	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 ONE PDF FILE AND SUBMITTED VIA ACADIS.
NO EMAILED APPLICATIONS WILL BE ACCEPTED.**

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

- ☐ Mandated core class completed
- ☐ 40 hours of electives completed, if needed
- ☐ Agency organizational chart (one page, flow chart) attached
- ☐ Course completion certificates attached
- ☐ Obtain required signatures

Incomplete applications will be denied and the entire application process shall start over.

(Last Name, First Name, Middle Initial)		
Acadis Student ID Number	**Current Rank or Title**	**Promotion Date**
Agency Name	**Agency Phone Number**	
Agency Mailing Address	**Training Manager Email Address**	

CERTIFICATION REQUESTED

Middle Management – WAC 139-25-110 (1)(b)

CRIMINAL JUSTICE WORK EXPERIENCE – PROMOTION PROGRESSION

Agency	Dates	Rank/Position

FOR COMMISSION USE ONLY	
	Received: ___/___/___
	Approved Not Approved
	Uploaded _____ Letter/Cert _____
	Mailed ___/___/___

Revised December 2024

CORE COURSE (check appropriate box)

☐   Middle Management (prior to 1/1/23)   Date Completed: _____

☐   21st Century Police Leadership (21CPL)   Date Completed: _____

☐   Police Leadership: The West Point Model   Date Completed: _____

☐   Leadership in Police Organizations   Date Completed: _____

☐   WASPC Credible Leadership Series   Date Completed: _____

If using the 21st Century Police Leadership, Police Leadership: The West Point Model, or Leadership in Police Organizations course as the core course requirement then the 40 additional hours of leadership/management electives are not needed because those classes give 120 hours of training credit.

Any courses previously used for other Certification levels may not be used for this level.

ELECTIVE COURSES

These topics and descriptions are provided only as a guide for training elective topics and training objectives. Elective courses must be leadership/management related topics and can be provided by the WSCJTC, agency offered, WASPC Credible Leadership Series modules, or vendor courses. Applicant must provide copies of completion certificates or transcripts as proof of course completion. Certificates must have completion date and number of hours. Training needs to be completed within four years of application submittal.

Planning and Management	- Managing internal and external customer needs - Planning and budgeting - Identifying short and long term organizational goals - Grants, application and oversight	- Setting Priorities effective - Employee promotions and transfers - Managing critical incidents - Problem solving and contingency planning - Data analysis and intelligence
Commitment to Safety	- Selection of training to enhance safe operations - Enforcement and oversight of high risk policies and practices	- Evaluations of new equipment - Promoting employee safety and wellness - Understanding, identifying and managing risk
Communications	- Developing written and oral communications - Providing communications training - Developing good listening skills - Ensuring vertical and horizontal communications - Developing good interagency communications	- 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	- Conducting yourself within ethical principles - Maintaining fair and consistent management practices - Holding yourself and your agency to a higher standard	- 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	- Commitment to an action - Demonstrating a logical	Responding logically and decisively

	• thought process • Develop alternative approaches for overcoming obstacles or problems	• Demonstrating your capacity for self-reflection and critical reexamination of your beliefs, values and conclusions
Leadership	• 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	• 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	• Interacting sensitively and respectfully with individuals • How to foster mutual respect and understanding • Working effectively in teams • Demonstrating trust, sensitivity, and mutual respect	• Identification and resolution of issues through consultation, negotiations and consensus building • Effective conflict resolution • Effective negotiations
Service Orientation	• Building strong customer relationships • Ensuring the delivery or quality service • Understanding perception and how it effects attitudes • Managing critical incidents	• Managing ICS process • Knowing and understanding the community's needs and resources • Knowing and understanding the political environment

Applicant: 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

Applicant's Agency Head: I affirm 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 Agency Head   Signature   Date