



CAREER-LEVEL CERTIFICATION APPLICATION

First Level Supervision – WAC 139-25-110 (1)(a)

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.

Name (Last, First, MI)	ACADIS Student ID Number
Current Rank or Title	Promotion Date
Agency Name	Agency Phone Number
Agency Mailing Address	Training Manager Email Address

CRIMINAL JUSTICE WORK EXPERIENCE – PROMOTION PROGRESSION

Agency	Dates	Rank/Position

CORE COURSE (check appropriate box)		Date Completed
<input type="checkbox"/>	First Level Supervision	
<input type="checkbox"/>	Police Leadership: The West Point Model	
<input type="checkbox"/>	Leadership in Police Organizations	

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

- Developing action plans
- Measuring performance
- Problem solving
- Setting Priorities
- Establishing obtainable goals
- Identifying and obtaining resources

Commitment to Safety

- Community safety
- Interagency cooperation
- Managing critical incidents
- Promoting safe work environments
- Liabilities and risk
- Physical and mental fitness

Communications

- Oral and written communications
- Listening skills
- Promoting open/respectful dialogue
- Public speaking/oral presentations
- Interactive communications
- Ensuring quality written documents
- Managing meetings effectively
- Dealing with the media

Ethics and Integrity

- Leading by example
- Discretion
- Treating others with respect/dignity
- Internal and external relationships
- Holding yourself/others accountable
- Internal investigations

Critical Thinking and Problem Solving

- Incident command for supervisors
- Justifying your decisions
- Overcoming problems/difficult situations
- Self-reflection/critical reexamination of yourself
- Supervising critical incidents
- Involving others in decision making

Leadership

- Ensuring compliance with policies/procedures
- Partnerships
- Inspiring, motivating & mentoring others
- Responsibility as a supervisor
- Scheduling
- Documenting employee performance
- Coaching and counseling
- Leading and accepting change
- Promoting a quality work product

Interpersonal Skills

- Resolving issues through negotiation and consensus
- Effective conflict resolution
- Dignity, respect and fairness
- Relating well to others

Service Orientation

- Building strong customer relationships
- Identifying/delivering quality service
- Understanding perception
- Community relationships
- Making yourself accessible to your community
- Identify and use community resources
- Knowing and understanding the political environment

AFFIRMATION AND SIGNATURE

Applicant	<i>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.</i>
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Name (Applicant)	Signature	Date

Agency Head	<i>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.</i>
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Name (Agency Head)	Signature	Date