

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)

AGENCY HEAD / 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 SFST Program State 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 or their 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.

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

SFST instructors will have successfully completed the NHTSA/IACP-approved Standardized Field Sobriety Testing (SFST) 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 the performance of SFST candidates throughout the training process. Therefore, only persons experienced in the administration of the SFST battery should become SFST instructors. 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 persons who have successfully completed the NHTSA/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, an SFST instructor applicant must be recommended by a currently certified SFST instructor. A SFST instructor candidate must show proficiency in the Standardized Field Sobriety Tests observed by a current instructor within 90 days prior to application.

The SFST Instructor applicant must be a currently certified chemical analyst, have attended an Alcohol Screening Test Device course and completed the Advanced Roadside Impaired Driving Enforcement course.

- 2.2 Any SFST trained person desiring to become an instructor in the SFST program should follow their departmental policies and procedures when applying for participation in the SFST program. The state SFST Program coordinator will ensure the applicant meets all qualifying requirements to be a SFST Instructor.**

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

- 2.3 Any SFST trained person desiring to become an instructor in the SFST program should follow their departmental policies and procedures when applying for participation in**

the SFST program. The state SFST Program coordinator will ensure the applicant meets all qualifying requirements to be a SFST Instructor.

Commentary: This requirement does not preclude state or local jurisdictions from placing additional requirements on persons assigned to teach additional local law enforcement programs.

North Carolina Standard: Currently the only North Carolina accepted SFST Instructor School is the IACP/NHTSA SFST Instructor Development Course (IDC) or the IACP/NHTSA DRE Instructor Development Course.

Upon successful completion of the IDC the instructor candidate shall complete four hours of instructor observed teaching and documented on the SFST Instructor Qualification Progress Log by two current SFST Instructors. These teaching hours must be completed during a 24-hour SFST class. Teaching hours during an SFST Refresher class are not authorized.

The instructor candidate must also conduct a total of two dosing sessions monitored by a current SFST Instructor and documented on the SFST Instructor Qualification Progress Log. Instructor Candidates must submit a complete and current CV to the SFST State Coordinator before being credentialed as an SFST Instructor.

The instructor candidate has six months, beginning on the last day of the IDC to complete the requirements for credentialing as an SFST Instructor. Instructor Candidates are prohibited from running a class as a lead instructor for one year following the IDC.

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 content 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 SFST State Coordinator. The lead instructor/training coordinator for the class should have a minimum of one year of 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 SFST State Coordinator or his/her designee may at any time 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 SFST State 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 SFST State Coordinator by the SFST instructor desiring to become an instructor trainer. Only SFST instructors who have been designated by the SFST State Coordinator to teach the SFST Instructor School will be allowed to instruct.

2.6 An instructor trainer must be knowledgeable of and have audited the SFST School and the SFST IDC training and must be thoroughly familiar with the SFST student manual and instructor guide.

Commentary: An instructor must demonstrate evidence of the satisfactory completion of the NHTSA/IACP-approved Instructor Development Course or equivalent. Instructor trainers must be familiar with the approved SFST Training Program and be thoroughly familiar with the curricula for their assigned blocks of instruction.

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

**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: _____
(Print Name, Sign & Date)

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