

Summarize your formal education, any experience and training that may be related to, or may be of interest to, the SFST Program (i.e. EMT training, college, experience, etc.): (May attach resume or CV)

APPROPRIATE SUPERVISOR / DESIGNATED REPRESENTATIVE

The above applicant is employed by this law enforcement agency or a federal, state, county or municipal agency and will have the responsibility of training law enforcement officers in the detection and apprehension of impaired drivers. I consider this individual to be of good character and a fit candidate to become a DWI Detection and Standardized Field Sobriety Test Instructor and to testify on behalf of the State.

I have read the requirements and support the SFST Program at my agency to include conducting SFST Instructor Refreshers on the schedule recommended by the State SFST Coordinator.

PLEASE TYPE or PRINT Your RANK and NAME

SIGNATURE and DATE

SFST INSTRUCTOR APPLICANT

I have read, understand, and agree to all the requirements and am committed to becoming and remaining an SFST Instructor in North Carolina.

I have reviewed this application paperwork with my supervisor and agency head (designee), and all appropriate signatures and supporting documentation are attached.

I attest that this application is true and accurate to the best of my knowledge.

Applicant's Signature: _____ Date: _____

ATTENTION APPLICANT:

Submit all application paperwork and supporting documentation via email as one complete PDF file, with the subject line "SFST Instructor Application" to:

DWITraining@dhhs.nc.gov

For your application to be considered for this specialized training you must have completed this entire application and provided all supporting documentation/signatures.

STANDARDS FOR TRAINING AS INSTRUCTORS IN THE STANDARDIZED FIELD SOBRIETY TESTING PROGRAM

These instructors will have successfully completed the IACP-approved Standardized Field Sobriety Testing training program or its equivalent, and will have experience in administering the SFSTs and in providing testimony in court in the area of DUI/DWI enforcement. Dedicated, qualified instructors are critical to the continued success of the SFST program. SFST instructors are responsible for observing, evaluating, and verifying their performance of SFST candidates throughout the training process. Therefore, only persons experienced in the administration of the SFST battery should become instructors in the SFST training program.

Also addressed in this section are standards for instructors/trainers in the program. These individuals are responsible for training the SFST instructors.

- 2.1 Only person(s) who have successfully completed the IACP-approved DUI Detection and Standardized Field Sobriety Testing training program, or its equivalent, may be designated as SFST instructors.**

North Carolina Standard: In addition to the IACP-approved DWI Detection and Standardized Field Sobriety Testing training program, a candidate SFST instructor must be recommended by designated SFST instructor from outside of their agency. A candidate SFST instructor must show proficiency in the SFST Battery and attach the proficiency exam, on a currently approved form, along with their application; and must have successfully completed an in-service training provided by the FTA Branch, i.e., an SFST Refresher course session approved by the State SFST Program Coordinator biennially.

The candidate SFST Instructor must be a currently certified chemical analyst and must have attended an Alcohol Screening Test Device course instructed by the Forensic Tests for Alcohol Branch.

- 2.2 Any SFST trained person desiring to become an instructor in the SFST Program shall make a written application through and be recommended by their agencies as meeting all requirements to become instructors.**

Commentary: The agency head or SFST coordinator shall verify that a candidate instructor meets the prerequisites to enter SFST instructor training. Prerequisites may also include any state, local or agency requirements specified for instructors within the jurisdiction.

North Carolina Standard: All SFST Instructor schools must be approved and coordinated through the Office of the State SFST Program Coordinator. The State SFST Program Coordinator shall determine the number of SFST instructors. All

eligible SFST-trained persons desiring to become instructors must submit an application on the designated form through their agency chain-of-command to the State SFST Program Coordinator. All candidate SFST Instructor shall show proficiency in the SFST battery and provide a currently approved proficiency exam form with their application. This proficiency exam must be conducted by an approved SFST Instructor who is not associated with the candidate SFST Instructor applying for the SFST Instructor school. This proficiency must be completed within 90 days of the application deadline date for the SFST Instructor school.

Agencies which are approved providers for the basic law enforcement training, who desire to instruct the DWI Detection and Standardized Field Sobriety Testing training as part of their basic curriculum, must make application through the State SFST Coordinator. Approved agencies must comply with the minimum number of designated instructors in order to comply with all training rules, policies, administrative guidelines, and standards.

- 2.3 The candidate instructor shall satisfactorily complete the IACP-approved SFST Instructor School, or an approved equivalent, which shall include both knowledge and practical examination of candidate instructors. IACP/NHTSA - certified DRE instructors are recognized as SFST instructors and are approved to instruct the SFST program.

Commentary: This requirement does not preclude state or local jurisdictions from placing additional requirements on persons assigned to teach in local law enforcement programs. The IACP Highway Safety Committee shall be responsible for reviewing and evaluating alternative training programs submitted by agencies. Those programs meeting or exceeding the approved learning objectives for instructor training shall be deemed “equivalent”.

North Carolina Standard: Currently the only North Carolina accepted SFST Instructor School is the NHTSA SFST Instructor Training or the IACP/NHTSA DRE Instructors Training. In addition, effective January 1, 2009, all SFST instructor candidates must have a completed “Instructor Qualification Progress Log” on file with the State SFST Coordinator.

The knowledge exam shall be given early on the first day of class and the instructor candidate shall demonstrate 80% proficiency or be eliminated. The instructor candidate shall have two attempts to demonstrate practical proficiency. The second attempt shall be with a second impartial instructor.

In addition to successful completion of an approved instructor-training course, the instructor candidate must also teach at least four hours of classroom under the supervision of at least two designated SFST instructors, signed off by one of those instructors and be approved for teaching the SFST curriculum.

The instructor candidate must monitor at least two (2) authorized alcohol workshops. Further, to be qualified to dose volunteer subjects, the instructor candidate must first assist two credentialed instructors with the dosing in at least one alcohol workshop utilizing volunteers.

The instructor candidate must present a completed Instructor Qualification Progress Log to the State SFST Coordinator to be considered a designated SFST Instructor within six (6) months of the completion of the SFST instructor course.

- 2.4 All training sessions conducted as part of the SFST Program shall be coordinated by a designated SFST instructor who has previously instructed, to insure proper conduct and delivery of the approved curriculum.**

Commentary: To ensure that all training classes are conducted in accordance with the standards, it is recommended that the instructor coordinating the training have a minimum of one-year experience as a SFST instructor.

North Carolina Standard: All training sessions conducted, as part of the North Carolina SFST Program, shall be coordinated through the State SFST coordinator. The coordinator shall approve/appoint the training coordinator for that training session. The State SFST Coordinator may also assign additional instructors/monitors for the training session as needed. The lead instructor/training coordinator for the class should have a minimum of one year experience as an SFST Instructor. The lead instructor/training coordinator shall be responsible for the training being compliant with established standards, curriculum, proper forms and documentation and instructors logs.

North Carolina Commentary: The State SFST Coordinator or his/her designee may at anytime without notice monitor, audit, inspect, and assess any portion or all SFST Training or related training and make a report to the Lead Instructor.

- 2.5 An instructor trainer (a person who is training instructors) shall have demonstrated proficiency as an instructor.**

North Carolina Standard: The State SFST Coordinator shall designate qualified SFST instructors as instructor trainers. Consideration for the designation of SFST instructor trainer shall be initiated by written request to the State SFST Coordinator by the SFST instructor desiring to become an instructor trainer. Only SFST instructors who have been designated by the State SFST Coordinator to teach the SFST Instructor School will be allowed to instruct. Any courses taught by non-designated SFST instructors will not be credentialed an approved SFST instructor school.

- 2.6 An instructor trainer must be knowledgeable of and have audited the SFST**

School and the SFST Instructor School, and must be thoroughly familiar with the SFST student and instructor manuals.

Commentary: An instructor must demonstrate evidence of the satisfactory completion of the IACP/NHTSA-approved Instructor Development Course or equivalent. Instructor trainers must be familiar with the approved SFST Training Program and be thoroughly familiar with the lesson plans for their assigned blocks of instruction. An instructor cannot be the lead instructor during their first SFST Instructor training course.

North Carolina Standard: In addition to the national standard requirements, the North Carolina SFST program requires that instructor trainers are approved by the DRE/SFST Advisory Committee. The SFST instructor trainer must have participated in a substantive position in a minimum of four (4) SFST Training sessions at a minimum of forty (40) hours prior to consideration as an instructor trainer.

North Carolina Commentary: The four (4) mandated training sessions shall exclude the training required for certification on the “Instructor Qualification Progress Log.”

**PROFICIENCY EXAMINATION
STANDARDIZED FIELD SOBRIETY TEST BATTERY**

***MUST have been completed within
90 Days of the Application submission**

Name _____ Date _____ / _____ / _____

Agency _____

I. HORIZONTAL GAZE NYSTAGMUS

1. ___ Have subject remove glasses if worn.
2. ___ Stimulus held in proper position (approximately 12"-15" from nose, just slightly above eye level).
3. ___ Check for equal pupil size and resting nystagmus.
4. ___ Check for equal tracking.
5. ___ Smooth movement from center of nose to maximum deviation in approximately 2 seconds and then back across subject's face to maximum deviation in right eye, then back to center. Check left eye, then right eye. (Repeat)
6. ___ Eye held at maximum deviation for a minimum of 4 seconds (no white showing). Check left eye, then right eye. (Repeat)
7. ___ Eye moved slowly (approximately 4 seconds) from center to 45 angle. Check left eye, then right eye. (Repeat)
8. ___ Check for Vertical Gaze Nystagmus. (Repeat)

II. WALK AND TURN

1. ___ Instructions given from a safe position.
2. ___ Tells subject to place feet on a line in heel-to-toe manner (left foot behind right foot) with arms at sides and gives demonstration.
3. ___ Tells subject not to begin test until instructed to do so and asks if subject understands.
4. ___ Tells subject to take nine heel-to-toe steps on the line and demonstrates.
5. ___ Explains and demonstrates turning procedure.
6. ___ Tells subject to return on the line taking nine heel-to-toe steps.
7. ___ Tells subject to count steps out loud.
8. ___ Tells subject to look at feet while walking.
9. ___ Tells subject not to raise arms from sides.
10. ___ Tells subject not to stop once they begin.
11. ___ Asks subject if all instructions are understood.

III. ONE LEG STAND

1. ____ Instructions given from a safe position.
2. ____ Tells subject to stand straight, place feet together, and hold arms at sides.
3. ____ Tells subject not to begin test until instructed to do so and asked if subject understands.
4. ____ Tells subject to raise one leg, either leg, approximately 6" from the ground, keeping raised foot parallel to the ground, and gives demonstration.
5. ____ Tells subject to keep both legs straight and to look at elevated foot.
6. ____ Tells subject to count out loud in the following manner: one thousand one, one thousand two, one thousand three, and so on until told to stop, and gives demonstration.
7. ____ Checks actual time subject holds leg up. (Time for 30 seconds.)

Instructor: _____

Note: In order to pass the proficiency examination, the student **must explain and proficiently complete** each of the steps listed.