 <p><b>CD-190800</b></p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."  <b>C</b>ourage <b>R</b>esponsibility <b>E</b>thics <b>D</b>edication - <b>CRED</b>ibly serving the public safety of New Mexico</p>	
	<b>ISSUE DATE:</b> 04/14/90	<b>REVIEWED:</b> 03/31/17
	<b>EFFECTIVE DATE:</b> 04/14/90	<b>REVISED:</b> 04/20/15
	<b>TITLE: NMCTA Instructor/Course Certification and Presentation Criteria</b>	

**AUTHORITY:**

- A. NMSA 1978, Section 33-1-6
- B. Policy *CD-000100*

**REFERENCE:**

ACA Standards 1-CTA-3A-01, 1-CTA-3A-02, 1-CTA-3A-08, 1-CTA-3A-16, 1-CTA-3A-17, 1-CTA-3A-18, and 1-CTA-3A-19 *Standards for Correctional Training Academies*, 1993.

**PURPOSE:**

To provide criteria for the competency, skill, experience, and/or educational background of all personnel who will either serve as instructors at the New Mexico Corrections Training Academy (NMCTA), or be trained as instructors by the NMCTA for their respective offices, institutions, or agencies; and to detail the required standards, which must be met before the NMCTA will certify or endorse training conducted by other organizations.

**APPLICABILITY:**

To all employees of the New Mexico Corrections Department (NMCD) who are currently employed or will serve in the capacity of instructor, specialized instructor, master instructor, or guest lecturer or contractor. Included are personnel of any agency other than the NMCD seeking certification of trainers or training courses.

**FORMS:**

None

**ATTACHMENTS:**

**New Mexico Corrections Training Academy Training Announcement form (*CD-190802.1*)**

**DEFINITIONS:**

- A. *Academy Instructor*: A person whose employment classification is Staff Development Specialist, and who is employed at the New Mexico Corrections Training Academy.
- B. *Guest Lecturer/Contractor*: A degreed, licensed, or otherwise certified training specialist or

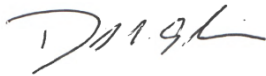
person with special expertise. This category includes (1) employees of the New Mexico Corrections Department who are not New Mexico Corrections Training Academy staff, (2) employees of other state agencies, and (3) private contractors.

- C. Master Instructor: A New Mexico Corrections Training Academy instructor or a master instructor certified by a competent authority recognized by the NMCTA Director, who trains and certifies others in the skills and techniques of instructing in specialized areas of training.
- D. Non-Academy Instructor: A New Mexico Corrections Department employee whose assignment is outside the New Mexico Corrections Training Academy, and who possesses training skills in general areas.
- E. Specialized Instructor: An Instructor with additional training/skills in a specialized area of training.
- F. SORT: Special Operations Response Team

#### **POLICY:**

- A. The New Mexico Corrections Training Academy (NMCTA) shall establish requirements for the certification of:
  - Trainers who will serve as its training staff
  - Trainers from other organizations who desire NMCTA certification.
- B. The qualified individuals coordinating the staff development and student training programs have specialized training for those positions. Full-time training personnel possess at least a GED or high school diploma and have completed a 40-hour Training for Trainers course and must, at a minimum, have a combination of college education, training, and/or experience that total at least five years. **[1-CTA-3A-02]**
- C. For firearms, use of force, unarmed self-defense, and use of chemical agents, the New Mexico Corrections Training Academy instructors must be certified by an authority whose competence is credentialed at or above the level to be certified. Training in the use of chemical agents requires that all instructors must have been trained in the treatment of individuals exposed to chemical agents. **[1-CTA-3A-16] [1-CTA-3A-17] [1-CTA-3A-18]**
- D. The New Mexico Corrections Training Academy instructors must be certified in the administration of first aid and methods of obtaining assistance in order to respond to emergency health-related situations. **[1-CTA-3A-19]**
- E. Staff development and student training programs shall be planned, coordinated, and supervised by qualified employees. **[1-CTA-3A-01]**
- F. Lesson plans shall be developed in accordance with standards established by this policy and its procedures, followed for each class conducted, and maintained in accordance with **NMCTA Staff and Student Training Records** procedure (*CD-191001*).


- G. Depending on the employee(s) and the particular job requirements, orientation training may include preparatory instruction related to the particular job.
- H. Student training and staff development programs shall use the resources of public and private agencies, private industries, colleges, universities, and libraries. **[1-CTA-3A-08]**
- I. The New Mexico Corrections Training Academy has the authority to rescind any instructor-level specialized training certification regardless of what competent authority issued the certification. The NMCTA firearms instructors will be subject to the NMCTA Firearms Rules of Conduct.



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David Jablonski, Secretary of Corrections  
New Mexico Corrections Department

03/31/17  
Date

 <p><b>CD-190801</b></p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <b>Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</b></p>	
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	<b>TITLE: NMCTA Instructor/Course Certification and Presentation Criteria</b>	

**AUTHORITY:**

Policy *CD-190800*

**PROCEDURE:**

**A. NMCTA Instructor Certification and Presentation: [1-CTA-3A-01] [1-CTA-3A-02]**

Personnel who qualify for or are employed in the position of New Mexico Corrections Training Academy (NMCTA) instructor must meet the relevant criteria established by the State Personnel Office for the applicable level in either the Staff Development Specialist series (SDS I-III) or the Staff Development Coordinator series (SDC I-II).

1. Personnel employed by the NMCTA as New NMCTA instructors must complete a recognized, 40-hour Training for Trainers course within the first year of their employment.
2. Full-time training personnel shall possess at least a GED or high school diploma and must, at a minimum, have a combination of college education, training, and/or experience that total at least five years.
3. NMCTA instructors must be trained to respond to emergency health-related situations, and certified in the administration of first aid and methods of obtaining assistance. **[1-CTA-3A-19]**
4. For certification in specialized or technical areas, NMCTA instructors must meet, in addition to the above, the criteria for specialized instructor.

**B. Non-NMCTA Instructor Certification and Presentation:**

To qualify for Non-NMCTA general instructor certification, the person requesting such certification must demonstrate to the satisfaction of the Director of the NMCTA a combination of education, training, and/or experience in corrections and/or criminal justice, and a proficiency in the instructional process, and show proof that he or she meets the following criteria: **[1-CTA-3A-01]**

1. Completion of an instructor training course or equivalent training approved by the Director, e.g., Training for Trainers.
2. Have at least three (3) years of practical experience as a Corrections Officer, Police Officer, or specialist in a relevant field. This requirement may be waived by the Director only upon request from the Warden, Division Head, Section Chief or recognized supervisor of the applicant, accompanied by supporting documentation.

**C. Specialized Instructor:**

1. To qualify for certification as a Specialized Instructor in an area requiring Special Certification, the person requesting such certification must demonstrate to the satisfaction of the NMCTA Director proof of skills and/or training in the specific area(s) in which they will be instructing and show that he or she meets the following criteria:
  - a. Must have completed a general instructor training course or equivalent training approved by the NMCTA Director, e.g., Training for Trainers.
  - b. Must have completed an instructor-level training course in the specific area for which the applicant is requesting certification.
  - c. The Specialized Instructor must have prior approval to conduct specialized training for NMCTA by the NMCTA Director. This approval can be rescinded by the NMCTA Director if necessary.
2. Specialized Instructor Certification Subject Areas:

The following list is provided to assist in determining the area in which specialized training must be achieved by the individual requesting instructor certification in the special certification areas. This list is by no means complete and the NMCTA will determine whether the request qualifies in the special certification areas if not included in the list on the following page: **[1-CTA-3A-16] [1-CTA-3A-17] [1-CTA-3A-18]**

Firearms:	Minimum instruction of two in-service classes a year, and/or 2 cadet classes
Unarmed Self Defense:	Annually teach two NMCTA cadet classes and/or instruct SORT training.
Straight Baton:	Annually teach two NMCTA cadet classes and/or instruct SORT training.
Expandable Baton:	Annually teach two NMCTA cadet classes and/or instruct SORT training.
Chemical Agents:	Annually teach two NMCTA cadet classes and/or instruct SORT training.
Special Munitions and	Annually teach two NMCTA cadet classes and/or instruct

Distraction Devices (SIMS):	SORT.
Electrical Shocking Devices:	NMCTA to certify
Defensive Driving:	Recertify annually by continuously conducting training classes. This course also requires certification from a National authority.
Adult CPR and Standard First Aid:	Recertify annually by continuously conducting training classes. This course also requires certification from a National authority.

**D. Master Instructor:**

1. To qualify for certification as an Master Instructor, the person requesting such certification must demonstrate to the satisfaction of the NMCTA Director proof of skills and/or training in the specific area(s) in which they will be instructing, and show that he or she meets the following criteria:
  - a. Must have completed a general instructor training course or equivalent training approved by the NMCTA Director, e.g., Training for Trainers.
  - b. Must have successfully participated as an instructor/facilitator in 40-hour Training for Trainers course sponsored by the NMCTA.
2. Department personnel (including NMCTA instructors who instruct specialized courses of instruction) must renew/update their certification on or before expiration every three (3) years, by attending a NMCTA or NMCTA-recognized course of instruction or in accordance with prescribed curriculum from specialized course.
3. Any instructor-level courses shall be conducted under the direction of the NMCTA, and the NMCTA shall maintain the files on such courses.
4. Master Instructors must have prior approval to conduct specialized training for NCMTA by the NMCTA Director. This approval can be rescinded by the NMCTA Director if necessary.

**E. Guest Lecturer/Contractor:**

Several subject matters essential to the basic and advanced programs require the assistance or expertise of individuals with professional credentials and backgrounds. Thus, consistent with the curriculum established by the NMCTA, the prospective lecturer must meet the following conditions:

1. The NMCTA considers all degreed and/or licensed applicants to be certified by their degree-granting or licensing institution, therefore requiring no special certificate from the NMCTA.

2. Review copies of the prospective lecturer's credentials (e.g., degrees, licenses, certificates, transcripts, resume) along with professional references (this information will be used only for verification purposes).
3. Copies of lesson plan(s) to be used in the NMCTA curriculum must be submitted for review by the NMCTA Director or designee.

**F. Instructor-Level Training:**

1. Staff requesting to attend instructor-level training at the NMCTA shall submit a request to their warden for approval. The approved request will be sent to the NMCTA Director or designee two (2) weeks prior to attending the training at which time the Director of the NMCTA or designee will have final authority who will be able to attend.
2. The Director of the NMCTA or designee will have the final authority in assuring the instructor will follow policy and maintain the training standards set forth by the Academy.
3. The NMCTA will send a written statement to the Director of Adult Prisons or designee indicating the reason for rescinding or suspending an instructor's certification.
4. The Warden may request in writing to the New Mexico Corrections Academy Director to have any of their staff members Instructor certification suspended or rescinded, indicating the reasons for the request.



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David Jablonski, Secretary of Corrections  
New Mexico Corrections Department

03/31/17  
Date

 <p><b>CD-190802</b></p>	<h1 style="text-align: center;">NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p style="text-align: center;"><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <b>Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</b></p>	
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<b>TITLE: NMCTA Course Certification and Presentation Criteria</b>		

**AUTHORITY:**

Policy *CD-190800*

**PROCEDURE:**

For any classroom course or block, physical, high risk, or technical training to be considered for certification and presentation by the New Mexico Corrections Training Academy (NMCTA) staff, the following minimum criteria must be met:

**A. Lesson Plan Format:**

1. All lesson plans prepared by NMCTA staff must conform to the standard NIC / NAC format which include the following four (4) sections:
  - a. Cover sheet (with course title, lesson title, instructor’s name, date, time, allotment, target group, performance objectives, and testing methods).
  - b. Materials/Equipment inventory and Reference page.
  - c. Lesson Plan Presentation Guide with Notes to Trainer.
  - d. Selected Bibliography/Reference Section.
2. Copies of all student handouts, overhead sheets, and additional training aids must accompany the lesson plan. (Note: visual aids such as copyrighted video tapes and other protected materials need not be permanently filed with and stored at the NMCTA, but must be listed in the Bibliography/Reference Section and made available for preview by the New Mexico Corrections Academy Director or his designee.)
3. The written portion of the lesson plan must be in either narrative outline or sentence outline format, consisting of clear, complete, well-formed sentences.
4. Performance objectives must be clearly stated on the cover sheet of the lesson plan using concrete action verbs (e.g., “Upon completion of this class, the trainee will be able to: recite 7 of the 10 points of security”).
5. Failure to comply with the lesson plan format criteria and conditions above shall result in the proposed course and lesson plan being returned to its author for revision.



Continued failure to comply may result in a change in author or instructor for that given lesson plan or course.

**B. Physical Skills Demonstration/Tests:**

1. For courses in areas requiring the acquisition of a set of physical action skills, demonstration tests shall be developed by the instructor(s) certified to train in those areas; e.g.; Firearms, Defensive Tactics, First Aid, C.P.R., Baton, Use of Restraints, Chemical Agents (OC aerosol).
2. Students shall be required to demonstrate proficiency in the given skill. For firearms, a qualification shoot of 80% or better is required, as well as a proficiency in the safe handling of weapons.

**C. Written Tests:**

1. Test Standards and Security is the responsibility of all instructors and supervisory staff at the NMCTA and is implemented to ensure the integrity of the evaluation methods and standards in the NMCTA certification process.
2. Test questions shall be designed by the instructor of a given subject matter whose proficiency has been established per procedure CD-190801 and who actually teaches the material for which he or she is designing a test. The test questions shall specifically address the performance objectives of each lesson plan for which that they were prepared.
3. The Chief of Staff Development shall be responsible for the development of the NMCTA's training curriculum (including lesson plans and testing instruments).
4. Copies of tests shall not be circulated indiscriminately among any personnel, whether or not they are NMCTA staff. Circulation of test copies is restricted to the following:
  - a. Trainees only in and during the examination;
  - b. The instructor(s) who designed the test, and the Chief of Staff Development.
5. The Chief of Staff Development will maintain master copies of all lesson plans, tests (including practical demonstrations and written tests), and computer files of the tests for purposes of review and revision.
6. At no time and under no circumstances shall any test be shown to a trainee or any other personnel prior to the test time or outside of the test location, except those staff mentioned above.

- D.** Training announcements shall be prepared to notify all affected personnel of any forthcoming training courses or cancellation thereof according to the following schedules:

1. Training announcements shall normally be distributed to all Wardens, Training Officers, Personnel Offices, and PPO Regional Managers of all prospective trainees one month prior to the date the course is scheduled to begin using the **New Mexico Corrections Training Academy Training Announcement** form (*CD-190802.1*).
2. All specialty training announcements shall be distributed to necessary staff and received by the class coordinator of that specified Training Course. Upon receipt of confirmation to attend training, copies of the scheduled training announcement and details shall be forwarded to the administrative assistant for record keeping.
3. Training cancellations shall normally be distributed to all personnel listed in paragraph D.1, above, at least twenty-four (24) hours prior to the date and time the course was scheduled to begin. All appropriate personnel (Wardens, Training Officers, or PPO Regional Managers) shall be contacted by telephone as follow-up to the circulation of training cancellations.



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David Jablonski, Secretary of Corrections  
New Mexico Corrections Department

03/31/17  
Date

# NEW MEXICO CORRECTIONS TRAINING ACADEMY



## TRAINING ANNOUNCEMENT

COURSE NAME: \_\_\_\_\_

INSTRUCTOR(S): \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE #: \_\_\_\_\_

COURSE DATE(S): \_\_\_\_\_

CLASS TIMES: \_\_\_\_\_

LOCATION: \_\_\_\_\_

CLASS SIZE: \_\_\_\_\_

REGISTRATION BEGINS: \_\_\_\_\_

REGISTRATION ENDS: \_\_\_\_\_

Topic/Class Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Instructions: \_\_\_\_\_

\_\_\_\_\_

**FOR ADDITIONAL INFORMATION OR QUESTIONS CALL (505) 827-8900**

**NMCTA Use Only**  
Total Students Confirmed: \_\_\_\_\_  
Date: \_\_\_\_\_