

POLICY 3.1

TITLE: BASIC TELECOMMUNICATIONS LEAD INSTRUCTOR, AND BASIC TELECOMMUNICATIONS INSTRUCTOR--DEFINITIONS, QUALIFICATIONS, AND CERTIFICATION

DATE: JANUARY 1999

I. Definitions

- A. Course Coordinator: A person responsible for the administrative functions relating to the basic telecommunications course.
1. This person does not need to be a certified basic telecommunications instructor. However, they must be versed in the course specifications and procedures as listed in the Training Course Policy Manual.
 2. They may serve as the point of contact at the training facility for persons registering for the course, OETS staff, and instructors involved in the course.
 3. Unless the course coordinator is also certified as a basic telecommunications instructor, they may not serve in any instructional capacity (i.e., give lectures or proctor exams).
- B. Basic Telecommunications Lead Instructor: A person performing both administrative and instructional functions in conducting a basic telecommunications course.
1. This person must be currently certified as a basic telecommunications instructor by an approved vendor or program in good standing.
 2. If working with a Course Coordinator who is not a certified basic telecommunications instructor, the Lead Instructor must be responsible for oversight of all classroom and testing activities.
- C. Basic Telecommunications Instructor: A person certified by an approved training vendor or program through successful completion of a basic telecommunications instructor course utilizing a curriculum approved by OETS for certification of PSAP personnel in New Jersey.
- D. Training Vendor A government, private, or a not for profit organization that has met the standards and requirements established by OETS to conduct instructor and student certification courses.

II. Basic Telecommunications Instructor Certification

- A. In order to be certified as an instructor
1. The candidate must complete a basic telecommunications course.
 2. The candidate must successfully complete a basic telecommunications instructor certification course authorized by OETS, achieving a passing score on all written and practical exercises and examinations for the course.

- B. In order to maintain certification status, the instructor must:
 - 1. Fulfill all recertification requirements.
 - 2. Attend any basic telecommunications instructor continuing education courses as may be required.
 - 3. Conduct all courses in accordance with the policies set forth in the Training Course Manual.

III. Instructor Recertification

- A. Training Vendor Basic Telecommunications Instructor Programs
 - 1. Instructors maintaining instructor certification from a training vendor shall adhere to all standards and recertification requirements established by that organization.

IV. Refusal, Suspension, or Revocation of Instructor Certification

An instructor's certification may be refused, suspended, or revoked for any of the following causes (adapted from ASTM Standard F1560-94):

- A. Habitual or excessive use of, or addiction to (not in recovery), narcotics or dangerous drugs; or conviction of any offense relating to the use, sale, possession, or transportation of narcotics, dangerous drugs, or controlled substances.
- B. Habitual or excessive use of, or addiction to (not in recovery), alcoholic beverages or being under the influence of alcoholic beverages or controlled substances while on call or duty as an instructor; or conviction of driving under the influence of alcohol or controlled substances while driving a vehicle.
- C. Fraud or deceit in applying for or obtaining any certification; or fraud, deceit, incompetence, patient abuse, theft, or dishonesty in the performance of duties and practice as an instructor or other public safety professional.
- D. Involvement in the unauthorized use or removal of narcotics, supplies, or equipment from any emergency vehicle, agency, or health care facility.
- E. Performing procedures or skills beyond the level of certification or not allowed by rules; or violation of laws pertaining to medical practice and drugs.
- F. Conviction of a felony or a crime involving moral turpitude; or the entering of a plea of guilty or the finding of guilt by jury or court, of commission of a felony or a crime involving moral turpitude.
- G. Mental incompetence as determined by a court of competent jurisdiction.
- H. For good cause, including conduct that is unethical, immoral or dishonorable.
- I. Demonstrated inability and failure to perform the responsibilities of an Instructor, or Course Coordinator.