



**Police and Correctional Training Commissions**  
 6852 4<sup>th</sup> Street Sykesville, Maryland 21784  
 (410) 875-3400 TTY FOR THE DEAF (800) 735-2258  
**INSTRUCTOR EVALUATION FORM**

(PRINT ALL INFORMATION)

**Applicant's Name:** \_\_\_\_\_  
 Last Name First Name MI

**MPCTC Certification Number:** \_\_\_\_\_ **Agency Code** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_

**Agency Address:** \_\_\_\_\_

**Agency Contact Person:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Check ALL of the following that apply. Complete only the applicable section(s) for the applicant's certification and the "Endorsements" section on page 8.**

**ALL evaluations** must be conducted while the applicant is a **CURRENT** Provisional and/or Certified instructor and must be completed by a certified instructor in the same discipline for which the applicant is requesting certification.

<input type="checkbox"/> <b>Academic</b>	<input type="checkbox"/> Instructor A1	<input type="checkbox"/> Renewal A2
<input type="checkbox"/> <b>Firearms</b>	<input type="checkbox"/> Instructor A1, B1	<input type="checkbox"/> Renewal A2, B3
	<input type="checkbox"/> Line Instructor B2	<input type="checkbox"/> Renewal B4
<input type="checkbox"/> <b>Defensive Tactics</b>	<input type="checkbox"/> Instructor A1, C1	<input type="checkbox"/> Renewal A2, C2
<input type="checkbox"/> <b>Electronic Control Device</b>		<input type="checkbox"/> Renewal A2, D1
<input type="checkbox"/> <b>Police E.V.O.C. Instructor</b>	<input type="checkbox"/> Instructor A1, E1	<input type="checkbox"/> Renewal A2, E3
	<input type="checkbox"/> Course Safety Officer E2	<input type="checkbox"/> Renewal E4
<input type="checkbox"/> <b>Police Motorcycle Operator Instructor</b>	<input type="checkbox"/> Instructor A1, F1	<input type="checkbox"/> Renewal A2, F3
	<input type="checkbox"/> Course Safety Officer F2	<input type="checkbox"/> Renewal F4

Print Last Name \_\_\_\_\_  
 Print First Name \_\_\_\_\_

**A. Classroom**

- A1  Academic Instructor – Initial  
Minimum two satisfactory classroom evaluations of not less than 1 hour each.
- A2  Academic/Skills – Renewal  
Minimum one satisfactory classroom evaluation in accordance with COMAR Rrequirements for specific type of Instructor.

Class Title	Program Approval Number	Hours of Evaluation
Evaluator’s Printed Name	Evaluator’s Certification Number	
Evaluator’s Signature	Date	

<b>Establish and Maintain Instructor Credibility</b>	<b>Y / N</b>
Follows organizational dress code appropriate for this instructional situation.	
Establishes and maintains an atmosphere of mutual respect.	
Avoids bias or prejudice against individuals in the classroom, either through language, behavior, or reference.	
Provides clear and simple explanations of key points in the lesson.	
Provides evidence of practical experience in applying the content.	
Displays confidence in his/her content knowledge, experience and teaching skills.	
Uses learners’ own experiences to enhance their understanding of content.	
<b>Manage the Learning Environment</b>	<b>Y / N</b>
Announces lesson or module objectives at beginning of lesson.	
Encourages learners with different learning styles.	
Creates and use examples or exercises to meet learner needs.	
Balances time for learner questions and comments with time for other instructional activities.	
Manages class time so all learning objectives are met.	
Uses a variety (minimum of 2) of instructional methods such as: a) lecture with questions b) demonstration c) guided discussion d) lead through practical e) practical f) role play g) case study h) simulations i) games j) discovery learning k) brainstorming	
Manages the type and amount of learner participation to ensure maximum learning from each activity.	
Writes on easel pad or chalk(less) board and avoid: a) writing too small b) unreadable writing c) turning back to learners d) delaying activities while writing.	
Uses a variety of training aids such as: a) chalk/white board b) easel pad/posters c) handouts d) Power Point e) transparencies f) videotape	
Applies the basic principles of media a) readability (display size and content organization) b) viewing distance requirement c) amount of content per screen/page d) contrasting colors and color combinations	
<b>Demonstrates Presentation and Feedback Skills</b>	<b>Y / N</b>
Uses appropriate verbal and nonverbal language	
Breaks content down into its components to clarify a point or correct a misunderstanding.	
Projects the voice to reach all learners in the room.	
Uses questions to: a) stimulate interest in a topic b) build learner confidence c) summarize content, or d) challenge learners to go beyond content to draw conclusions and extend applications.	
Uses paraphrase to confirm understanding.	
Performs comprehension checks to ensure instructor is reading learner cues correctly.	
Integrates encouragement into feedback so learners are comfortable correcting their mistakes.	
Uses summaries to integrate and focus main content points.	

**B. Firearms Skills**

- B1  Firearms Instructor – Initial  
Has conducted a minimum of 4 hours of classroom and 8 hours of firearms firing line instructions. Minimum of two satisfactory classroom (A1) and two satisfactory firing line evaluations of not less than 1 hour each.
- B2  Firearms Line Instructor – Initial  
Has conducted a minimum of 8 hours of firing line instruction. Minimum of two satisfactory firing line evaluations of not less than 1 hour each.
- B3  Firearms Instructor – Renewal  
A minimum of one satisfactory evaluation for firearms classroom (A2) and one satisfactory evaluation for firearms firing line operations and skills instructions.
- B4  Firearms Line Instructor – Renewal  
A minimum of one satisfactory evaluation while providing firearms firing line operations and skills instruction.

Class Presentation / Title	Program Approval Number	Hours of Evaluation
Evaluator's Printed Name	Evaluator's Certification Number	
Evaluator's Signature	Date	

<b>Line Duties</b>	<b>Y / N</b>
Demonstrates line safety procedures.	
Demonstrates integrity in enforcing Commission and agency regulations.	
Is alert to problems on the line.	
Resolves line problems quickly and efficiently.	
Gives commands and explanations clearly and precisely.	
Scores targets accurately and in a timely manner.	
<b>Knowledge of Shooting Fundamentals</b>	<b>Y / N</b>
Demonstrates knowledge in identifying and correcting shooter errors.	
Effectively communicates corrective procedures.	
<b>Weapon Knowledge</b>	<b>Y / N</b>
Knows weapons' safety characteristics.	
Demonstrates and explains weapon mechanics:	
- Ability to identify and clear malfunctions	
- Knows loading and unloading procedures	
- Knows weapons' operating systems	
<b>Line Presence</b>	<b>Y / N</b>
Installs confidence in shooters.	
Displays fairness and impartiality.	
Exhibits professional demeanor.	
Displays self-confidence.	
Maintains a professional personal appearance.	
Works well as a team player with other instructors.	
Gives fair and impartial evaluations, written and/or verbal.	
Completes lesson in the time frame planned/scheduled.	

**C. Defensive Tactics Skills**

- C1  Defensive Tactics Instructor – Initial  
Has conducted a minimum of 4 hours of classroom and 8 hours of practical skills exercise instructions. Minimum of two satisfactory classroom (A1) and two satisfactory practical skills evaluations of not less than 1 hour each.
  
- C2  Defensive Tactics Instructor – Renewal  
A minimum of one satisfactory evaluation for defensive tactics classroom (A2) and one satisfactory evaluation for defensive tactics practical skills instruction

Class Presentation / Title	Program Approval Number	Hours of Evaluation
Evaluator's Printed Name	Evaluator's Certification Number	
Evaluator's Signature	Date	

<b>Exercise Physiology</b>	<b>Y / N</b>
Explains the benefits and limitations of anaerobic and aerobic exercises.	
Identifies different exercises and workouts which will enhance muscle tone, strength, cardiovascular endurance and coordination.	
Distinguishes between isometric and isotonic workouts.	
Articulates the relationship between nutrition, diet and overall physical condition.	
Conducts proper warm-up and cool-down exercises.	
Alternates workouts between strength training and aerobic conditioning on a daily basis.	
<b>Class Management</b>	<b>Y / N</b>
Ensures proper equipment is available for each training session.	
Inspects training area to identify and eliminate potential hazards.	
Organizes students into subgroups based on physical size and relative ability.	
Monitors student behavior to eliminate unproductive or unsafe activities.	
Ensures that all students are actively engaged in the learning experience.	
<b>Practical Exercise</b>	<b>Y / N</b>
Clearly explains and demonstrates each learning activity.	
Breaks down complex activities into basic elements for each practice and efficiency.	
Remains alert for potential problems.	
Is mindful of all other training activities and personnel.	
Works well as a team player with other instructors.	
Gives fair and impartial evaluations, written and/or verbal.	
Completes lesson in the time frame planned/scheduled.	

**D. Electronic Control Device Skills**

- D1  Electronic Control Device Instructor – Renewal  
 A minimum of one satisfactory evaluation for electronic control device classroom instruction (A2) and one satisfactory evaluation for electronic control device practical skills instruction.

Class Presentation / Title	Program Approval Number	Total Hours of Evaluation
Evaluator's Printed Name	Evaluator's Certification Number	
Evaluator's Signature	Date	

<b>Practical Exercise</b>	<b>Y / N</b>
Properly presents exercise and gives thorough overview, explaining purpose(s) the exercise is performed, how it is to be performed and what is expected	
Explains in logical, step-by-step, meaningful sequence, how the exercise is to be completed.	
Is clear, concise and uses proper terminologies in teaching explanations.	
Is patient and methodical when teaching students and gives proper correction and/or praise.	
Ensures that students are learning concepts and principles.	
Demonstrates the exercise with smoothness and precision.	
Demonstrates the exercise in a fashion consistent with theory and explanation.	
Demonstrates the proper finger position for aiming and discharging.	
Demonstrates proper control of the ECD unit.	
<b>General / Operational Skills</b>	<b>Y / N</b>
Program sequence is structured and organized.	
Is alert to potential problems and gives directions accordingly.	
Is mindful of all other training activities and personnel.	
Works well as a team player with other instructors.	
Gives fair and impartial evaluations, written and/or verbal.	
Completes lesson in the time frame planned/scheduled.	

**E. Emergency Vehicle Operation Skills**

- E1  EVOC Instructor –Initial  
Has conducted a minimum of 16 hours of classroom and 40 hours of practical skills instructions. Minimum of two satisfactory classroom (A1) and two satisfactory practical skills evaluations of not less than 1 hour each.
- E2  EVOC Course Safety Officer – Initial  
Has conducted a minimum of 40 hours of practical skills instructions. Minimum of two satisfactory practical skills evaluations of not less than 1 hour each.
- E3  EVOC Instructor – Renewal  
A minimum of one satisfactory evaluation for EVOC classroom instruction (A2) and one satisfactory evaluation for EVOC practical skills exercise instructions of not less than 1 hour each.
- E4  EVOC Course Safety Officer – Renewal  
A minimum of one satisfactory evaluation for EVOC practical skills exercises instructions- of not less than 1 hour.

Class Presentation / Title	Program Approval Number	Hours of Evaluation
Evaluator’s Printed Name	Evaluator’s Certification Number	
Evaluator’s Signature	Date	

<b>Practical Exercise</b>	<b>Y / N</b>
Properly presents exercise and gives thorough overview, explaining purpose(s) the exercise is performed, how it is to be performed and what is expected	
Explains in logical, step-by-step, meaningful sequence, how each exercise is to be done.	
Is clear, concise and uses proper terminologies in teaching explanations.	
Is patient and methodical when teaching student drivers and gives proper corrections and/or praise.	
Ensures that students are learning concepts and principles.	
Demonstrates the exercise with smoothness and precision.	
Demonstrates the exercise in a fashion consistent with theory and explanation.	
<b>General / Operational Skills</b>	<b>Y / N</b>
Program sequence is structured and organized.	
Is seated in the vehicle or stationed in a fashion capable of taking immediate action.	
Is alert to potential problems and gives directions accordingly.	
Is mindful of all other training activities and personnel.	
Works well as a team player with other instructors.	
Gives fair and impartial evaluations, written and/or verbal.	
Completes lesson in the time frame planned/scheduled.	
Dressed professionally and appropriately for the training session.	

## **F. Motorcycle Operation Skills**

- F1  Motorcycle Operator Instructor – Initial  
Has conducted a minimum of 4 hours of motorcycle operations classroom and a minimum of 16 hours of motorcycle operations practical skills exercise instructions. Minimum of two satisfactory classroom (A1) and two satisfactory practical skills evaluations of not less than 1 hour each.
- F2  Motorcycle Operator Course Safety Officer – Initial  
Has conducted a minimum of 16 hours of motorcycle operations practical skills exercises instruction. Minimum of two satisfactory practical skills evaluations of not less than 1 hour each.
- F3  Motorcycle Operator Instructor – Renewal  
A minimum of one satisfactory evaluation for motorcycle operator classroom (A2) and one satisfactory evaluation for motorcycle operator practical skill exercise instruction.
- F4  Motorcycle Operator Course Safety Officer – Renewal  
A minimum of one satisfactory evaluation for motorcycle operator practical skills exercise instruction.

\_\_\_\_\_  
Class Presentation / Title

\_\_\_\_\_  
Program Approval Number

\_\_\_\_\_  
Hours of Evaluation

\_\_\_\_\_  
Evaluator's Printed Name

\_\_\_\_\_  
Evaluator's Certification Number

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

<b>Practical Exercise</b>	<b>Y / N</b>
Properly presents exercise and gives thorough overview, explaining purpose(s) the exercise is performed, how it is to be performed and what is expected	
Explains in logical, step-by-step, meaningful sequence, how each exercise is to be done.	
Is clear, concise and uses proper terminologies in teaching explanations.	
Is patient and methodical when teaching student operators and gives proper correction and/or praise.	
Ensures that students are learning concepts and principles.	
Demonstrates the exercise with smoothness and precision.	
Demonstrates the exercise in a fashion consistent with theory and explanation.	
<b>General / Operational Skills</b>	<b>Y / N</b>
Program sequence is structured and organized.	
Is seated on the M/C or stationed in a fashion capable of taking immediate action.	
Is alert to potential problems and gives directions accordingly.	
Is mindful of all other training activities and personnel.	
Works well as a team player with other instructors.	
Gives fair and impartial evaluations, written and/or verbal.	
Completes lesson in the time frame planned/scheduled.	
Dressed professionally and appropriately for the training session.	

## ENDORSEMENTS

---

---

The information provided in this Evaluation is true to the best of my knowledge. The applicant named herein is in full compliance with the regulations of the Maryland Police Training Commission and /or the Maryland Correctional Training Commission as they pertain to their position and responsibilities. **The Agency Representative's Signature is endorsing that the applicant has demonstrated satisfactory competency while conducting a Commission approved training course(s) within his/her previous certification period.**

---

Applicant's Signature	Telephone #	e-mail address
Agency Representative Name and Title (printed)	Telephone #	e-mail address
Agency Representative Signature	Date	

**Submit this Instructor Evaluation along with the Application for Instructor Certification form to:**

**Maryland Police and Correctional Training Commissions  
Certification Unit  
6852 4<sup>th</sup> Street  
Sykesville, Maryland, 21784  
Fax 410-875-3405  
E-mail: [certification@pctc.state.md.us](mailto:certification@pctc.state.md.us)**