

Updated Guidelines for Unarmed Certified Instructor Teach-Back

Due to the amount of Unarmed Certified Instructors who need to complete a teach-back, DPSST Private Security is changing how those teach-backs are done. Please review our new system:

Requirements for Unarmed Certified Instructor Recertification:

An application packet for renewing an instructor certification must be completed in its entirety and must include:

1. A completed Form PS-21.
2. A Completed Form PS-8 w/ proof of continuing education.
3. Nonrefundable renewal certification fee.
4. A certificate of completion for the unarmed instructor online course; and
5. Have successfully completed either of the following unarmed training requirements at least once within three years prior to submission of an application for unarmed instructor renewal.
 - **Participation in the instructor demonstration component of the unarmed private security instructor development course by submitting a video of you teaching your assigned section of the unarmed curriculum; or**
 - the unarmed private security instructor development course in its entirety.

Optional: If you would like to have your contact information published on the private security website on the Instructor List, please include the Instructor List Request Form with your application to renew even if you were previously on the Instructor List.

Be of good moral fitness as determined by a background check, department investigation or other reliable sources. A lack of good moral fitness includes, but is not limited to, mandatory and discretionary disqualifying misconduct as described in [OAR 259-060-0320](#).

Please review the Background Check Information page to review mandatory and discretionary disqualifiers prior to applying for certification or licensure.

[Unarmed Instructor Online Renewal Course](#)

[Workday Log In Instructions](#)

Currently certified unarmed private security instructors who are also certified as an unarmed private security professional are exempt from the required unarmed private security professional renewal training if they have documented a minimum of 28 hours delivering any combination of the unarmed basic course or the unarmed renewal course during the current certification period. Documentation must be submitted with the application for renewal in the place of the Form PS-6 for the unarmed renewal course.

Renewal application documents may be received by the Department up to 180 days prior to the expiration date of the certification or licensure. This allows time for processing of the forms and background check.

A late submission penalty of \$25 will be assessed if reapplying after the expiration date of the certification or licensure.

Teach-Back Video Guidelines:

1. Contact DPSST to let them know you are ready to complete your teach-back.
2. You will receive an email with directions on what you will be teaching and how to submit your video.
3. You must submit your video within 10 working days of receiving your assignment email.
4. Once you have submitted your video, the DPSST Lead Trainer will use the audit form to evaluate it.
5. Your evaluation will be emailed to you, or you can request a Web Ex follow up.

If you do not want to submit a video for evaluation, you may schedule a time to complete a teach-back via Web Ex.