

New Instructor Identification Numbers

In order for in-service students to ensure that the training they receive is from a certified LETB instructor, the instructor identification number has been modified to reflect both the instructor's expiration date and in what areas the instructor is certified to teach.

New instructor cards coming from the Academy will reflect this new ID number, and current instructors are asked to add the prefix and suffix to their present numbers when signing training rosters or producing training certificates. This new system is effective immediately.

Please read the following Executive Order for all of the details.

Executive Order EO 2015-025 Law Enforcement Training Board

Instructor Identification Numbers

Section 1. Authority

IC 5-2-1-9(g); 250 IAC 2-7-1; 250 IAC 2-8-3; 250 IAC 2-7-4; 250 IAC 2-8-5

Section 2. Application

This order applies to all LETB certified instructors and departments reporting annual in-service training required under IC 5-2-1-9.

Section 3. Rule

All LETB certified instructors will modify their instructor identification number as prescribed below and immediately begin using the new number when presenting LETB creditable in-service training and when signing training rosters.

Section 4. Procedure for Modifying LETB Instructor Identification Number

An LETB certified instructor will add a four digit prefix to his or her instructor (PSID) number. The first two digits of this four digit prefix will be the last two digits of the year in which his or her certification expires. The last two digits of the four digit prefix will be the number of the month of expiration, preceded by a zero if the month number is a single digit.

The instructor will add one to three letters to the end of his or her instructor number to signify the area(s) in which he or she is certified according to the following legend:

P	Primary Instructor (Use "P" only if not an "F", "E" or "D")
F	Firearms Instructor
E	EVO Instructor
D	Physical Tactics Instructor

An example: The PSID numbers below indicates an instructor expires in **August of 2018** and is a **Firearms** and **EVO** instructor.

1808-3333-4444-FE (when the original PSID number was 3333-4444)
Adopted July 1, 2015