

**CODE OF MARYLAND REGULATIONS
(COMAR)**

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Title 12 DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL
SERVICES

Subtitle 04 POLICE TRAINING COMMISSION

Chapter 06 Instructor Training and Certification

Authority: Correctional Services Article, §2-109; Public Safety Article, §§3-208(a);
Annotated Code of Maryland

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12.04.06.01

.01 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) "**Commission**" means the Maryland Police Training Commission or a representative authorized to act on behalf of the Commission.

(2) Course of Fire.

(a) "**Course of fire**" means a sequence of activities related to the actual discharge of a firearm on a firing line for training or qualification.

(b) "Course of fire" does not include firearm classroom instruction.

(3) "**Day fire**" has the meaning stated under COMAR 12.04.02.02.

(4) "**Deputy Director**" means the Deputy Director of the Police and Correctional Training Commissions, or the Deputy Director's designee.

(5) "**Firearm**" means a pistol, revolver, or long gun.

(6) Firearm Classroom Instruction.

(a) "**Firearm classroom instruction**" means training conducted in a traditional educational setting such as a room with desks, chairs, books, paper, and other educational tools or equipment.

(b) "Firearm classroom instruction" does not include training conducted on a firing line.

(7) "**Firing line**" means an area and position from which an individual actually discharges a firearm with live ammunition for firearms training or qualification, or both, as part of a course of fire.

(8) Firearms Training,

(a) "**Firearms training**" means a demonstration or an exercise, in addition to firearm classroom instruction, that is provided:

(i) By an individual certified under Regulation .12 of this chapter or COMAR 12.10.06 to perform firearm classroom instruction, conduct firearms training or qualification; and

(ii) To enhance understanding, proficiency, marksmanship, and other skills related to proper firearm use and tactics, such as movement, multiple targets, judgmental or decision training, and use of cover and concealment.

(b) "Firearms training" may include drills that involve discharging rounds of ammunition.

(9) "**Firearm type**" means:

(a) The following handguns:

(i) Revolver; or

(ii) Pistol; and

(b) The following long guns:

- (i) Shotgun; or
- (ii) Long gun other than a shotgun.

(10) Handgun.

(a) "**Handgun**" has the meaning stated in Public Safety Article, §5-101, Annotated Code of Maryland.

(b) "Handgun" includes a:

- (i) Pistol; and
- (ii) Revolver.

(11) Inactive Status.

(a) "**Inactive status**" means a situation in which an individual, who continues to be employed by or under the supervision of a law enforcement agency or academy certified under COMAR 12.04.01.10, is temporarily relieved of duties with the law enforcement agency or academy certified under COMAR 12.04.01.10 for 30 consecutive days or more for:

- (i) A medical or administrative reason that prevents the individual from completing Commission-required training; or
- (ii) The purpose of suspending Commission-required training.

(b) "Inactive status" does not affect an individual's instructor certification or eligibility for provisional certification or certification.

(12) "**Judgmental or decision training**" means instruction and skills development conducted in the classroom, using firearms simulation, or on a firing line, to enable an individual to:

- (a) Differentiate between threat levels; and
- (b) Respond appropriately to an identified threat.

(13) Law Enforcement Agency.

(a) "**Law enforcement agency**" has the meaning stated under Public Safety Article, §3-201, Annotated Code of Maryland.

(b) "Law enforcement agency" includes a training or personnel unit authorized to act in training or employment matters.

(14) Motorcycle.

(a) "**Motorcycle**" has the meaning stated in Transportation Article, §11-136, Annotated Code of Maryland; and

(b) Is designated as an emergency vehicle in accordance with Transportation Article, §11-118(1), Annotated Code of Maryland.

(15) Optical Sighting Device.

(a) "**Optical sighting device**" means a mechanism that assists an individual in sighting a firearm.

(b) "Optical sighting device" does not include an iron sight.

(16) "**Pistol**" means a handgun that operates semi-automatically:

- (a) Discharging a single round of ammunition with a pull of the trigger;
- (b) Clearing the chamber of the spent casing; and
- (c) Loading the next round of ammunition in the chamber.

(17) "**Power**" means a measurement used to describe levels of visual magnification, with a number representing the level of magnification above the normal visual range.

(18) "**Qualification**" as used in Regulations .12, .16, and .17 of this chapter means proficiency testing by discharging a firearm on a Commission-approved course of fire to receive a score that the Commission measures against established requirements to determine if the individual meets provisions required under this chapter for certification as a Firearms Provisional Instructor, Line Instructor, or Firearms Instructor.

(19) Reduced Light.

- (a) "**Reduced light**" means the normal outdoor lighting conditions that exist between dusk and dawn.
- (b) "Reduced light" includes simulated natural outdoor lighting conditions such as:
 - (i) Artificial light; or
 - (ii) Goggles, headgear, or an apparatus worn to cover the eyes designed to reduce the availability of light to simulate natural reduced lighting conditions.

(20) "**Revolver**" means a handgun that:

- (a) Fires a single round of ammunition with each pull of the trigger; and
- (b) Has a cylinder containing additional rounds of ammunition that rotates to position the next round of ammunition for firing.

(21) "**Term of certification**" means the dates during which an individual's certification for an instructor classification is in effect.

(22) "**Training authority**" means an individual of a law enforcement agency or academy certified under COMAR 12.04.01.10, who is authorized by the law enforcement agency or academy certified under COMAR 12.04.01.10 to submit under provisions of this chapter an application for any of the following for another individual:

- (a) Instructor certification;
- (b) Renewal of instructor certification;
- (c) Termination of certification;
- (d) Exemption from instructor certification; or
- (e) Waiver of certain requirements for instructor certification.

(23) "**Training provider**" means an entity that has Commission approval to conduct a training course.

(24) "**Type 1 long gun**" means a long gun with an optical sighting device greater than 4 power intended for use as a counter-sniper firearm.

(25) "**Type 2 long gun**" means a long gun with an optical sighting device greater than 4 power intended for use other than as a counter-sniper firearm.

(26) "**Type 3 long gun**" means a long gun without an optical sighting device, or with an optical device of 4 power or less.

(27) Type 4 Long Gun.

(a) "**Type 4 long gun**" means a long gun manufactured and sold as a shotgun that is designed to discharge a single projectile or multiple projectiles from a single round of ammunition.

(b) "Type 4 long gun" includes a long gun manufactured and sold as a shotgun regardless of the:

(i) Action; or

(ii) Use of an optical sighting device.

12.04.06.02

.02 Instructor Certification Classifications.

A. The Commission provides instructor certification in accordance with this chapter for the following instructor classifications:

- (1) Academic Provisional Instructor;
- (2) Academic Instructor;
- (3) Defensive Tactics Provisional Instructor;
- (4) Defensive Tactics Instructor;
- (5) Electronic Control Device Instructor;
- (6) Emergency Vehicle Operations Provisional Instructor;
- (7) Emergency Vehicle Course Safety Officer;
- (8) Emergency Vehicle Operations Instructor;
- (9) Firearms Provisional Instructor;
- (10) Line Instructor;
- (11) Firearms Instructor;
- (12) Motorcycle Operator Provisional Instructor;
- (13) Motorcycle Operator Course Safety Officer; and
- (14) Motorcycle Operator Instructor.

B. Certification Required.

(1) Unless exempt under Regulation .04 of this chapter, an individual who provides instruction for a Commission-approved training course that is credited toward the Commission's requirements for police officer certification under COMAR 12.04 shall be:

(a) Certified by the Commission or the Correctional Training Commission as an instructor for the type of instruction the individual is providing; and

(b) In compliance with applicable Commission regulations.

(2) An individual's instructor certification for a specific instructor classification limits the individual to providing the type of instruction prescribed for the instructor classification established under Regulation .17 of this chapter.

12.04.06.03

.03 Selection Standards and Application.

A. Selection Standards for Instructor Certification.

(1) If an application is submitted to the Commission requesting certification of an individual for an instructor classification, at a minimum, the individual shall meet the following standards:

(a) Possess a:

(i) High school diploma issued by a high school or recognized by the State Board of Education; or

(ii) General Education Development (GED) certificate or diploma issued by Maryland or another state, or recognized by the State Board of Education.

(b) Be currently employed by or providing instruction under the supervision of:

(i) A law enforcement agency; or

(ii) An academy certified under COMAR 12.04.01.10;

(c) Satisfies requirements of this chapter for the instructor classification for which instructor certification is requested; and

(d) Be in compliance with applicable Commission regulations.

B. Application for Instructor Certification.

(1) An individual applying for instructor certification shall complete and sign a Commission instructor certification application for the requested instructor classification and submit the completed application to the training authority for the law enforcement agency or academy certified under COMAR 12.04.01.10 that:

(a) Employs the individual; or

(b) Supervises where the individual provides instruction.

(2) A training authority may not approve or sign the training authority's own instructor certification application.

(3) If a training authority approves an individual making application for instructor certification and determines that the individual requesting certification meets requirements under this chapter for instructor certification for the instructor classification requested, the training authority shall:

(a) Sign the application and submit the application to the Commission; and

(b) Provide, with the application, documentation required by the Commission establishing that the individual requesting certification meets requirements under this chapter for the instructor classification for which certification is requested.

C. Instructor Previously Certified by the Correctional Training Commission. If an application for instructor certification is submitted to the Commission by a training authority for an individual who was previously certified as an instructor by the Correctional Training Commission not more than 3 years before the date of the application, the Commission may certify the individual as an instructor for the instructor classification formerly certified by the Correctional Training Commission, if the individual meets:

(1) The selection standards under this regulation;

(2) The applicable instructor renewal requirements under Regulation .15 of this chapter; and

(3) Additional criteria that the Commission may require.

12.04.06.04

.04 Exemptions from Instructor Certification.

A. An individual who provides 3 hours or less of instruction for a Commission-approved training course is exempt from the requirement to have instructor certification required under this chapter if the individual does not provide instruction that is a part of:

- (1) Defensive tactics training;
- (2) Electronic control device training;
- (3) Emergency vehicle training;
- (4) Firearms training; or
- (5) Motorcycle operator training.

B. The Deputy Director, upon a written request from a training authority or training provider, may exempt the following from the instructor certification requirements under this chapter:

- (1) An individual currently licensed or certified by the State or a nationally recognized organization, for the purpose of providing instruction in the subject matter related to the discipline in which the individual is licensed or certified;
- (2) A faculty member employed by an accredited college or university, for the purpose of providing instruction in the subject matter area for which the faculty member is employed;
- (3) A currently certified emergency medical care or advanced first aid instructor, for the purpose of providing instruction related to emergency medical care or first aid; or
- (4) Other individual who the Deputy Director determines to possess specialized skills or expertise for the purpose of providing instruction related to those skills or expertise.

C. A training authority may not submit the training authority's own request for an exemption from instructor certification required under this chapter.

D. An exemption granted to an individual:

- (1) Permits the individual receiving the exemption to provide instruction for Commission-approved training for the purpose under §B of this regulation for which the exemption was granted;
- (2) Expires upon termination of the certification, license, or employment that is the basis for the exemption; and
- (3) May be permanently revoked or temporarily suspended by the Deputy Director, as provided under Regulation .18 of this chapter.

12.04.06.05

.05 Time Limits — Extension for Inactive Status.

A. The following time limits may be extended by the amount of time that equals the length of time an individual is on inactive status:

- (1) The time for completion of an applicant's evaluations prior to submitting an application for certification or renewal of certification;

- (2) The time for completion of an applicant's training program, instructor's course or instruction prior to submitting an application for provisional certification, certification, or renewal of certification;
- (3) The time of an individual's term of certification; and
- (4) The time for completing a required firearms qualification course of fire.

B. Reporting Inactive Status to the Commission.

- (1) At the request of an instructor, the training authority shall report the individual's inactive status to the Commission.
- (2) A training authority shall include in the report the date the individual is placed on inactive status and the date the inactive status ends.

12.04.06.06

.06 Instructor Evaluation Procedures.

A. An evaluation of an instructor required by this chapter for an instructor classification shall be:

- (1) Conducted on a separate occasion from other evaluations of the individual;
- (2) Conducted by an individual who meets the requirements of this chapter or COMAR 12.10.06;
- (3) Conducted while the individual being evaluated provides instruction for a course that is approved by the Commission or the Correctional Training Commission;
- (4) Based on the personal observations, for a minimum of 1 hour, of the individual conducting the evaluation; and
- (5) Recorded, by the individual conducting the evaluation, on a form approved by the Commission.

B. An individual may not conduct the individual's own instructor classification evaluation.

C. The Commission may consider an unsatisfactory evaluation or commentary by an evaluator as grounds to deny instructor certification.

12.04.06.07

.07 Academic Instructor — Training Program, Evaluation Requirements, and Waiver of Training Program.

A. A law enforcement agency, academy certified under COMAR 12.04.01.10, or training provider may conduct an Academic Instructor training program if the program is approved by the Commission.

B. Not later than 20 working days before the proposed date for the start of an Academic Instructor training program, the law enforcement agency head, academy training director, or the training provider's official supervising the Academic Instructor training program shall submit to the Commission the proposed Academic Instructor training program for approval.

C. The following are minimum Academic Instructor training program requirements:

- (1) An individual providing the Academic Instructor training shall be an Academic Instructor certified under this chapter or COMAR 12.10.06;
- (2) The Academic Instructor training program shall include instruction on the following topics:
 - (a) An introduction to:
 - (i) The basic concepts of learning and teaching;
 - (ii) The role of training in the criminal justice profession; and
 - (iii) Classroom management techniques;
 - (b) Effective speech techniques;
 - (c) Preparation and use of audiovisual training aids;
 - (d) Development of training objectives;
 - (e) Development of testing strategies;
 - (f) Identification of the purpose of a lesson plan and its components; and
 - (g) Practical preparation of mock classroom lesson plans.

D. An evaluation required for an Academic Instructor training program shall be conducted by an:

- (1) Academic Instructor, if the individual's application is for Academic Instructor certification; or
- (2) Instructor who meets the requirements of this chapter to perform evaluations for the instructor classification for which the individual is applying for certification.

E. Waiver for an individual to complete the Academic Instructor Training Program Requirement.

- (1) Upon receiving a written application from a training authority, the Deputy Director may waive the requirement for an individual to complete the Academic Instructor training program if the individual:
 - (a) Is certified or licensed as an instructor by an agency of government or a non-governmental organization to provide instruction;
 - (b) Is currently a Provisional Instructor for one of the instructor classifications under Regulation .02 of this chapter; and
 - (c) Has received at least two acceptable Academic Instructor evaluations conducted in accordance with Regulation .06 of this chapter and §D of this regulation.
- (2) A training authority may not submit the training authority's own application for a waiver of the Academic Instructor training program.
- (3) A training authority requesting a waiver of the Academic Instructor training program for an individual shall submit to the Deputy Director:
 - (a) A completed Commission's Application for Instructor Certification;
 - (b) A written request that the requirement to complete the Academic Instructor training program be waived for the individual;
 - (c) Academic Instructor training program evaluations for the individual completed in accordance with Regulation .06 of this chapter and §D of this regulation; and
 - (d) Other information the Deputy Director may request.

12.04.06.08

.08 Certification — Academic Provisional Instructor and Academic Instructor.

A. Academic Provisional Instructor. A training authority may submit an application to the Commission for certification of an individual as an Academic Provisional Instructor when the individual:

- (1) Has 1 year of employment experience in the public safety community; and
- (2) Meets the selection standards under Regulation .03A of this chapter.

B. Academic Instructor. A training authority may submit an application to the Commission for certification of an individual as an Academic Instructor when the individual has:

- (1) A minimum of 2 years employment experience in the public safety community;
- (2) Successfully completed, within 2 years before the date of the application, an approved Academic Instructor training program meeting the requirements of Regulation .07 of this chapter; and
- (3) Received a minimum of two favorable instructor evaluations:
 - (a) Completed by an individual specified by Regulation .07D of this chapter within 2 years of the date of the application for certification;
 - (b) Conducted in accordance with Regulation .06 of this chapter; and
 - (c) Conducted while the individual was providing instruction as an Academic Provisional Instructor.

12.04.06.09

.09 Certification and Training Program — Defensive Tactics Provisional Instructor and Defensive Tactics Instructor.

A. Defensive Tactics Provisional Instructor Certification. A training authority may submit an application to the Commission for certification of an individual as a Defensive Tactics Provisional Instructor if the individual has:

- (1) Acquired a minimum of 2 cumulative years of criminal justice related defensive tactics skills experience during the 5-year period immediately before the date of the application; and
- (2) Successfully completed a Commission-approved Defensive Tactics Instructor training program not more than 2 years before the date of the application for Defensive Tactics Provisional Instructor.

B. Defensive Tactics Instructor Certification. A training authority may submit an application to the Commission for certification of an individual as a Defensive Tactics Instructor when the individual:

- (1) Is a Defensive Tactics Provisional Instructor;
- (2) Has successfully completed the following:
 - (a) A Commission-approved Academic Instructor training program that meets the requirements under Regulation .07 of this chapter; and

- (b) Except if granted a waiver under §C of this regulation, a Commission-approved Defensive Tactics Instructor training program before the date of the application for Defensive Tactics Instructor certification; and
- (3) As a Defensive Tactics Provisional Instructor provided a minimum total of 12 hours of defensive tactics classroom and skills instruction under the direction of a Defensive Tactics Instructor that included a minimum of:
 - (a) Four hours of classroom instruction in the concepts and principles of defensive tactics;
 - (b) Eight hours of defensive tactics practical skills instruction; and
 - (c) One satisfactory evaluation for each of the following, in accordance with Regulation .06 of this chapter, performed by a Defensive Tactics Instructor certified under this chapter or COMAR 12.10.06, while the individual was providing defensive tactics:
 - (i) Classroom instruction; and
 - (ii) Skills instruction.

C. Upon application by a training authority, the Deputy Director may waive the requirement under §§A(2) and B(2)(b) of this regulation that an individual complete the Defensive Tactics Instructor training program of this regulation if the individual:

- (1) Successfully completed a program that was a minimum of 35 hours in length and the equivalent of a Defensive Tactics Instructor training program that meets the requirements of §F(1)(c) of this regulation; and
- (2) Provides supporting evidence, such as copies of certifications or course curriculums, to document the applicant's extensive knowledge and abilities in the skill areas specified in §F(1)(c) of this regulation.

D. A training authority may not submit the training authority's own application for a waiver of the requirement to complete the Defensive Tactics Instructor training program required under §A(2) of this regulation.

E. The Deputy Director may limit the subject matter taught in a Defensive Tactics Training program by an individual who receives certification as a Defensive Tactics Instructor based on a waiver under §C of this regulation of the Defensive Tactics Instructor training program requirement under this regulation.

F. Defensive Tactics Instructor Training Program.

- (1) A Defensive Tactics Instructor training program, at a minimum, shall:
 - (a) Be approved by the Commission;
 - (b) Be a minimum of 35 hours in length; and
 - (c) Include the following topics:
 - (i) Balance, awareness, and self-control;
 - (ii) Impact weapons;
 - (iii) Weapon retention;
 - (iv) Disarming;
 - (v) Vital points of the human anatomy;
 - (vi) Control holds;
 - (vii) Take-downs;
 - (viii) Handcuffing and searching;

- (ix) Escorting and Transporting an inmate or detainee;
 - (x) Use of force continuum;
 - (xi) Multiple adversaries; and
 - (xii) Ground-level defenses.
- (2) Successful completion of a Defensive Tactics Instructor training program, at a minimum, requires:
- (a) A minimum score of 80 percent on all written examinations; and
 - (b) Satisfactory demonstration of practical skill elements required in the program.
- (3) The Commission may approve a:
- (a) Defensive Tactics Instructor training program that meets the requirements under this regulation; or
 - (b) A combination of defensive tactics training program courses that:
 - (i) As determined by the Deputy Director, satisfactorily address the topics required under §F(1)(c) of this regulation; and
 - (ii) Is a minimum of 35 hours in length.

12.04.06.10

.10 Certification — Electronic Control Device Instructor.

A training authority may submit an application to the Commission for certification of an individual as an Electronic Control Device Instructor if the individual seeking certification:

A. Is a Commission-certified police officer who:

- (1) Is authorized by the police officer's employing agency to carry or use the specific manufacturer's model of an electronic control device for which the individual, if granted certification, would provide instruction; and
- (2) Has successfully completed a Commission-approved Academic Instructor training program that meets requirements under Regulation .07 of this chapter.

B. Is not a Commission-certified police officer, but has:

- (1) Successfully completed a Commission-approved training course for the specific manufacturer's model of an electronic control device for which the individual, if authorized, would provide instruction; and
- (2) Been determined by the Deputy Director to be qualified to provide electronic control device instruction based on the individual's knowledge, skills, and abilities with the specific manufacturer's model of electronic control device for which the individual, if authorized, would provide instruction.

12.04.06.11

.11 Certification — Emergency Vehicle Operations Provisional Instructor; Emergency Vehicle Course Safety Officer; and Emergency Vehicle Operations Instructor.

A. Emergency Vehicle Operations Provisional Instructor. A training authority may submit an application to the Commission for certification of an individual as an Emergency Vehicle Operations Provisional Instructor at any time the individual has:

- (1) Occupational experience operating an emergency vehicle for at least 2 years; and
- (2) Successfully completed, within 5 years before the date of the application for provisional instructor certification, Commission-approved Emergency Vehicle Operations instructor's training.

B. Emergency Vehicle Operations Course Safety Officer. A training authority may submit an application to the Commission for certification of an individual as an Emergency Vehicle Operations Course Safety Officer at any time the individual has:

- (1) Occupational experience operating an emergency vehicle for at least 3 years;
- (2) Previously been certified as an Emergency Vehicle Operations Provisional Instructor;
- (3) Successfully provided a minimum of 40 hours of emergency vehicle operations practical skills exercises training while an Emergency Vehicle Operations Provisional Instructor; and
- (4) Received at least two satisfactory evaluations, performed by an Emergency Vehicle Operations Instructor in conformity with Regulation .06 of this chapter, while conducting emergency vehicle operations practical skills exercises training.

C. Emergency Vehicle Operations Instructor. A training authority may submit an application to the Commission for certification of an individual as an Emergency Vehicle Operations Instructor at any time the individual has:

- (1) Occupational experience operating an emergency vehicle for at least 3 years;
- (2) Previously been certified as an Emergency Vehicle Operations Provisional Instructor;
- (3) Successfully completed an approved Academic Instructor training program that meets the requirements under Regulation .07C of this chapter;
- (4) Successfully provided a minimum of 56 hours of emergency vehicle operations classroom and skills instruction that includes a minimum of:
 - (a) 16 hours of emergency vehicle operations classroom instruction; and
 - (b) 40 hours of instruction for emergency vehicle operations practical skills exercise training; and
- (5) Received at least two satisfactory evaluations for each of the following, performed by an Emergency Vehicle Operations Instructor in accordance with Regulation .06 of this chapter, while the individual was providing:
 - (a) Classroom instruction; and
 - (b) Emergency vehicle operations practical skills exercise training.

12.04.06.12

.12 Certification — Firearms Provisional Instructor, Line Instructor, and Firearms Instructor.

A. Certification Requirements — General. A training authority may submit an application to the Commission for certification of an individual as a Firearms Provisional Instructor, Line Instructor, or Firearms Instructor when the individual meets the certification requirements established under this regulation for the particular instructor classification and has:

- (1) Two or more years employment as a law enforcement or correctional officer within the last 5 years, during which employment the individual was authorized to use or carry a firearm for a minimum of 2 years; and

(2) Within 60 days immediately before the date of the application for instructor certification, successfully completed the qualification course of fire required by §D(5) of this regulation for the firearm type for which the individual is requesting instructor certification.

B. Certification Requirements for Firearms Provisional Instructor; Line Instructor; and Firearms Instructor.

(1) **Firearms Provisional Instructor Certification Requirements.** Before an individual may be certified as a Firearms Provisional Instructor, the Commission requires, at a minimum, that the individual:

(a) Meets requirements established under §A of this regulation; and
(b) Within 2 years before the date of the application for Firearms Provisional Instructor, successfully completed classroom instruction, training, and the qualification course of fire required under §D(2) and (3) of this regulation that was provided by:

(i) The Commission;
(ii) A Commission-approved program;
(iii) The United States Government or Armed Forces;
(iv) National Rifle Association; or
(v) A firearms instructor school approved by the Deputy Director.

(2) **Line Instructor Certification Requirements.** Before an individual may be certified as a Line Instructor, the Commission requires, at a minimum, that the individual:

(a) Meets requirements established under §A of this regulation;
(b) Successfully completed the requirements for Firearms Provisional Instructor certification established under §B(1) of this regulation;
(c) Received at least two satisfactory evaluations performed by a Firearms Instructor for the individual while providing firearms firing line training and qualification; and
(d) Provided firearms firing line training and qualification instruction that is:
(i) A minimum of 8 hours;
(ii) Provided for Commission-approved courses;
(iii) Supervised by a Line Instructor or Firearms Instructor; and
(iv) Provided for the firearm type for which the individual is requesting Firearms Line Instructor certification.

(3) **Firearms Instructor Certification Requirements.** Before an individual may be certified as a Firearms Instructor, the Commission requires, at a minimum, that the individual:

(a) Meets requirements established under §A of this regulation;
(b) Successfully completed a Commission-approved Academic Instructor training program;
(c) Received at least two satisfactory evaluations performed by a Firearms Instructor for the individual providing firearms classroom instruction during the Academic Instructor training program;
(d) Successfully provided at least four hours of firearms classroom instruction;
(e) Received at least two satisfactory evaluations performed by a Firearms Instructor for the individual while providing firearms firing line training and qualification; and
(f) Is currently a Commission-certified Line Instructor, or a Commission-certified Firearms Provisional Instructor who has successfully provided firearms firing line training and qualification instruction that has been:
(i) A minimum of 8 hours;
(ii) Provided for a Commission-approved course;

- (iii) Supervised by a Line Instructor or Firearms Instructor; and
- (iv) Provided for the firearm type for which the individual is requesting Firearms Instructor certification.

C. Experience Accepted by the Commission for Training Requirements.

- (1) The Commission may accept documented firearms-related experience toward meeting the minimum training requirements for Firearms Provisional Instructor, Line Instructor, or Firearms Instructor certification.
- (2) Examples of documented firearms-related experience that the Commission may accept include military training or counter sniper training.

D. Classroom Instruction, Firearms Training, and Firearms Qualification Course of Fire Requirements.

- (1) Firearms classroom instruction and firearms training and qualification course of fire required by this regulation shall be approved by the Commission before being conducted.
- (2) The following establishes minimum requirements for classroom instruction and firearms training and qualification course of fire for the certification of instructor classifications under this regulation:

Requirement	Handgun	Type 1 Long Gun	Type 2 Long Gun	Type 3 Long Gun	Type 4 Long Gun
(a) Total minimum hours for classroom instruction, training and course of fire for qualification	35 hours	35 hours	35 hours	14 hours	7 hours
			56 hours when also seeking certification for one handgun type and also a type 4 long gun; 65 hours when also seeking certification for two handgun types and also one long gun type, of a Type 2, 3, or 4 long gun		35 hours when also seeking certification for one handgun type; 49 hours when also seeking certification for two handgun types
(b) Training and qualification courses of fire total minimum rounds to be discharged	350 rounds for one handgun type; 250 rounds each for two handgun types	150 rounds	350 rounds	350 rounds	50 rounds
(c) Qualification course of fire minimum rounds to be discharged	30 rounds	20 rounds	30 rounds	30 rounds	10 rounds
(d) Minimum passing score Commission-approved instructor qualification course of fire	90 percent	100 percent	90 percent	90 percent	90 percent
(e) Minimum passing score each written test	80 percent	80 percent	80 percent	80 percent	80 percent

(3) Firearms Provisional Instructor classroom instruction shall meet the requirements established under §D(2) of this regulation, and at a minimum include instruction on:

- (a) Firearms safety;
- (b) Firearms nomenclature;
- (c) Firearms fundamentals and marksmanship;
- (d) Firearms cleaning and maintenance;
- (e) The problem shooter;
- (f) Target analysis;
- (g) Ballistics;
- (h) Legal issues concerning the use of force;
- (i) Deadly force policy;
- (j) Judgmental or decision training;
- (k) Reduced light discipline;
- (l) Emotional, mental, and psychological issues related to critical incidents;
- (m) Commission policy and procedures;
- (n) Malfunctions; and
- (o) Exposure to or practical application of, or both:
 - (i) Designing a course of fire;
 - (ii) Lesson plan development; and
 - (iii) Classroom presentations.

(4) Firearms training shall meet the requirements established under §D(2) of this regulation, and at a minimum, include exposure to and practical application of:

- (a) Firing line operations, that include:
 - (i) Instruction on the firing line; and
 - (ii) Instruction from a location overseeing the firing line;
- (b) Malfunction drills;
- (c) Stress training;
- (d) Judgmental or decision training;
- (e) Range preparation and cleanup;
- (f) Scoring;
- (g) Target analysis;
- (h) Safety; and
- (i) Marksmanship fundamentals.

(5) An individual seeking instructor certification under this regulation shall successfully complete one firearms qualification course of fire that meets the requirements established under §D(2) of this regulation for each firearm type for which the individual is seeking instructor certification.

(6) An individual seeking instructor certification under this regulation shall successfully meet:

- (a) For a handgun, requirements 3 through 9 of the “Handgun Day-Fire Required Course of Fire for Qualification” in the table under COMAR 12.04.02.05;
- (b) For a particular type long gun, requirements 3 through 7 of the table under COMAR 12.04.02.07.

12.04.06.13

.13 Certification — Motorcycle Operator Provisional Instructor; Motorcycle Operator Course Safety Officer; Motorcycle Operator Instructor.

A. Motorcycle Operator Provisional Instructor. An application may be submitted to the Commission for certification of an individual as a Motorcycle Operator Provisional Instructor at any time the individual has:

- (1) Two or more years experience operating a law enforcement agency motorcycle while a police officer;
- (2) A valid driver's license that authorizes the individual to operate a motorcycle; and
- (3) Successfully completed, within 2 years before the date of the application, Commission-approved Motorcycle Operator Instructor's training.

B. Motorcycle Operator Course Safety Officer. An application may be submitted to the Commission for certification of an individual as a Motorcycle Operator Course Safety Officer at any time the individual has:

- (1) Three or more years experience operating a law enforcement agency motorcycle while a police officer;
- (2) Possesses a valid driver's license that authorizes the individual to operate a motorcycle;
- (3) Previously been certified as a Motorcycle Operator Provisional Instructor for a minimum of 6 months;
- (4) Successfully provided a minimum of 16 hours of motorcycle operations practical skills exercises training while a Motorcycle Provisional Instructor; and
- (5) Received at least two satisfactory evaluations, performed by a Motorcycle Operator Instructor in conformity with Regulation .06 of this chapter, while conducting motorcycle practical skills exercises training.

C. Motorcycle Operator Instructor. An application may be submitted to the Commission for certification of an individual as a Motorcycle Operator Instructor at any time the individual has:

- (1) Three or more years experience operating a law enforcement agency motorcycle while a police officer;
- (2) Possesses a valid driver's license that authorizes the individual to operate a motorcycle;
- (3) Previously been certified as a Motorcycle Operator Provisional Instructor for a minimum of 6 months;
- (4) Successfully completed an approved Academic Instructor training program that meets the requirements under Regulation .07 of this chapter;
- (5) Successfully provided a minimum of 20 hours of motorcycle operations classroom and skills instruction that includes a minimum of:
 - (a) Four hours of motorcycle operations classroom instruction; and
 - (b) Sixteen hours of motorcycle operations practical skills exercise training; and
- (6) Received at least two satisfactory evaluations for each of the following, in accordance with Regulation .06 of this chapter, performed by a Motorcycle Operator Instructor while the individual was providing:
 - (a) Classroom instruction; and
 - (b) Motorcycle practical skills exercise training.

12.04.06.14

.14 Expiration of Instructor Certification.

A. An individual's instructor certification expires:

- (1) At the conclusion of the individual's term of certification established under Regulation .17B of this chapter for the individual's instructor classification;
- (2) When the individual leaves employment with the law enforcement agency or academy certified under COMAR 12.04.01.10, on behalf of which the training authority submitted the application for the individual's instructor certification; or
- (3) If the training authority for the law enforcement agency or academy certified under COMAR 12.04.01.10 that submitted the application for the individual's instructor certification requests that the individual's instructor certification be terminated.

B. An individual's term of certification may not expire while the individual is on inactive status.

12.04.06.15

.15 Renewal of Instructor Certification.

A. Renewal of provisional instructor certification for an instructor classification may be granted by the Deputy Director as provided under Regulation .17 of this chapter.

B. Except for a provisional instructor, renewal of instructor certification for an instructor classification may be granted by the Commission as follows:

- (1) If an individual's instructor certification has been expired for more than 3 years, the individual:
 - (a) Shall successfully complete the instructor certification requirements of this chapter for the instructor classification applied for in order to receive certification for that instructor classification; or
 - (b) Upon approval by the Commission, may receive certification renewal for the expired instructor classification if the individual successfully completes a program of selected aspects of the instructor classification's certification requirements designated by the Commission.
- (2) If an individual's instructor certification expires because the individual leaves employment or ceases to provide instruction under the supervision of a law enforcement agency or academy certified under COMAR 12.04.01.10 that submitted the application for the individual's instructor certification and subsequently is employed by or provides instruction under the supervision of another law enforcement agency or academy certified under COMAR 12.04.01.10 whose training authority submits an application for renewal of the individual's instructor certification:
 - (a) More than 90 days before the date that the individual's term of certification expires, the:
 - (i) Individual is not required to meet the requirements of Regulation .16 of this chapter to receive the certification; and
 - (ii) Commission shall establish a new term of certification for the individual that does not exceed 12 months from the expiration date of the individual's most recent term of certification.
 - (b) 90 days or less before expiration of the term of certification or 3 years or less after the expiration of the term of certification, the:

- (i) Individual shall meet requirements established under Regulation .16 of this chapter to receive renewal of certification for the instructor classification; and
- (ii) Certification renewal, if granted, shall be for a new term of certification established under Regulation .17B of this chapter.
- (3) If an instructor certification is due to expire or has expired at the conclusion of the term of certification, the:
 - (a) Training authority shall submit an application for renewal of the instructor certification to the Commission not sooner than 90 days before the term of certification expires and, if certification has expired, not later than 3 years after the term of certification expired;
 - (b) Individual is required to meet the instructor certification requirements under Regulation .16 of this chapter to renew instructor certification; and
 - (c) Individual's instructor certification shall be renewed for a new term of certification established under Regulation .17B of this chapter.

C. Instructor Certification Renewal Procedures.

- (1) The Commission may renew an individual's certification for an instructor classification if the:
 - (a) Individual meets requirements under this chapter for instructor certification renewal and other applicable Commission regulations;
 - (b) Individual completes the Commission's renewal application and submits the completed application to the training authority for the individual's employer; and
 - (c) Training authority for the individual's employer has reviewed and approved the renewal application and submits the approved application to the Commission within the time established under this regulation.
- (2) A training authority may not review, approve, or submit to the Commission the training authority's own application for instructor certification renewal.

12.04.06.16

.16 Instructor Certification Renewal Requirements for Instructor Classifications.

- A. If a provisional instructor certification for an instructor classification expires, the individual is not required to meet the requirements of this section to renew the same provisional instructor certification classification.
- B. The training authority for a law enforcement agency or academy certified under COMAR 12.04.01.10 submitting an application for instructor certification or renewal of instructor certification that the Commission last approved during the individual's most recent term of instructor certification shall affirm that the individual meets the certification requirements specified for the instructor classification under §D of this regulation.
- C. Renewal for each instructor classification requires that the individual for which a training authority has submitted an application for instructor certification renewal is recommended for instructor certification renewal by the individual's law enforcement agency or academy certified under COMAR 12.04.01.10.

D. The following table provides the minimum requirements for an individual's certification renewal of the instructor classifications indicated:

Instructor Classification	Minimum Requirements for Certification Renewal
(1) Academic Instructor	<p>During the most recent term of certification the individual is required to:</p> <ul style="list-style-type: none"> (a) Have provided classroom instruction for a training course approved by the Commission or Correctional Training Commission; and (b) Demonstrate competence in providing classroom instruction while conducting classroom instruction for a training course approved by the Commission or Correctional Training Commission.
(2) Defensive Tactics Instructor	<p>During the most recent term of certification the individual is required:</p> <ul style="list-style-type: none"> (a) To demonstrate competence in providing classroom and skills instruction which a Defensive Tactics Instructor is authorized to provide under this chapter; and (b) While conducting instruction for a training course approved by the Commission or the Correctional Training Commission, to have received a minimum of: <ul style="list-style-type: none"> (i) One satisfactory evaluation for defensive tactics classroom instruction; and (ii) One satisfactory evaluation for defensive tactics practical skills instruction.
(3) Electronic Control Device Instructor	<p>During the most recent term of certification the individual is required:</p> <ul style="list-style-type: none"> (a) To demonstrate competence in providing classroom and skills instruction which an Electronic Control Device Instructor is authorized to provide under this chapter; and (b) While conducting instruction for a training course approved by the Commission or the Correctional Training Commission, to have received a minimum of: <ul style="list-style-type: none"> (i) One satisfactory evaluation for electronic control device classroom instruction; and (ii) One satisfactory evaluation for electronic control device practical skills instruction.
(4) Emergency Vehicle Course Safety Officer	<p>During the most recent term of certification the individual is required:</p> <ul style="list-style-type: none"> (a) To demonstrate competence in providing skills instruction which an Emergency Vehicle Course Safety Officer is authorized to provide under this chapter; and (b) While conducting instruction for a training course approved by the Commission to have received a minimum of one satisfactory evaluation for emergency vehicle practical skills exercise instruction.
(5) Emergency Vehicle Operations Instructor	<p>During the most recent term of certification the individual is required:</p> <ul style="list-style-type: none"> (a) To demonstrate competence in providing classroom and skills instruction which an Emergency Vehicle Operations Instructor is authorized to provide under this chapter; and (b) While conducting instruction for a training course approved by the Commission to have received a minimum of: <ul style="list-style-type: none"> (i) One satisfactory evaluation for emergency vehicle classroom instruction; and (ii) One satisfactory evaluation for emergency vehicle practical skills exercise instruction.
(6) Line Instructor	<p>The individual is required:</p> <ul style="list-style-type: none"> (a) Within 60 days immediately preceding submission of the application for renewal to the Commission, to have successfully completed the firearms qualification course of fire requirements under Regulation .12 of this chapter for the firearm type for which the individual is seeking certification renewal; and (b) During the most recent term of instructor certification to have: <ul style="list-style-type: none"> (i) Demonstrated competence in providing skills instruction which a Line Instructor is authorized to provide under this chapter; and (ii) Received a minimum of one satisfactory evaluation while providing firearms firing line operations and skills instruction for a training course approved by the Commission or the Correctional Training Commission.

(7) Firearms Instructor	<p>The individual is required:</p> <p>(a) Within 60 days immediately preceding submission of the application for renewal to the Commission, to have successfully completed the firearms qualification course of fire requirements under Regulation .12 of this chapter for the firearm type for which the individual is seeking certification renewal; and</p> <p>(b) During the most recent term of instructor certification to have:</p> <p>(i) Demonstrated competence in providing classroom and skills instruction which a Firearms Instructor is authorized to provide under this chapter; and</p> <p>(ii) While conducting a training course approved by the Commission or the Correctional Training Commission, received a minimum of one satisfactory evaluation for firearms classroom instruction, and one satisfactory evaluation for firearms firing line operations and skills instruction.</p>
(8) Motorcycle Operator Course Safety Officer	<p>During the most recent term of certification the individual is required:</p> <p>(a) To demonstrate competence in providing skills instruction which a Motorcycle Operator Course Safety Officer is authorized to provide under this chapter; and</p> <p>(b) While conducting instruction for a training course approved by the Commission to have received a minimum of one satisfactory evaluation for motorcycle operator practical skills exercise instruction.</p>
(9) Motorcycle Operator Instructor	<p>During the most recent term of certification the individual is required:</p> <p>(a) To demonstrate competence in providing classroom and skills instruction which a Motorcycle Operator Instructor is authorized to provide under this chapter; and</p> <p>(b) While conducting instruction for a training course approved by the Commission to have received a minimum of:</p> <p>(i) One satisfactory evaluation for motorcycle operator classroom instruction; and</p> <p>(ii) One satisfactory evaluation for motorcycle operator practical skills exercise instruction.</p>

12.04.06.17

.17 Term of Instructor Certification and Limitations on Instruction

A. An individual may not conduct any part of the individual’s own training or instruction required by the Commission to meet instructor certification requirements under this chapter.

B. The following table establishes for each instructor classification:

- (1) Limitations on instruction that may be provided; and
- (2) Term of instructor certification.

Instructor Classification	Term of Certification	Limitations on Instruction that may be provided
(1) Academic Provisional Instructor	1 year, and may be renewed with the approval of the Deputy Director.	<p>The individual may provide instruction only while in the presence of a supervising Academic Instructor. In addition, the individual may not instruct any aspect of:</p> <p>(a) Defensive Tactics Training;</p> <p>(b) Electronic Control Device Training;</p> <p>(c) Emergency Vehicle Training;</p> <p>(d) Firearms classroom instruction, training or qualification course of fire; or</p> <p>(e) Motorcycle Operations Training.</p>

(2) Academic Instructor	Up to 4 years, and may be renewed.	May not instruct any aspect of: (a) Defensive Tactics Training; (b) Electronic Control Device Training; (c) Emergency Vehicle Training; (d) Firearms classroom instruction, training or qualification course of fire; or (e) Motorcycle Operations Training.
(3) Defensive Tactics Provisional Instructor	1 year, and may be renewed with the approval of the Deputy Director.	Instructional authority is limited to providing the following, while in the presence of a supervising Defensive Tactics Instructor: (a) Classroom instruction on defensive tactics; (b) Assist with practical defensive tactics skills training; and (c) Assist in skill assessment.
(4) Defensive Tactics Instructor	Up to 4 years, and may be renewed.	Instructional authority is limited to providing instruction in defensive tactics classroom and skills training.
(5) Electronic Control Device Instructor	Up to 4 years, and may be renewed.	Instructional authority is limited to providing electronic control device instruction for the specific manufacturer's model of an electronic control device for which the individual has been granted Electronic Control Device Instructor certification.
(6) Emergency Vehicle Operations Provisional Instructor	1 year, and may be renewed with the approval of the Deputy Director.	Instructional authority is limited to providing instruction on any aspect of emergency vehicle operations. However, a Provisional Emergency Vehicle Operations Instructor may not provide instruction on emergency vehicle operations, special maneuvers or emergency vehicle skills: (a) In the classroom, without the presence of a supervising Emergency Vehicle Operations Instructor; or (b) In a practical skills exercise without the presence of a supervising Emergency Vehicle Operations Instructor or an Emergency Vehicle Operations Course Safety Officer.
(7) Emergency Vehicle Course Safety Officer	Up to 4 years, and may be renewed.	Instructional authority is limited to providing instruction on any aspect of emergency vehicle operations. However, an Emergency Vehicle Operations Course Safety Officer may not provide instruction on the classroom portion of emergency vehicle operations training without the presence of a supervising Emergency Vehicle Operations Instructor.
(8) Emergency Vehicle Operations Instructor	Up to 4 years, and may be renewed.	Instructional authority is limited to providing instruction on any aspect of emergency vehicle classroom or skills operations.
(9) Firearms Provisional Instructor	1 year, and may be renewed with the approval of the Deputy Director.	(a) Instructional authority is limited to providing, for the firearm type with which the individual is qualified under Regulation .12 of this chapter, while in the presence of a supervising Firearms Instructor: (i) Firearms classroom instruction; (ii) Firearms training; and (iii) Qualification course of fire. (b) May not conduct the individual's own firearms training or qualification.
(10) Line Instructor	Up to 4 years, and may be renewed.	(a) Instructional authority is limited to providing, for the firearm type with which the individual is qualified under Regulation .12 of this chapter, firearms training and qualification course of fire. In addition, the individual may provide, for the firearm type with which the individual is qualified under Regulation .12 of this chapter, firearms classroom instruction while in the presence of a supervising Firearms Instructor. (b) May not conduct the individual's own firearms qualification course of fire.

(11) Firearms Instructor	Up to 4 years, and may be renewed.	(a) Instructional authority is limited to providing firearms classroom instruction, firearms training and qualification course of fire for the firearm type with which the individual is qualified under Regulation .12 of this chapter. (b) May not conduct the individual's own qualification course of fire.
(12) Motorcycle Operator Provisional Instructor	1 year, and may be renewed with the approval of the Deputy Director.	Instructional authority is limited to providing instruction on any aspect of motorcycle operations. However, a Motorcycle Operations Provisional Instructor may not provide instruction on motorcycle operations: (a) In the classroom, without the presence of a supervising Motorcycle Operations Instructor; or (b) In a practical skills exercise without the presence of a supervising Motorcycle Operator Instructor.
(13) Motorcycle Operator Course Safety Officer	Up to 4 years, and may be renewed.	Instructional authority is limited to providing instruction on any aspect of motorcycle operations. However, a Motorcycle Operator Course Safety Officer may not provide instruction on the classroom portion of motorcycle operations training without the presence of a supervising Motorcycle Operator Instructor.
(14) Motorcycle Operator Instructor	Up to 4 years, and may be renewed.	Instructional authority is limited to providing classroom and skills instruction on any aspect of motorcycle operations.

12.04.06.18

.18 Suspension and Revocation of Instructor Certification and Exemptions.

A. The Deputy Director, in accordance with this regulation may temporarily suspend or permanently revoke an individual's instructor certification if the individual:

- (1) Does not comply with Commission regulations;
- (2) Falsifies or fails to maintain reports, forms, rosters, and other records required by the Commission;
- (3) Facilitates or condones cheating on an examination, skills exercise, or other aspect of a training provider's course for which instruction is provided;
- (4) Compromises the integrity of a training provider's training program or course;
- (5) Misuses the authority granted by the instructor certification;
- (6) Fails to provide required instruction or provides instruction that is erroneous or inadequate;
- (7) Fails to cooperate with Commission audits or inquiries;
- (8) Provides false or misleading information to the Commission; or
- (9) Violates or fails to meet Commission requirements.

B. If the Commission has knowledge that an instructor has allegedly engaged in conduct specified under §A of this regulation, the Deputy Director shall:

- (1) Provide written notice of the allegations to the instructor's supervising authority at the law enforcement agency, correctional unit, Department of Juvenile Services, training provider, or academy certified under COMAR 12.04.01.10 or COMAR 12.10.01.14 that employs or supervises the instructor who is the subject of the allegation;
- (2) Ensure the allegation is thoroughly investigated; and

(3) Conduct a hearing to allow the allegation to be presented and the instructor to respond to the allegation.

C. After reviewing the information resulting from the investigation and conducting a hearing under §B of this regulation, the Deputy Director shall decide if the allegation is supported by fact.

D. If the Deputy Director decides the allegation is supported by fact, the Deputy Director may order that the instructor's certification be:

- (1) Permanently revoked; or
- (2) Temporarily suspended.

E. The Deputy Director shall submit a written report of findings to support a decision under §C of this regulation and order under §D of this regulation to:

- (1) The instructor's supervising authority at the law enforcement agency, correctional unit, Department of Juvenile Services, training provider, or academy certified under COMAR 12.04.01.10 or COMAR 12.10.01.14 that employs or supervises the instructor who is the subject of the allegation; and
- (2) The Police Training Commission or Correctional Training Commission that granted the instructor's certification.

F. The instructor who is the subject of the allegation may appeal the Deputy Director's decision under §C of this regulation and order under §D of this regulation to the Executive Director of the Police and Correctional Training Commissions.

G. Revoking or Suspending an Instructor Certification Exemption.

(1) The Deputy Director may permanently revoke or temporarily suspend an exemption from instructor certification granted under Regulation .04 of this chapter if the individual to whom the exemption was granted engages in conduct specified by §A of this regulation.

(2) If the Deputy Director considers revoking or temporarily suspending an exemption as provided by §G(1) of this regulation, the Deputy Director shall:

(a) Comply with the requirements of §B of this regulation, and may order that the exemption be revoked or temporarily suspended as provided by §D of this regulation; and

(b) Provide a written report on the findings and order under §G(2)(a) of this regulation to the:

- (i) Individual to whom the exemption was granted; and
- (ii) Training authority or training provider that requested the exemption.

(3) An exemption from instructor certification granted under Regulation .04 of this chapter may be revoked or temporarily suspended by the Deputy Director if the Deputy Director determines the individual no longer possesses the specialized skills or expertise to warrant the exemption.