

## Course Announcement

**To:** All Law Enforcement and Correctional Agencies

**From:** John C. Moses  
Director of Criminal Justice

**Date:** June 9, 2021

**Re:** **NHTSA Instructor Development Course**  
CJA114-5016  
MPCTC Approval #: P & C Pending (40 hours)

**September 20 to 24, 2021**

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**Location:** Eastern Shore Criminal Justice Academy  
Hazel Center, Room 302  
32000 Campus Drive  
Salisbury, MD 21804  
410-572-8750

**Dates & Times:** Monday, September 20 to Friday, September 24 0745 to 1700

**Fee:** Paid for by the NHTSA grant.

**Reservations:** Email requests to [escjaregistration@worwic.edu](mailto:escjaregistration@worwic.edu)

**New email address**

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**This course is designed to meet the requirements for Basic Instructor Certification.**

This course is co-sponsored by the National Highway Transportation Safety Administration and the Eastern Shore Criminal Justice Academy. This is a "hands on" program which will include the following topics: describing roles and characteristics of a great instructor, discussing adult learning styles, demonstrating effective communication and speaking skills, learning how to plan and organize your presentation, how to develop and use instructional media, preparing a standardized curriculum/lesson plan, learning facilitation techniques, defining open and closed questioning in the classroom, strategies of classroom management, and techniques for successful team teaching.

**Upon completion of this course, the student should be able to:**

1. Identify methods for making instruction interactive.
2. Describe how physical appearance and body language can affect visual effectiveness when conducting training.
3. Explain the steps in the training documentation process.
4. Identify and create performance objective statements for the cognitive, affective, and psychomotor domains.

5. Develop an effective lesson plan.
6. Select appropriate instructional media to accompany training.
7. Explain strategies for dealing with problems and disruptions in the classroom.

This course is designed to meet requirements as mandated by the Maryland Police and Correctional Training Commissions and to meet the annual in-service requirements.

**Class Size:** Seating limited.

**Attendance:** You must attend the entire course to receive in-service credit.

### **Dress Code:**

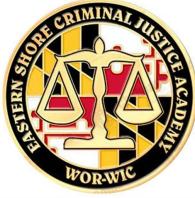
To maintain a professional appearance, all in-service officers/staff must follow the prescribed dress code to be admitted to any training held at the Academy.

- Uniform of the day recommended
- Shirt with a collar—**No** t-shirts or tank tops
- Docker style pants, BDU's or suit—**No** shorts or jeans
- Full shoe with socks—**No** sandals

**Firearms**—All officers wearing a handgun on campus in plain view MUST also wear his/her badge in plain view.

### **Failure to Adhere to the Dress Code**

Academy attendees will be denied admittance to the classroom or range and a report will be sent to the Chief/Sheriff/Warden/Director, stating the reasons the officer/staff was not permitted to attend the training session.



## Reservation Section

**PLEASE PRINT ALL INFORMATION**

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**New email address**

<u>Officer's Name</u>	<u>MPCTC Certification # (Required)</u>	<u>Officer's Email</u>
<b>***Important Note: No seat is reserved until you receive a <u>confirmation email</u>***</b>		
1.		
2.		
3.		
4.		
5.		

<b>Sheriff/Chief/Warden/Director:</b>	
<b>Contact Person:</b>	
<b>Contact Phone #:</b>	
<b>Contact Email:</b>	
<b>Agency:</b>	
<b>Street Address:</b>	
<b>City, Zip</b>	
<b>Billing same as above (circle one)</b>	Yes      No
<b>Billing Address (if different than above address):</b>	
<b>Street Address</b>	
<b>City, Zip</b>	