



**CAREER-LEVEL
CERTIFICATION
APPLICATION**

WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION
19010 1ST AVENUE S. BURIEN, WA 98148
(206) 835-7300

PLEASE TYPE OR PRINT CLEARLY

ALL APPLICATIONS MUST BE SIGNED, SCANNED AND SUBMITTED VIA EMAIL TO:
atd@cjtc.wa.gov

To apply for Career-Level Certification, please complete the following:

- Must hold one of the top two ranks in the agency
- Completed 80 hours of executive level training
- Agency organizational chart attached
- Course completion certificates attached
- Sign application

Incomplete applications will be returned without processing.

(Last)	(First)	(MI)
Social Security Number (Last 5 Digits Only)	Current Rank or Title	Promotion Date ___/___/___
Agency Name	Agency Phone Number	
Agency Mailing Address	Training Manager Email Address	

CERTIFICATION REQUESTED

Executive Certification: Non-Mandated

CRIMINAL JUSTICE WORK EXPERIENCE

Agency	Dates	Rank/Position

FOR COMMISSION USE ONLY	Received: ___/___/___ Approved Not Approved Entered _____ Letter/Cert _____ Mailed ___/___/___
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COURSES ELIGIBLE FOR CERTIFICATION

The Executive Certification is non-mandated and the applicant must hold one of the top two ranks in their agency to qualify. Applicant must complete a minimum of 80 hours of executive level training listed below. Please check the appropriate boxes and fill in completion dates. Applicant must attach completion certificates, or transcripts, and agency organizational chart. Certificates must have completion date, course title, and number of class hours. Training needs to be completed within four years of application for certification.

- Command College (CJTC/FBI) Date Completed: _____
- FBI National Academy Date Completed: _____
- Northwestern School of Police Staff and Command Date Completed: _____
- FBI LEEDA Trilogy (at least 80 hours) Date Completed: _____
- Leadership in Police Organizations (LPO) Date Completed: _____
- Police Leadership: The West Point Model Date Completed: _____
- 21st Century Police Leadership (21CPL) Date Completed: _____
- FBI National Executive Institute (NEI) Date Completed: _____
- Police Executive Leadership Forum Senior Management Institute for Police (SMIP) Date Completed: _____
- 80 Hours of other executive leadership training within four years of application date:
 - Title _____ Date Completed: _____
 - Title _____ Date Completed: _____
 - Title _____ Date Completed: _____

TOPIC CATEGORIES DEFINED

These topics and descriptions are provided only as a guide for training topics and training objectives. Courses completed must be leadership/management related topics and can be provided by the WSCJTC, agency offered, or vendor courses.

<p>Planning and Management</p>	<ul style="list-style-type: none"> • Managing internal and external customer needs • Planning and budgeting • Identifying short and long term organizational goals • Grants, application and oversight 	<ul style="list-style-type: none"> • Setting Priorities effective • Employee promotions and transfers • Managing critical incidents • Problem solving and contingency planning • Data analysis and intelligence
<p>Commitment to Safety</p>	<ul style="list-style-type: none"> • Selection of training to enhance safe operations • Enforcement and oversight of high risk policies and practices 	<ul style="list-style-type: none"> • Evaluations of new equipment • Promoting employee safety and wellness • Understanding, identifying and managing risk

Communications	<ul style="list-style-type: none"> • Developing written and oral communications • Providing communications training • Developing good listening skills • Ensuring vertical and horizontal communications • Developing good interagency communications 	<ul style="list-style-type: none"> • Presentation of new ideas and concepts to critical groups • Providing the opportunity for others to have meaningful input • Serving as a role model for your organizations' values • Supporting and managing change
Ethics and Integrity	<ul style="list-style-type: none"> • Conducting yourself within ethical principles • Maintaining fair and consistent management practices • Holding yourself and your agency to a higher standard 	<ul style="list-style-type: none"> • Establishing clear goals and expectations • Demonstrating pride in the profession • How to recognize and reward good performance • Timely and appropriate disciplinary action
Critical Thinking and Problem Solving	<ul style="list-style-type: none"> • Commitment to an action • Demonstrating a logical thought process • Develop alternative approaches for overcoming obstacles or problems 	<ul style="list-style-type: none"> • Responding logically and decisively • Demonstrating your capacity for self-reflection and critical reexamination of your beliefs, values and conclusions
Leadership	<ul style="list-style-type: none"> • Objective consideration of other ideas and opinions • Encourage partnerships and team work • Inspire and positively influence others • Provide confident vision and direction • Taking responsibility for delivering on commitments 	<ul style="list-style-type: none"> • Engage in effective conflict resolution • Your role in the employment and termination process • Delegating responsibility with associated authority • How to remain visible and approachable with others • Gaining support and buy-in through participation of others
Interpersonal Skills	<ul style="list-style-type: none"> • Interacting sensitively and respectfully with individuals • How to foster mutual respect and understanding • Working effectively in teams • Demonstrating trust, sensitivity, and mutual respect 	<ul style="list-style-type: none"> • Identification and resolution of issues through consultation, negotiations and consensus building • Effective conflict resolution • Effective negotiations
Service Orientation	<ul style="list-style-type: none"> • Building strong customer relationships • Ensuring the delivery or quality service • Understanding perception and how it effects attitudes • Managing critical incidents 	<ul style="list-style-type: none"> • Managing ICS process • Knowing and understanding the community's needs and resources • Knowing and understanding the political environment

Applicant Signature: I affirm that the above information is true and correct. I understand that falsification of information on this document is a violation under RCW 43.101.105 (b) and may constitute action to revoke my peace officer certification.

Print Name of Applicant

Signature

Date