



MPTC Instructor Training, Certification and Renewal Process

Thank you for your interest in becoming a certified instructor for the Municipal Police Training Committee (MPTC).

The Commonwealth is committed to ensuring a diverse and inclusive workplace where all employees feel respected, valued, and empowered to maximize their skills and talents to serve our citizens. For additional information, please go to the [Office of Diversity and Equal Opportunity](#) website.

This Guide provides specific requirements to receive and maintain certification as an instructor for all MPTC curricula on behalf of the MPTC.

Interested individuals need to notify their Agency Heads before pursuing Instructor training and certification.

Access to the MPTC Training Portal is necessary to enroll in instructor trainings and to apply for certification. If you do not have access to the MPTC portal, contact the Acadis team at mptcacadis@mass.gov.

Note: Individuals must be MPTC certified instructors to teach, whether they intend to teach MPTC curricula or teach within their departments.

If an instructor teaching a course for MPTC is eligible for payment, an Active State Fiscal Contract is required to be completed.

Here is the required process to become a certified MPTC instructor.

1. The requisite of five (5) years full-time law enforcement experience is required to become certified as an instructional trainer on behalf of the MPTC. (Exceptions may be considered for military experience for tactical, and higher education & experience for academic courses).
2. Academic or Tactical Instructor Development Course: The Academic and/or Tactical Instructor Development Course, a one-time requirement, is required prior to applying to the MPTC for certification in any MPTC curricula.
 - Academic Instructor Development (3-day): This is a three-day course required for all classroom-based instructor certifications with the MPTC.
 - Tactical Instructor Development (3-day): Any instructor applying to teach in the following disciplines will be required to successfully complete the Tactical Instructor Development Course:
 - Active Shooter Hostile Event Response
 - Bola Wrap
 - Critical Care/CPR/First Responder
 - Defensive Tactics
 - Electronic Control Weapons (Taser)
 - Firearms
 - Highway Traffic Safety
 - MILO Simulation
 - Patrol Procedures

- **Optional Training:** The MPTC also offers a specialized Instructor course (6-day). This is a valuable class that is open to any individual looking to enhance their teaching and presentation skills and develop their own lesson plans. This class also qualifies for the required Academic Instructor Development course.

Note: individuals who completed this course prior to 03/01/23 also qualify for the required Tactical Instructor Development course.

3. **Completing the Topic's Instructor Training:** The MPTC employs a cadre of knowledgeable, skilled practitioners to coordinate training and instructor standards related to training law enforcement officers in the areas of academic and tactical topics, e.g., defensive tactics, domestic violence, firearms, health and wellness, highway safety, human trafficking, legal issues, CPR/first responder, patrol procedures and active shooter, sexual assault investigations and use-of-force application and decision-making, and more. Course availability and class enrollment is listed in the Acadis Training Portal.
4. **MPTC Instructor Certification:** Upon completion of the Instructor training requirements, applicants must then apply for certification on a webform application in the Acadis Training Portal for each topic they want to teach. The application is located in the Acadis Training Portal in the Resources tab - "Find and Complete a Webform."
 - The MPTC Instructor Certification Coordinator reviews the application to assure applicant meets Instructor requirements.
 - If requirements are met, certification is issued, and the applicant is certified as an instructor.
 - If minimum requirements are not met, the applicant is given an opportunity to supplement the application with additional documentation.
 - Denied applications – a notice is sent to the applicant and Agency Head. The applicant is given an opportunity to appeal the denial to the Standards and Delivery Division Manager.
5. Must be in good standing with completing annually required in-service trainings.
6. Certified instructors must remain in compliance with the MPTC Instructor Code of Conduct

MPTC Instructor Designations

Instructor

This is the largest category of instructors and includes anyone certified to teach the MPTC academic or tactical curriculum in a specific subject matter.

Instructor Lead

This limited group of instructors serve as the primary instructor for practical skills courses. A practical skills course is defined as a class that includes training in skills not conducive to a classroom setting. These practical skills topics require multiple instructors per class. To become a Lead Instructor, the instructor must be certified and has been teaching in that discipline for at least two (2) years AND is recommended as a Lead Instructor by either an Academy Director or a Statewide Coordinator.

Instructor Trainer

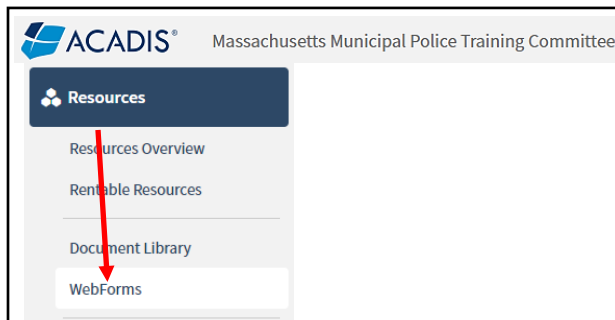
This limited group of instructors is responsible for training and qualifying instructors. Instructor trainers are selected by the MPTC and Statewide Coordinators.

Applying for Instructor Certification

Anyone interested in applying for an instructor certification is required to complete a WebForm application via the [MPTC Acadis Portal](https://mptc-portal.acadisonline.com/acadisviewer/login.aspx) (<https://mptc-portal.acadisonline.com/acadisviewer/login.aspx>) whether they intend to teach MPTC curricula or teach within their departments.

Log in to your Acadis Training Portal and Select “Find & Complete a Webform” in the RESOURCES section of the portal. Then select the topic for which you are applying for instructor certification. Additional information is available in the “Quick Guide for MPTC Instructor Training & Certification” located at in the MPTC Instructor Webpage.

EXAMPLE:



Renewing Instructor Certification

Active instructors will receive an automated email initiated 60 days prior to their certification expiration date. It is your responsibility to complete the applicable requirements to maintain the certification outlined for the topic and to apply for re-certification in the Acadis Training Portal.

Log in to your Acadis Training Portal and scroll down to view a list of your instructor certifications and their status. Click on the RENEW button and complete the renewal application.

Certifications				
Name ▲	Type	Issue Date	Expiration	Status
Firearms Handgun	Instructor Certification – New Naming Conventions	12/22/22	12/22/24	Renew <input type="button" value="RENEW"/>

MPTC Instructor Training & Certification Contacts

<p>Instructor Training: Felisha Arnold Statewide Programs Coordinator Coordinates MPTC instructor certification training on behalf of MPTC's Statewide Coordinators. MPTC Headquarters 42 Thomas Patten Dr. Randolph, MA 02368 Email: Felisha.arnold@mass.gov (774) 380-4051</p>	<p>Instructor Certification: Lynda Kearns MPTC Instructor Certification Coordinator Reviews all instructor certification applications for compliance before issuing Instructor Certification. MPTC Headquarters 42 Thomas Patten Dr. Randolph, MA 02368 Email: Lynda.kearns@mass.gov (857) 360-3103</p>
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Statewide Coordinators:

The MPTC's dedicated subject matter experts are focused on specific, critical, high-risk training areas. They are responsible for coordinating training, certifications, and recertifications on behalf of the MPTC. This includes curriculum and course development, and instructor certification criteria and approvals.

<p>Active Shooter Hostile Event Response John Mazza Email: John.Mazza@mass.gov Phone: (781) 807-1221</p>	<p>Firearms Sergeant Jason Brennan Email: jason.brennan@mass.gov Phone: (508) 989-3578</p>	<p>Simulations John Fraher Email: john.d.fraher@mass.gov</p>
<p>CPR/First Responder Chief Neal Hovey Email: neal.hovey@mass.gov Email: nhovey@topsfieldpolice.com Phone: (978) 815-2153</p>	<p>Human Trafficking and other social service initiatives, MPTC's School Resource Officer Liaison</p>	<p>National Highway Traffic Safety Administration (NHTSA) (Federal Grant from NHTSA Office of Grants Management and Operations)</p> <ul style="list-style-type: none"> Advanced Roadside Impaired Driving Enforcement – Chief Peter Buck Advanced Traffic Crash Investigation Ross Panacopolous (Ret.) Drug Recognition Expert Chief Peter Buck Speed Measurement (Radar/Lidar) – Steve Mullaney Standardized Field Sobriety Testing & Breath Test Operator Steve Mullaney (Acting)
<p>Defensive Tactics & Use of Force Charles DiChiara Email: charles.m.dichiara@mass.gov Phone: (339) 222-8305</p>	<p>Legal Issues Denise Flagg, Esq. Legal Instructor Email: denise.s.flagg@mass.gov</p>	
<p>Domestic Violence & Sexual Assault Maura Landry Email: maura.m.landry@mass.gov Phone: (781) 437-0313</p>	<p>Patrol Procedures Sergeant Timothy Watts Email: timothy.m.watts@mass.gov Lieutenant Kristopher M. Kamborian Asst. Coordinator Email: kristopher.kamborian@umb.edu</p>	
<p>Emergency Vehicle Operations Course (EVOC) Philip Wilgus Email: phillip.wilgus@pol.state.ma.us</p>	<p>Officer Health & Performance Melissa Metzke Email: melissa.metzke@mass.gov Phone: (781) 719-2101</p>	