

TITLE XX

LAW ENFORCEMENT STANDARDS BOARD

CHAPTER XX-4

LAW ENFORCEMENT INSTRUCTOR CERTIFICATION AND AUTHORIZATION STANDARDS

DRAFT (5-12-2025)

§XX-4-1 Purpose

(a) The law enforcement training instructor program is established by the Board to:

(1) Ensure that individuals responsible for delivering law enforcement instruction in the State of Hawaii are properly trained, assessed, and certified or approved to teach law enforcement-specific subjects and related general topics;

(2) Standardize instructor qualifications, the approval process, and instructional methods across all Board-recognized training programs;

(3) Promote consistency and accountability in law enforcement instruction by requiring instructors to meet training and performance standards adopted by the Board;

(4) Align the instructor certification process with nationally recognized accreditation and instructional design models, including the IADLEST National Certification Program and other best practices in law enforcement education; and

(5) Ensure that certified and approved instructors maintain continuing education and demonstrate ongoing competency in both instructional techniques and subject-matter expertise. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-2 Instructional Quality

(a) Certification or approval as a law enforcement instructor does not, by itself, guarantee instructional quality.

(b) It is the ongoing responsibility of employing agencies, designated Board liaisons, and the Board to monitor, evaluate, and audit instructors and training courses to ensure instructional effectiveness and compliance with established training standards. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-3 Instructor Categories

(a) The Board shall certify, endorse, or approve instructors in the following categories:

(1) “General instructor certification” – The foundational certification for instructors authorized by the Board to teach general law enforcement subjects. This certification does not authorize instruction in topics designated as high-liability;

(2) “High-liability instructor endorsement” – Required for instructors delivering instruction in high-liability topics designated by the Board. These topics involve elevated legal, safety, or operational risks and require specialized qualifications and oversight;

(3) “Master instructor endorsement” – Granted to instructors who demonstrate

advanced instructional skill and serve as mentors, evaluators, and curriculum developers for other instructors. Master instructors may also serve as subject-matter leads in designated content areas; and

(4) “Approved instructor” – An individual who is not certified by the Board but is granted specific approval to deliver instruction in designated subjects in accordance with Chapter XX-5. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-4 Law Enforcement Subjects

(a) For the purposes of instructor certification and training credit eligibility, “law enforcement subjects” include:

(1) All subjects required for initial law enforcement certification, as established by the Board in accordance with Chapter XX-3; and

(2) Continuing education subjects mandated by the Board to maintain certification under Chapter XX-5.

(b) Law enforcement subjects may include, but are not limited to:

(1) Criminal law and procedure;

(2) Use of force and de-escalation;

(3) Defensive tactics;

(4) Firearms training;

(5) Emergency vehicle operations;

(6) First aid and tactical medical response;

(7) Ethics and professional conduct;

(8) Crisis intervention and mental health response;

(9) Report writing and investigative procedures; and

(10) Any other subject recognized by the Board as essential to law enforcement competency and professionalism in the State of Hawaii. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-5 Training Credit and Instructor Compliance

(a) Only instructors who are certified or approved by the Board may deliver training sessions, courses, or academy instruction eligible for training credit toward initial certification, continuing education, or other credentialing.

(b) Instructor certification or approval ensures that training credit is awarded only for instruction delivered in compliance with Board-approved standards for curriculum, documentation, and instructional methods.

(c) Eligibility requirements and content standards for training credit are established in Chapter XX-5.

(d) An instructor who significantly or repeatedly fails to develop, document, conduct, or report training in accordance with instructional standards adopted by the Board—including the requirements in §XX-4-29(a)(1)—may be subject to suspension, revocation, or corrective action. Training delivered in violation of these standards may be deemed ineligible for Board-issued training credit. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-6 Courses and Schools

(a) A “course” or “school” is a structured training program consisting of multiple sessions designed to develop competence or proficiency in a defined area of law enforcement practice. Successful completion must result in measurable attainment of knowledge, skills, or abilities applicable to law enforcement operations, in accordance with instructional standards adopted by the Board.

(b) Examples of such programs include:

- (1) Law enforcement basic certification academies;
- (2) Detective schools; and
- (3) Law enforcement supervisory or leadership schools.

(c) A course or school shall be considered approved by the Board and eligible for training credit if it:

(1) Is taught or facilitated by one or more instructors who are certified or approved by the Board; and

(2) Where applicable, the instructor holds an endorsement in the relevant subject matter area, as defined in §XX-4-3. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-7 General Instructor Qualifications

(a) To qualify for general instructor certification in law enforcement subjects, an applicant must:

(1) Have a minimum of three (3) years of experience as a certified law enforcement officer; or

(2) Have a minimum of three (3) years of experience in a related field applicable to law enforcement, including but not limited to:

- (A) Crime scene technology;
- (B) Evidence collection and preservation;
- (C) Forensic science;
- (D) Photography;
- (E) Mental health and social work; or
- (F) Law or criminal prosecution; and

(3) Have never been decertified as a law enforcement officer in any jurisdiction.

(b) All applicants for general instructor certification shall successfully complete an instructor development course approved by the Board. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-8 General Instructor Application

(a) An applicant for general instructor certification shall submit a completed law enforcement instructor application packet to the Board Administrator. The application must include verification of the applicant’s qualifications under §XX-4-7. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-9 General Instructor Certification Process

(a) An applicant shall successfully complete an instructor development course approved by the Board in order to qualify for general instructor certification.

- (b) The instructor development course requirement may be waived in exceptional cases where the applicant demonstrates outstanding education, instructional experience, or achievement in law enforcement training.
- (c) Upon approval, the Board Administrator shall issue the general instructor certification to the applicant's employing agency head or designated Board liaison, who shall formally present the certification to the instructor.
- (d) If the instructor is employed by a law enforcement agency, the certification shall not take effect until it is formally presented by the agency head or Board liaison.
- (e) If the instructor is contracted directly by the Board or operates independently under Board authority, the certification shall be issued directly to the instructor, and the Administrator shall notify the relevant Board oversight personnel. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-10 General Instructor Certification Maintenance

- (a) To maintain general instructor certification, an instructor shall:
 - (1) Deliver instruction in at least one Board-approved course eligible for training credit every two (2) years;
 - (2) Comply with all instructor standards and policies established by the Board; and
 - (3) Successfully complete instructor update modules as required by the Board. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-11 General Instructor Relinquishment

- (a) A general instructor in good standing may voluntarily relinquish their certification at any time by submitting written notice to the Board Administrator. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-12 General Instructor Certification Inactivity and Reinstatement

- (a) A general instructor who does not provide instruction for Board-approved training credit during a consecutive two-year period shall be designated as inactive.
- (b) To regain active certification status, an inactive general instructor shall:
 - (1) Submit a reinstatement request to the Board Administrator;
 - (2) Complete an instructor orientation course approved by the Board; and
 - (3) Complete any required instructor update modules identified as necessary by the Board to reestablish current instructor competency. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-13 High-Liability Instructor Endorsement Defined

- (a) A high-liability instructor endorsement is required for an instructor to deliver training eligible for Board-issued training credit in any law enforcement topic or skill designated by the Board as posing increased risks to officer safety, public safety, or legal liability.
- (b) High-liability topics include, but are not limited to:
 - (1) Defensive tactics;
 - (2) Use of force and de-escalation;
 - (3) Firearms training;
 - (4) Emergency vehicle operations;
 - (5) Pursuit operations and intervention techniques;

- (6) Conducted energy devices (CEDs);
- (7) Less-lethal weapons and munitions;
- (8) Tactical operations; and
- (9) Active shooter response. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-14 High-Liability Instructor Endorsement Qualifications

(a) To qualify for a high-liability instructor endorsement in a designated subject area, an instructor shall:

- (1) Maintain active general instructor certification in accordance with §XX-4-7; and
- (2) Successfully complete a high-liability instructor course recognized and approved by the Board in the subject area for which the endorsement is sought. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-15 Specialized or Proprietary Equipment Endorsements

- (a) An applicant seeking a high-liability instructor endorsement to deliver training involving specialized or proprietary tools or equipment shall demonstrate compliance with any operator and instructor requirements established by the equipment manufacturer.
- (b) Specialized or proprietary equipment endorsements include, but are not limited to:
 - (1) Conducted energy devices (CEDs);
 - (2) Specialty restraints or incapacitation devices; and
 - (3) Tire deflation systems or other pursuit intervention devices.
- (c) Where applicable, the applicant shall submit documentation of manufacturer-recognized instructor certification for each proprietary tool or device the applicant seeks to instruct. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-16 High-Liability Instructor Application

- (a) An applicant for a high-liability instructor endorsement shall submit a completed high-liability instructor application to the Board Administrator. The application must verify the applicant's qualifications in the subject area for which the endorsement is sought, consistent with §XX-4-14. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-17 High-Liability Instructor Endorsement Process

- (a) An applicant for high-liability instructor endorsement shall co-instruct a training session in the subject area for which the endorsement is sought, under the supervision of a currently endorsed high-liability instructor and monitored by a master instructor. The high-liability instructor and master instructor may be the same person.
- (b) The supervising high-liability instructor and master instructor shall submit a joint written evaluation to the Board Administrator, including a recommendation to:
 - (1) Approve the applicant for high-liability instructor endorsement; or
 - (2) Require remediation and re-evaluation before endorsement is granted.
- (c) Upon approval, the Board Administrator shall issue the high-liability instructor endorsement to the applicant's agency head or designated Board liaison, who shall formally present the endorsement to the instructor.

- (d) If the instructor is employed by a law enforcement agency, the endorsement shall not take effect until formally presented by the agency head or Board liaison.
- (e) If the instructor is contracted directly by the Board or operates independently under Board authority, the endorsement shall be issued directly to the instructor, with notification provided to relevant Board oversight personnel. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-18 High-Liability Instructor Endorsement Maintenance

- (a) To maintain a high-liability instructor endorsement, an instructor—except those endorsed specifically in firearms—shall:
 - (1) Instruct at least one high-liability course every two (2) years;
 - (2) Remain current with all continuing training requirements in the subject area of instruction; and
 - (3) Adhere to training standards adopted by the Board for high-liability instruction.
 - (b) To maintain a high-liability endorsement as a firearms instructor, an instructor shall:
 - (1) Instruct at least one firearms course or qualification assessment every year;
 - (2) Remain current with continuing training requirements related to all weapon systems and ammunition types covered in instruction; and
 - (3) Adhere to all Board-approved high-liability training standards for firearms instruction.
 - (c) An instructor who fails to meet the maintenance requirements for a high-liability instructor endorsement shall have the endorsement designated as inactive.
 - (d) An instructor with an inactive high-liability instructor endorsement shall not conduct instruction for Board-approved training credit required for basic or continuing education until the endorsement is reactivated or a new endorsement is granted.
 - (e) An inactive high-liability instructor endorsement shall not prohibit the instructor from:
 - (1) Delivering instruction in non-credit courses; or
 - (2) Teaching non-high-liability topics under a valid general instructor certification.
- [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-19 Master Instructor Endorsement Defined

- (a) A master instructor is an individual with advanced instructional qualifications who is authorized to train and evaluate other instructors, develop curriculum, mentor instructor candidates, and promote instructional consistency across approved training programs. Master instructors typically demonstrate advanced subject matter expertise and experience in:
 - (1) Basic police knowledge and operations;
 - (2) Firearms;
 - (3) Defensive tactics;
 - (4) De-escalation techniques;
 - (5) Use of force; and
 - (6) Specialized policing tactics.
- (b) The responsibilities of a master instructor include:
 - (1) Instructor development – mentoring and evaluating new instructors;
 - (2) Curriculum design – preparing lesson plans, training modules, and instructional resources;

- (3) Advanced subject matter instruction – teaching specialized or high-liability topics;
- (4) Standards enforcement – ensuring compliance with agency, state, and Board-approved training standards; and
- (5) Evaluation and assessment – conducting instructor performance reviews and endorsement evaluations. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-20 Master Instructor Qualifications

- (a) A candidate for master instructor endorsement shall:
 - (1) Hold an active general instructor certification issued by the Board in accordance with §XX-4-7; and
 - (2) Demonstrate advanced instructional knowledge and expertise through relevant credentials, documented instructional practice, or successful completion of Board-approved advanced training.
- [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-21 Master Instructor Application

- (a) An applicant for master instructor endorsement shall submit a completed application to the Board Administrator, with documentation verifying their qualifications in accordance with §XX-4-20. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-22 Master Instructor Endorsement Process

- (a) A master instructor endorsement applicant shall co-instruct at least two instructor training sessions, each monitored and evaluated by a separate training expert designated by the Board.
- (b) Each designated training expert shall submit a written evaluation to the Board Administrator, including a recommendation to:
 - (1) Approve the applicant for master instructor endorsement; or
 - (2) Require remediation and re-evaluation prior to endorsement.
- (c) Upon approval, the Board Administrator shall issue the master instructor endorsement to the applicant's agency head or designated Board liaison, who shall formally present the endorsement to the instructor.
- (d) If the instructor is employed by a law enforcement agency, the endorsement shall not take effect until formally presented by the agency head or Board liaison.
- (e) If the instructor is contracted directly by the Board or operates independently under Board authority, the endorsement shall be issued directly to the instructor, with notification provided to relevant Board oversight personnel. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-23 Master Instructor Endorsement Maintenance

- (a) To maintain a master instructor endorsement, an instructor—except those endorsed specifically in firearms—shall:
 - (1) Instruct at least one instructor trainer-level course every two (2) years;
 - (2) Remain current with all continuing training requirements in their area of

instruction; and

- (3) Adhere to all training standards established by the Board.
- (b) An instructor who fails to meet the maintenance requirements for a master instructor endorsement shall have the endorsement designated as inactive.
- (c) An instructor with an inactive master instructor endorsement shall not serve as an instructor trainer for any Board-issued instructor certification, endorsement, or approval until the endorsement is reactivated or a new endorsement is obtained. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-24 Instructor Approval Defined

(a) In certain cases, the expertise of non-law enforcement professionals may offer the most appropriate instructional value for Hawaii law enforcement officers. These individuals may be credentialed or recognized in fields directly or indirectly related to law enforcement. The Board may grant training credit for instruction provided under such circumstances, and the instructor approval process is designed to support this type of specialized instruction. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-25 Approved Instructor Qualifications

- (a) The Board may approve judges, attorneys, educators, psychologists, social workers, medical professionals, federal or state officials, and other non-law enforcement professionals as instructors when their expertise is deemed relevant and appropriate for training law enforcement personnel.
- (b) An applicant for instructor approval shall not have been decertified as a law enforcement officer or disbarred, revoked, or suspended as a licensed professional or public safety official in any jurisdiction.
- (c) Training credit may be awarded to certified officers or certification candidates who successfully complete instruction delivered by a Board-approved instructor, provided that:
 - (1) The instructor has completed a Board-approved instructor orientation course;
 - (2) The instructor is acting as a presenter, guest speaker, or panelist in a course or specialty program facilitated by a Board-certified instructor; or
 - (3) The instruction is delivered as part of a Board-approved senior management or executive-level course or seminar, and the credit awarded is for management or executive training only. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-26 Approved Instructor Application

(a) An applicant for instructor approval shall submit a completed application to the Board Administrator, with documentation verifying the applicant's qualifications under §XX-4-25. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-27 Instructor Approval Process

- (a) An applicant for instructor approval shall either:
 - (1) Co-instruct a training session monitored by Board personnel or a master instructor;or

- (2) Submit credentials, as requested by the Board, to verify their qualifications, expertise, and instructional capability.
- (b) Upon review of the application and supporting materials, the Board Administrator shall:
 - (1) Approve the applicant as an approved instructor;
 - (2) Recommend that the applicant serve only as a guest presenter in a course or specialty program facilitated by a Board-certified instructor; or
 - (3) Disallow participation in instruction for which Board training credit may be awarded.
- (c) Upon approval, the Board Administrator shall issue the instructor approval to the applicant's agency head or designated Board liaison, who shall formally present the approval to the instructor.
- (d) If the instructor is employed by a law enforcement agency, the approval shall not take effect until formally presented by the agency head or Board liaison.
- (e) If the instructor is contracted directly by the Board or operates independently under Board authority, the approval shall be issued directly to the instructor, with notification provided to relevant Board oversight personnel. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-28 Instructor Approval Maintenance and Reapplication

- (a) Instructor approvals are valid for one (1) year and expire on January 1 of the year following the date of issuance, unless extended by the Board Administrator to January 1 of the subsequent year.
- (b) To maintain instructor approval, an instructor shall:
 - (1) Provide instruction at least once during the approval period; and
 - (2) Comply with all training standards adopted by the Board.
- (c) An instructor who fails to meet the maintenance requirements under subsection (b) shall have their approval suspended or terminated, and must reapply in order to regain approval.
- (d) An instructor whose approval has been suspended, terminated, or expired shall not provide instruction for Board training credit until reapproved.
- (e) Reapplication for approval shall follow the process set forth in §§XX-4-25 and XX-4-26. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-29 Suspension of Instructor Certification, Endorsement, or Approval

- (a) Instructor certification, endorsement, or approval may be suspended by the Board Administrator if an instructor:
 - (1) Significantly or repeatedly fails to develop, document, conduct, or report training in accordance with Board standards;
 - (2) Fails to abide by the Board's instructor code of ethics; or
 - (3) Engages in conduct inconsistent with professional instructional standards.
- (b) Suspensions are non-punitive and are intended to preserve the integrity of Board-approved training programs.
- (c) Suspensions shall be temporary and shall not exceed one (1) year, pending further review. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-30 Revocation of Instructor Certification

(a) Instructor certification, endorsement, or approval may be revoked by the Board if the instructor:

- (1) Is deemed unqualified to continue instructing;
 - (2) Violates Board policies or engages in misconduct; or
 - (3) Has had their law enforcement certification suspended or revoked. [Eff. 7/1/26]
- (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-31 Review and Appeals

(a) Suspensions and revocations of instructor certification, endorsement, or approval are subject to review and appeal through procedures administered by the Board

Administrator. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3 (Imp: HRS §§139-3, 139-5)

§XX-4-32 Prohibition from Instructing

(a) **General prohibition.** An individual whose instructor certification, endorsement, or approval has been suspended or revoked by the Board shall not conduct, facilitate, or assist in any training for which Board-issued training credit is awarded or recognized for certification purposes in the State of Hawaii.

(b) **Enforcement and compliance.** If an individual is found instructing in violation of this section, the Board may:

- (1) Permanently disqualify the individual from future eligibility for instructor certification, endorsement, or approval;
- (2) Initiate a review of the individual's law enforcement certification status in accordance with Chapter XX-6; and
- (3) Review the eligibility of any affected training sessions, courses, or academies for Board training credit and determine whether credit shall be awarded, withheld, or conditioned based on the training provider's compliance. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

§XX-4-33 Reinstatement of Suspended or Revoked Certification

(a) An instructor whose certification, endorsement, or approval has been suspended may apply for reinstatement following the conclusion of the suspension period. A suspended status does not automatically revert to active status.

(b) An instructor whose certification, endorsement, or approval has been revoked may apply for reinstatement no sooner than two (2) years after the effective date of revocation, subject to Board approval.

(c) The reinstatement process shall include:

- (1) Submission of a reinstatement application to the Board Administrator;
- (2) Completion of any remedial training as required by the Board;
- (3) Submission of documentation supporting rehabilitation, continued professional development, or corrective action taken; and
- (4) Review and approval by the Board.

(d) Reinstatement is not automatic and remains subject to Board discretion.

(e) An instructor whose request for reinstatement is denied may request an appeal in accordance with §XX-4-31. [Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

APPENDIX A

Instructor Code of Ethics

This appendix will contain the official Law Enforcement Instructor Code of Ethics adopted by the Law Enforcement Standards Board. The content is currently under development and will be inserted upon final Board approval and adoption.

[Reserved]

[Eff. 7/1/26] (Auth: HRS §§139-2, 139-3) (Imp: HRS §§139-3, 139-5)

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