



POLICY AND PROCEDURE STATEMENT

TRG 2.1.0 Adjunct Instructors

Purpose: The purpose of this policy is to increase the capacity of the agency to meet the increasing demand for courses related to impaired driving enforcement. Additionally, the policy sets the minimum qualifications for the issuance of Adjunct Instructor permits and requirements for renewal of those permits. These elements are needed to maintain excellence in the quality of instruction and continuity in the substantive content of programs of instruction offered by the agency.

Effective Date: February 1, 2017

Superseded Policy: N/A

References: 47 O.S. §759, 40 O.A.C. 10-3-7

Related Forms: BOT Form TRG 1.0 *Instructor Application*

Approved By: Kevin Behrens

1. Administration: The provisions of this section control the administration of the Adjunct Instructor program.
 - a. The Training Program Administrator will be responsible for administration of the Adjunct Instructor Program in accordance with this policy.
 - b. In order to obtain BOT sponsorship of a course, the Adjunct Instructor must notify the Training Program Administrator not later than 60 days in advance of the training.
 - c. Depending on the availability of funding, the agency may pay for the registration and travel expenses of one or more Adjunct Instructors to attend:
 - i. The Borkenstein Course on Alcohol and Traffic Safety
 - ii. NHTSA Instructor Development course
 - iii. Intoxilyzer 8000 calibration and maintenance training
2. Initial Requirements:
 - a. In addition to the requirements listed in 40 O.A.C. 10-3-7, Adjunct Instructors shall have completed a CLEET basic instructor development course.
 - b. Prior to issuance of an adjunct instructor permit, the candidate must instruct a breath alcohol operator course in conjunction with a permitted instructor.
 - c. In order to instruct agency sponsored courses instructors must obtain a permit to instruct breath alcohol operator courses from the Board of Tests.
3. Ongoing Requirements:
 - a. Adjunct Instructors must attend a Board of Tests Instructor Refresher training at least one time per year. These trainings will be offered three to four times per year to accommodate the Instructor's schedules.
 - b. To remain active Adjunct Instructors must teach a Board of Tests sponsored course at least 6 times during the life of the permit. Pursuant to 40 O.A.C. 10-3-7, the permit period is three years. A new Adjunct Instructor may count the initial course that is co-taught with a permitted instructor in the 6 course

requirement. For purposes of this subsection a "course" means a class that is at least 4 CLEET credit hours.

END OF POLICY AND PROCEDURE STATEMENT