



POLICY AND PROCEDURE STATEMENT

TRG 2.2.0 Adjunct Instructors

Purpose: The purpose of this 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: April 1, 2022

Superseded Policy: TRG 2.1.0

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

Related Forms: BOT Form TRG 1.0 *Instructor Application*

Approved By: Joshua Smith

1. Administration: The provisions of this section control the administration of the Adjunct Instructor program for evidential breath testing adjunct trainers.
 - a. The Training Program Administrator will be responsible for administration of the Adjunct Instructor Program in accordance with this policy. Applications for Adjunct Instructor licensure may be requested from the Training Program Administrator.
 - b. 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 under the supervision of the Training Program Administrator.
3. Ongoing Requirements:
 - a. In order to obtain BOT sponsorship of a course, the Adjunct Instructor must notify the Training Program Administrator not later than sixty (60) days in advance of the training. Adjunct Instructors are not authorized to operate state vehicles or transport state evidential equipment. Off-site training site locations must be approved by the Training Program Administrator.
 - b. Adjunct Instructors must attend a Board of Tests Instructor refresher training at the request of the Training Program Administrator. These trainings will be scheduled to accommodate the Adjunct Instructor's schedule.
 - c. To remain active, Adjunct Instructors must teach a Board of Tests course at least three (3) times during the life of the permit. Pursuant to 40 O.A.C. 10-3-7, the permit period is three (3) years. A new Adjunct Instructor may count the initial course that is co-taught with a permitted instructor in the three (3) course

requirement. For purposes of this policy a "course" means an evidential breath testing certification class.

END OF POLICY AND PROCEDURE STATEMENT