

Public Agency Training Council Field Training Officer Certification

A professional training, education, and certification program offered by Public Agency Training Council (PATC). Successful completion of certification requirements will designate the attendee as a certified Field Training Officer through Public Agency Training Council.

Mission:

To provide public safety practitioners who specialize in on-the-job training the opportunity to gain recognition for their education and professional dedication to the field training concept. Field training develops new employees into professional and ethical members of the organization. Agencies lacking a properly functioning field training program agencies are open to discredit and liability. A properly organized, supervised, and functioning field training program is critical to the development of an agency.

Purpose:

- To provide public safety agencies with a training and education program that will enhance the performance of field training.
- To encourage and facilitate continued education and learning in the essential agency function.
- To assist agencies in placing the proper emphasis on post-academy and on-the-job assessment tools.
- To provide Field Training Officers with the skills necessary to adequately train new employees.

Certification Validity:

Certification will be valid for two years. The successful candidate will receive special recognition for this achievement.

What you will receive upon completion:

- A certificate declaring status as a Certified Field Training Officer
- Three month free trial membership to Agency360 Field Training Software

Testing Requirement:

Certification will require each candidate to attend PATC "How to be an Effective Field Training Officer" course and successfully pass the associated written and practical tests.

Re-Certification:

Graduates of the certification program who desire to maintain current status as a certified Field Training Officer you will be required to attend one PATC Field Training Officer related training program during the 2-year validity period. Courses include;

- Advanced Field Training Officer Course
- Leadership for the FTO
- FTO Refresher
- Supervising and Managing the FTO Program

Submit three completed Daily Observation Reports with all accompanying paperwork. (with identifying information redacted)

PRESORTED
STANDARD
POSTAGE & FEES
PAID
INDIANAPOLIS, IN
PERMIT NO. 1547



Public Agency Training Council

5235 Decatur Blvd
Indianapolis, Indiana 46241

Phone: 1-800-365-0119
Fax: 317-821-5096
Email: questions@patc.com

Visit us on the Web at:
www.patc.com

May 20, 21, 22, 23 & 24, 2019 • Winter Garden, FL (Orlando, FL Area)

Public Agency Training Council

Mark Waterfill, President



National Criminal Justice

Public Safety Continuing Education

Sponsored By:

Winter Garden Police Department
Winter Garden, Florida

Upon approval of your agency administrator, this course may be used to satisfy the training requirements as mandated by the Criminal Justice Standards Training Council in Florida. The course name and number of instructions hours must be entered on the CJSTC 74 form under Section 6. A copy of the certificate must be retained by the submitting agency as proof of attendance.

Training Seminar How to Be An Effective Field Training Officer Certification

Instructor:
Steven Kellams

Steven Kellams is a Captain and field training expert for the Bloomington Police Department. Captain Kellams attended Indiana University from 1987 to 1991. In 1989 he graduated from the Indiana University Police Academy. In 1991 he was hired by the Bloomington Police Department and was assigned to night shift. During that time he has been a breath-test operator, bike patrol officer, field training officer, senior field training officer, and field training manager. He has also served the department as Civil Disturbance Unit Commander and Special Investigations Unit Commander. He is currently assigned as the Detective Division Commander. In 2000 Captain Kellams was instrumental in redesigning the field training program for the Bloomington Police Department and has taught that program to hundreds of departments throughout Indiana and the United States. He has also instructed on field training issues at the national level when he presented courses at the 2002, 2009, 2010, and 2011 National Association of Field Training Officers conference in Ann Arbor, Michigan; Madison, Wisconsin; Denver, Colorado; and Phoenix, Arizona. In 2000 Captain Kellams was elected state director for the Indiana Chapter of the National Association of Field Training Officers. In 2005 he was elected to the Executive Board of the National Association of Field Training Officers and in 2008 he was the National President of NAFTO. In 2005 Captain Kellams was named Monroe County Officer of the Year for his work with the Bloomington Police Departments Field Training Program. Captain Kellams is a certified Indiana Law Enforcement Academy training instructor and teaches courses in Standardized Field Sobriety Tests, domestic violence, officer safety, firearms, civil disturbance, and field training.

May 20, 21, 22, 23 & 24, 2019

Winter Garden, Florida
(Orlando, Florida Area)

Register online at: www.patc.com

How to Be An Effective Field Training Officer Certification

Course Objectives:

This course is designed to provide knowledge and training to develop Field Training Officers' skills. Each new FTO will be presented with ideas and techniques to assist them in becoming more professional and confident in the application of their skills. This course is based on a modified "San Jose" program. Upon completion the FTO will be able to:

- Discuss the "San Jose" and Other Program Models
- Identify Demands on FTOs as Instructors
- List Five of the Errors in Rating
- Understand the Basics of Adult Learning Theory
- Identify Liability Issues
- Understand Performance Evaluations
- Instruct from Training Briefs
- Understand the Rating Scale and Reference Numbers
- Complete the Daily Observation Report
- Develop a Scenario and Additional Training Plans
- Understand the Purpose of Program Management and Control

Seminar Agenda How to Be An Effective Field Training Officer Certification May 20, 21, 22, 23 & 24, 2019 • Winter Garden, FL (Orlando, FL Area)

Monday, May 20, 2019

8:00a.m.– 8:30a.m.	Registration and Sign-In
8:30a.m.– 9:00a.m.	Introduction
9:00a.m.– 10:00a.m.	History of FTO
10:00 a.m.—12:00 p.m.	FTO Program
12:00p.m.– 1:00p.m.	Lunch (On Your Own)
1:00p.m.– 3:00p.m.	Roles of the FTO
3:00p.m.— 4:00p.m.	Methods of Instruction

Tuesday, May 21, 2019

8:00a.m.– 10:00a.m.	Principles of Learning
10:00a.m.—12:00p.m.	Creating the Learning Environment
12:00p.m.– 1:00p.m.	Lunch (On Your Own)
1:00p.m.– 4:00p.m.	Ethics for the FTO

Wednesday, May 22, 2019

8:00a.m.– 12:00p.m.	Officer Safety for the FTO
12:00p.m.– 1:00p.m.	Lunch (On Your Own)
1:00p.m.– 2:00p.m.	FTO Overrides
2:00p.m.– 4:00p.m.	Additional Training

Thursday, May 23, 2019

8:00a.m.– 11:00a.m.	Evaluations
11:00a.m.– 12:00p.m.	Using the DOR
12:00p.m.– 1:00p.m.	Lunch (On Your Own)
1:00p.m.– 3:00p.m.	Using the DOR (Cont.)
3:00p.m.– 4:00p.m.	Legal Issues

Friday, May 24, 2019

8:00a.m.– 9:00a.m.	Practical Exercise 1
9:00a.m.– 10:00a.m.	Practical Exercise 2
10:00 a.m.—11:00 a.m.	Written Test
11:00a.m.– 12:00p.m.	Certificate Presentation

Cut Along Dotted Line

3 Ways to Register for a Seminar!

1. **Register Online** at www.patc.com — Yellow link in upper left corner
2. **Fax Form** to Public Agency Training Council **FAX: 1-317-821-5096**
3. **Mail Form** to

Public Agency Training Council
5235 Decatur Blvd
Indianapolis, Indiana 46241

***NEW**

Federal ID# 47-4078912

***NEW**

***** Pre-payment is not required to register *****

Upon receiving your registration we will send an invoice to the department or agency.

Checks, Claim Forms, Purchase Orders should be made payable to:

Public Agency Training Council

If you have any questions please call
317-821-5085 (Indianapolis)

800-365-0119 (Outside Indianapolis)



Seminar Title: How to Be An Effective FTO Certification

Instructor: Steven Kellams

Seminar Location: Winter Garden Police Department
251 West Plant Street
Winter Garden, Florida 34787

When: May 20, 21, 22, 23 & 24, 2019

Registration Time: 8:00 A.M. (May 20, 2019)

Hotel Reservations: Hampton Inn and Suites Clermont
2200 West Colonial Drive
Clermont, Florida 34711
1-352-536-6600
\$94.00 Single or Double (plus tax)

Registration Fee: \$525.00 Includes How to Be An Effective FTO Course Material, Coffee Breaks, and Certificate of Course Completion.

**Seminar ID
#16253**

Note:
To receive discount room rates, identify yourself with **PATC-Group Code: PAY**

Names of Attendees 1. _____

2. _____

3. _____

4. _____

Agency _____

Invoice To Attn: _____
(Must Be Completed)

Address _____

City _____ **State** ____ **Zip** _____

Email _____

Phone _____

Fax _____