson plan was developed by you or you are recommending it and have used it. The standard(s) you use should be those used by your state. If your state does not have any or your organization does not use such standards, then just pick the appropriate standard(s) from the LAPSEN website: [LAPSEN Courses & Standards](#)

Mailing Instructions

Completed applications and other supporting documents should be e-mailed to stacey@iadlest.org or sent by Mail to:

Stacey Coleman
IADLEST
225 W. Wooddale Ave.,
Suite 105
Eagle, ID 83616

Please [click here](#) to submit \$50 applicant fee. (two year certification)

Please [click here](#) to submit \$40 renewal fee. (additional two year certification)

Questions:

If you have any questions regarding this form or for more information about the CYI, contact staff at 208-288-5491

IADLEST/LAPSEN CERTIFIED YOUTH INSTRUCTOR APPLICATION

SECTION I: Applicant Information

Last Name	First Name	Middle Initial	Date of Birth
Applicants Address		City, State, Zip	
Applicants Email		Applicant Phone Number	
Employer / School (current or last)		City, State	
Referred By		Referral E-mail	
Dates of Youth Teaching Experience		Total Years Teaching Experience	

SECTION II: Applicant Instructor Certification

To become eligible for the CYI, applicants must: Be currently instructor certified **or** have attended a recognized basic instructor level course indicating instructor certification. Please include the completion certificate or verification information.

Instructor Development Course ☐ Copy Attached	Administered by (Agency and Contact Information)	Date Completed
Current Instructor Certification ☐ Copy Attached	Administered by (school or organization and Contact Information)	Date of certification

SECTION III: Applicant Resume, Instructor Bio and Professional Photo

Please submit your current resume outlining your specific law enforcement teaching and curriculum development law enforcement experience indicating more than three (3) years of teaching experience in the law enforcement /public safety field as pertains to youth (ages 14-20). Also, include an instructional bio and a professional photo.

Current Resume ☐ Copy Attached	Instructional Bio (max 500 words) ☐ Copy Attached	Professional Photo ☐ Copy Attached
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SECTION IV: Endorsement or Reference Letters

Applicant recommended for the CYI by their School, Program or Law Enforcement Administrator **or** provide three (3) letters of recommendation from Law Enforcement CEOs attesting to your skills and abilities as a youth instructor.

A. School, Program or Law Enforcement Endorsement ☐ Copy Attached

Title	Printed Name	Phone Number
Administrators Agency/School	Administrators Address	Administrators Email

or

B. Three Reference Contacts

Reference #1 Letter Attached ☐

Title	Name	Phone Number	Email
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Reference #2 Letter Attached ☐

Title	Name	Phone Number	Email
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Reference #3 Letter Attached ☐

Title	Name	Phone Number	Email
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SECTION V: Submit One Lesson Plan

Submit one lesson plan that you have developed, modified or used that can be shared with other instructors around the country. Minimum requirements: the learning objectives(s), related standard(s), activities with time for each, materials required and assessment method. Include your name and indicate if lesson plan was developed by you or you are recommending it and have used it. The standard(s) you use should be those used by your state. If your state does not have any or your organization does not use such standards, then just pick the appropriate standard(s) from the LAPSEN website: [LAPSEN Courses & Standards](#)

Lesson Plan Attached ☐