



MEETING MINUTES

911 Safety Telecommunicators' Certification Board Meeting

 Location: Virtual

 Date: 10/24/24

 Time: 1:15PM

I. CALL TO ORDER 1315

- a) Meeting called to order by Katy Myers after confirmation of a quorum.
- b) Previous meeting minutes (10.10.24) approved.
 - i. Motion made by Jodi Gaylord.
 - ii. Seconded by Tom Handy.

II. APCO Career Instructor Program (CIP) Presentation 1317 (Attachment A)

- a) Joanne Greco and Tim Scanlon (APCO International - Training and Certification Division) presented the Career Instructor Program (CIP)
- b) This initiative will provide certified instructors to teach secondary or post-secondary students the APCO PST 1 course.
- c) Contact Information
 - i. Tim Scanlon (Curriculum Developer) scanlont@apcointl.org
 - ii. Joanne Greco (Program Compliance and Implementation Manager) grecoj@apcointl.org

III. OLD BUSINESS 1347

Handbook Items for Review & Approval

- a) The group reviewed changes to Section 2.3.2-2.3.4 and unanimously voted to approve Chapter 2, which covers *Certification Requirements*.
 - i. Motion made by Jodi Gaylord
 - ii. Seconded by Tom Handy
- b) The group reviewed and unanimously approved Chapter 3, which covers the *PST Certification Process*.
 - i. Motion made by Mike Worden
 - ii. Seconded by Tom Handy
- c) The group reviewed Sections 4.1, *Recertification Timeline*, and 4.3, *Recertification Requirements*. The board will review the remainder of Chapter 4 offline and will be prepared to make final edits/approve at the next meeting.

Certification Board Pin

- a) Michelle Kohlmann presented the final draft of the Certification Board pin, which will be presented to newly certified PST's.
- b) The group voted and approved the design, and the State will place an order for 2000 pins.
 - i. Motion made by Mike Worden
 - j. Seconded by Tom Handy

IV. NEW BUSINESS 1445

Handbook Items for Discussion & Input

- a) The group collaborated on Chapter 5, *State Approved Training Programs*, and will review it before the next meeting.
- b) Chapter 1 will be covered in the next meeting with the goal of approval.

V. PUBLIC COMMENT 1449

- a) Nothing to report.

VI. GOOD OF THE ORDER 1450

- i. Katy Myers gave an overview of the two training classes given at the Fall Forum in Spokane and stated that the processes were well received.

VII. ADJOURNMENT 1452

- a) Next meeting will be November 14, 2024, at 1315

ATTENDANCE

- Katy Myers
- Aimee Fournier-Plante
- Jodi Gaylord
- Kevin Lovell
- Michelle Kohlmann
- Suzie Biscarret
- Katrina Rahier
- Joanne Greco
- Tim Scanlon
- Christopher Lombard
- Mike Worden
- Karl Hatton
- Chris Law
- Terry Peterson
- Jami Hoppen
- Juan Diaz
- Sarah Saunders
- Tom Handy
- Erica McNamara
- Brandy Elizalde
- Anna Laudenschlager

Minutes prepared by Michelle Kohlmann



APCO
Institute
APCO's Training & Certification Division

Attachment A

Career Instructor Program (CIP) Overview

Career Instructor Program (CIP)

The Career Instructor Program (CIP) is an APCO International initiative designed to address the nationwide staffing shortages facing emergency communication centers. CIP offers students and educators exposure to the public safety communications industry through APCO membership benefits and training opportunities.

A key element of CIP is the creation of a pathway to allow individuals who are state or locally certified to teach secondary or post-secondary students the APCO Public Safety Telecommunicator 1, 7th Ed, course.

The overarching goal of CIP is to provide prospective public safety telecommunicators with an industry-recognized credential to support their transition from the educational pipeline to the workforce.



Career Instructor Program (CIP)

The APCO Institute Career Instructor Program (CIP) allows instructors teaching for career and technical programs at secondary and post-secondary institutions to deliver the APCO *Public Safety Telecommunicator 1* course to their students without course registration or certification fees.

Qualifications:

- Be a current APCO Educator Member - \$29 Annually
- Be certified/licensed by their local or State teacher certification body
- Be currently employed by a secondary or post-secondary school
- Not be a current employee of a public-safety communications center



Career Instructor Program (CIP)

Application Submission Process:

- Candidates will complete and submit an online application
- Upload verification letter from each school or program where they will teach, attesting to the fact that they are a current employee and that the school supports implementing APCO's current Public Safety Telecommunicator course.



Career Instructor Program (CIP)

Application Review Process:

- APCO Institute staff reviews application and verifies supporting documentation.
- APCO Institute staff communicates with applicant about status, requests for further information, or next steps.
- Successful candidates are directed to register for the current APCO Public Safety Telecommunicators online course and the Career Instructor Online Orientation

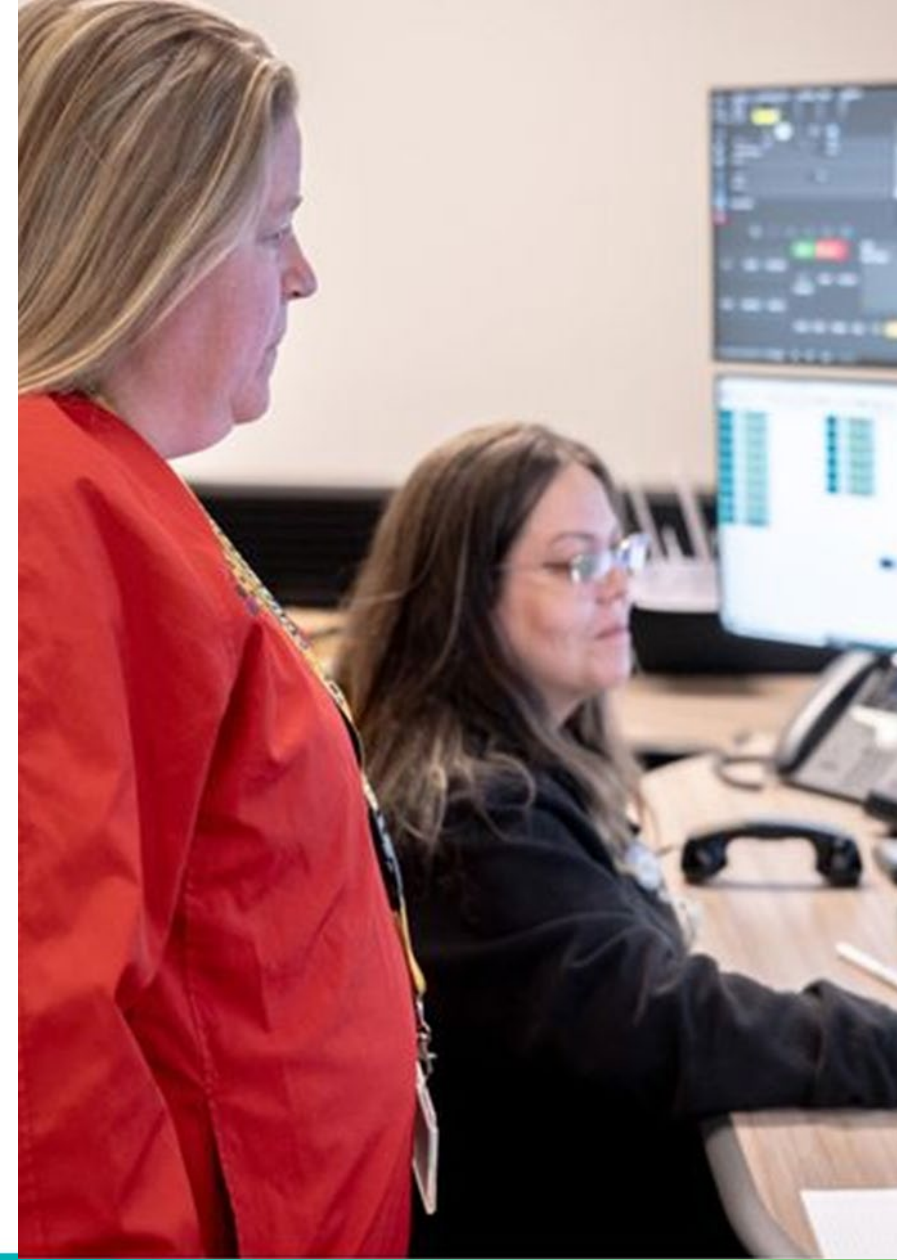


Career Instructor Program (CIP)

Career Instructor Preservice Training:

To guarantee each (CIP) classroom is led by a thoroughly trained and prepared instructor, aspiring career instructors will receive training to develop mastery in the APCO PST subject matter and familiarize themselves with the Institute's course management protocols.

- Career instructors will register in the online PST course tuition free (maximum of 2 per class).
- Career instructors will take the CIP Orientation course covering the administrative steps necessary to teach and certify students. The Orientation course is self-accessed, and self-paced, no fee.



Career Instructor Program (CIP)

Delivery of instruction and management of student records:

- Upon completion of the PST course, the career instructor will receive the current APCO Public Safety Telecommunicator certification and, upon completion of the CIP Orientation, will be provided with administrative privileges comparable to those of an APCO agency instructor.
- Career instructors will be able to register students, order books at membership pricing, and process the close-out of classes to obtain certification for their students who successfully complete the PST course.



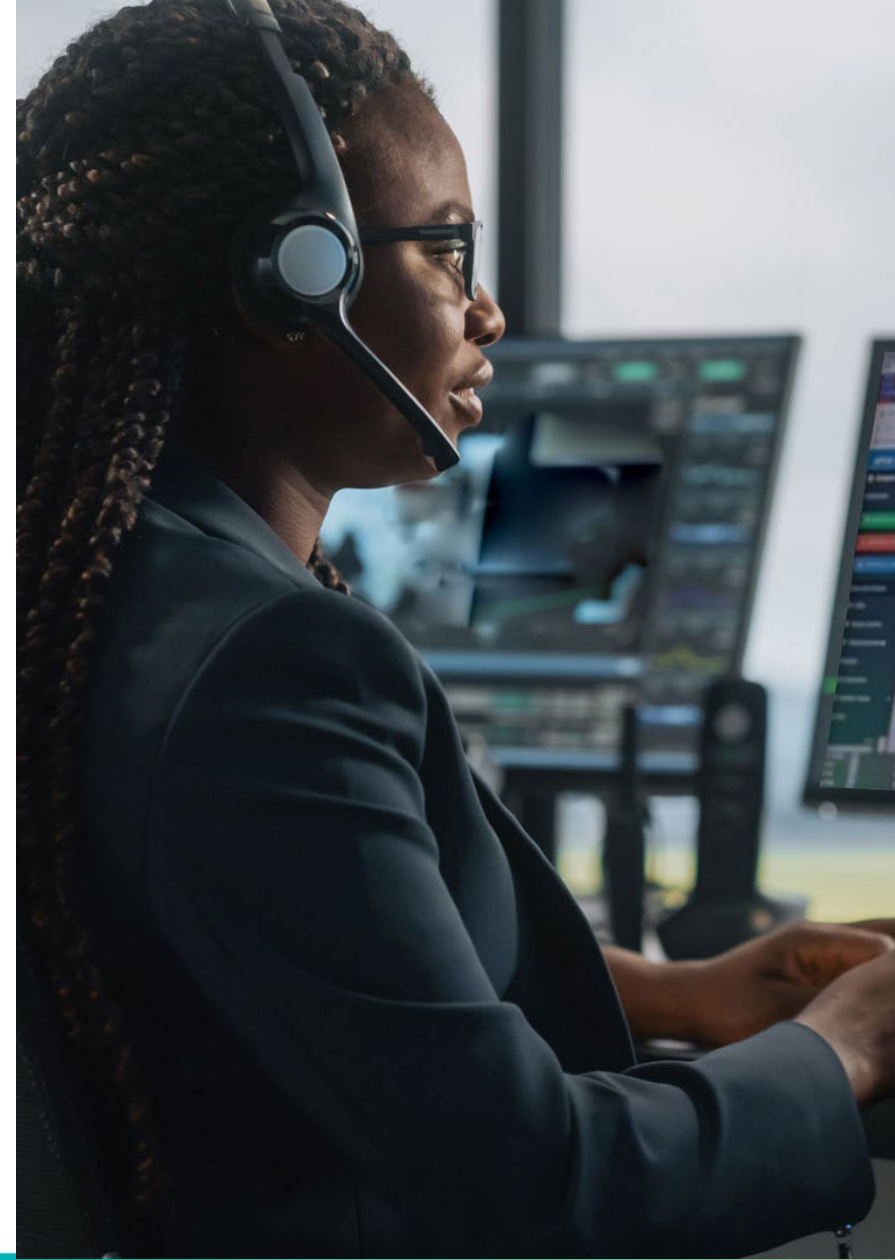
Career Instructor Program (CIP)

Maintaining career instructor designation:

Career instructors will revalidate their status every two years, ensuring they remain current with the PST1 course content and resources, and that all qualifying documentations remain current. Career instructors will not be subject to continuing education requirements from APCO.

To maintain their designation, career instructors will:

- Maintain their APCO educator membership
- Provide documentation that their local/state teaching certification(s) remain current and active.
- Pass the PST Career Instructor Revalidation Quiz. The quiz is self-accessed online and has no fee.
- When the APCO Institute issues a new edition of PST, the career instructor can take the new edition update, free of charge.



Career Instructor Program (CIP)

Career student PST certificate holders:

Upon successful completion of the PST course, students will receive the current APCO PST Certificate, valid for four years.

This certification spans double the duration of a standard PST certification, providing sufficient time for students to complete their academic programs and secure a position at a public safety communications agency.

Should a student not attain employment within this four-year timeframe, their certification will become invalid.



Career Instructor Program (CIP)

Career student PST certificate holders:

Once the student secures employment with public safety communications agency, they will have six-months to complete a PST Bridge Course (self-guided online, tuition-free).

Upon successful completion of the PST Bridge Course, the student will transition to the traditional two-year PST certification and must provide proof every two years of 48 hours of continuing dispatch education (CDE) and must pass the, online PST 7th Edition recertification quiz.

When the APCO Institute issues a new edition of PST, the career student can take the new edition update, free of charge.



