

NATIONAL THREAT EVALUATION AND REPORTING PROGRAM OFFICE

# Master Trainer Program



## Candidate Application

Thank you for your interest in the **National Threat Evaluation and Reporting (NTER) Master Trainer Program (MTP)**!

The MTP certifies Federal, State, Local, Tribal, and Territorial (F/SLTT) partners in the instruction of Behavioral Threat Assessment and Management (BTAM) techniques and best practices. This instructor development and certification program prepares F/SLTT partners to train their local communities and empower homeland partners to mitigate threats and prevent acts of targeted violence.

Please review the qualifications below to ensure you meet the minimum and/or preferred qualifications for the MTP.

### Minimum Qualifications

- ✓ Current employee of a F/SLTT agency\*\*
- ✓ Two years experience in public safety or related field
- ✓ Supervisor Endorsement

### Preferred Qualifications

- ✓ Supervisory or senior employee of a F/SLTT agency
- ✓ Professional experience in targeted violence prevention or BTAM
- ✓ Certified Instructor/Trainer

\*\*F/SLTT agencies do not include: For-Profit Corporations, Non-Profit Corporations, Think Tanks, other than those operated by federal, state, or local government agencies, and Public Benefit Corporations not founded by, or operating for the direct benefit of, the public sector.



## APPLICANT INFORMATION

First Name: Phone:  
Middle Name: Email Address:  
Last Name: Organization:  
Preferred Name: Directorate or Office:

Are you a U.S. Citizen? (This program is open only to U.S. Citizens)

Yes No

How did you first learn about the Master Trainer Program?

## PERSONAL STATEMENT

How will the MTP support your agency's mission?

Why are you a good fit for the MTP?

## Course Preferences

Please rank all Master Trainer Program classes in the order of your preference.

# Supervisor Endorsement

The MTP certifies F/SLTT partners in the instruction of BTAM techniques and best practices. This program is intended to support your agency's efforts to prevent targeted violence in concert with your daily duty requirements.

Once accepted to the MTP, applicants will attend the **Instructor Development Threat Evaluation and Reporting Course (ID-TERC)** and complete the **Master Trainer Certification Roadmap**. After certification, applicants must complete several annual requirements to maintain their certification status. Certification provides applicants with current **course content and resources** that can be utilized to train community partners and agency staff.

There will be no tuition costs for applicants attending the ID-TERC. Applicants or their home agencies will bear the cost of all travel related expenses, including flights, hotels, meals, and incidentals.

Please have your supervisor review the above links regarding the MTP and sign this page to endorse your participation in the MTP.

## SUPERVISOR INFORMATION

Name: (Last, First, MI):

Organization/Office:

Phone:

Email Address:

## SUPERVISOR ENDORSEMENT OF APPLICANT

Do you endorse/approve of the applicant's participation in the MTP? Yes No

Is the applicant a current employee of, or a contractor to, a Federal, State, Local, Tribal, or Territorial government? Yes No

Why do you think the applicant would be a good candidate for the MTP?

Supervisor Signature:

Date:

# Auxiliary Forms

## Homeland Security Enterprise Learning Management System (HSELMS) User Agreement Statement

- Homeland Security Enterprise Learning Management System (HSELMS) is a U.S. Government information system. This information system is provided for U.S. Government -authorized use only.
- Unauthorized or improper use or access of this system may result in disciplinary action as well as civil and criminal penalties.
- Rules of behavior
  - I understand that my use of DHS office equipment may be monitored, and I consent to this monitoring
  - I understand that my Internet and email use may be monitored, and I consent to such monitoring.”
  - I understand that I have no expectation of privacy while using any DHS equipment and while using DHS Internet or email services.
  - I understand that I will be held accountable for my actions while accessing and using DHS systems and IT resources.
  - I understand that failure to comply with the Rules of Behavior could result in one or more of the following actions: verbal or written warning; removal of system access; reassignment to other duties; criminal or civil prosecution; termination
  - I am NOT authorized to process classified information on this information system.

Name:

Email:

Component or affiliation:

Is this Person an Instructor:      Yes      No

Please describe access requirements if not an instructor:

Signature Required:



Homeland  
Security

## Behavioral Threat Assessment and Management Toolkits Acknowledgment and Liability Waiver

I (Recipient), in consideration for being provided copies of the behavioral threat assessment and management toolkits associated with the Instructor Development Threat Evaluation and Reporting Course (ID-TERC) developed by the Department of Homeland Security, Office of Intelligence & Analysis (I&A), National Threat Evaluation and Reporting (NTER) Program Office and the North Carolina State Bureau of Investigation (NCSBI), hereby acknowledge that the toolkits will only be shared with those who have at least a basic understanding of accepted behavioral threat assessment and management principles and have received prior training in conducting behavioral threat assessments. I understand that I&A and NCSBI are not responsible for assessing the competence of users of the threat assessment tools and do not recommend that any suggestions contained in these toolkits be implemented into the policies or practices of a threat assessment and management team without appropriate input from legal, privacy, civil rights, and civil liberties offices or advisors. It is the sole responsibility of the agency or organization receiving these toolkits to determine how to best implement these tools into the threat assessment framework and to assess the level of employee competence to utilize the provided tools.

In consideration for receiving copies of the threat assessment tools, I hereby **RELEASE, WAIVE, DISCHARGE, AND COVENEANT NOT TO SUE**: the State of North Carolina, the North Carolina Department of Public Safety, NCSBI, I&A and their directors, officers, employees, volunteers, representatives, agents, and contractors from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death, that may be sustained or caused by the Recipient, or to any property belonging to Recipient or others, in connection to the use of the tools.

I acknowledge and represent that I **HAVE READ THE FORGOING Acknowledgment and Waiver, UNDERSTAND IT AND SIGN IT VOLUNTARILY** as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreements have been made and I **EXECUTE THIS RELEASE FOR FULL, ADEQUATE AND COMPLETE CONSIDERATION FULLY INTENDING TO BE BOUND BY SAME.**

Applicant Signature:

Date:



# Terms & Conditions

I&A is committed to ensuring a safe and healthy environment for all applicants. Selected applicants will be expected to adhere to the below guidelines.

I) All MTP resources are free and made available for public sector organizations and partners to use in support of targeted violence prevention efforts. NTER's materials are not intended to financially benefit any person or entity. Master Trainers (MT) and Master Trainer Candidates (MTCs) shall not charge fees, receive compensation for, or conduct NTER trainings under the banner of a personal LLC or private company. The NTER Program Office maintains a zero-tolerance policy for using NTER trainings and resources for financial gain – any MTC or MT found in violation of this will be removed from the program.

II) MTCs and MTs are expected to conduct themselves with integrity and exhibit professionalism throughout participation in the MTP. Engaging in discriminatory behavior, harassment, or other forms of unlawful or unethical conduct is grounds for removal from the MTP. Such misconduct includes, but is not limited to:

- 1) Furnishing false information
- 2) Forgery, alteration, or misuse of any document, record, or instrument of identification
- 3) Conduct that threatens or endangers the health, safety, or well-being of any person
- 4) Any acts that violate state or federal law

III) I&A expects MTCs and MTs to utilize MTP resources to support partners in their jurisdictions. Further, I&A expects MTCs and MTs to remain in good standing with their own organizations and not become negligent of normal duty requirements as a result of their participation in the MTP.

IV) MTCs and MTs are expected to engage in open and timely communication with the NTER Program Office, maintain training records using the Homeland Security Enterprise Learning Management System, and complete annual recertification requirements in a timely manner.

V) MTCs and MTs must notify the NTER Program Office of changes to their employment status and provide updated contact information, as appropriate.

I confirm that, to the best of my knowledge, all of the information submitted as a part of this application is accurate. I understand that only fully completed applications submitted within the defined application window will be reviewed for admittance to the MTP.

I accept the terms and conditions of the MTP.

Applicant Signature:

Date: