

# Certified Protection Officer Program (CPO) Instructional Check List

We are pleased that you are about to embark on instructing the Certified Protection Officer Program (CPO) at your educational institution. Currently as you may know the security profession is one of the fastest growing industries. The opportunities for your students will be greatly enhanced with this internationally recognized certification. Let it be known that we are here to assist you in your delivery and success of this program. We want to equip you with all the necessary tools so that you achieve substantial success with these students and this program.

Here is a basic 'check list' that might serve as a guide for you as you prepare for a new class. Even if you have conducted the CPO program in the past you may want to review this as their might be a critical component that will lead you to an even more successful pass rate.

- If you don't have already, please request access to our complete INSTRUCTIONAL TOOL KIT which can be delivered to you via the DROPBOX application which is very user-friendly. This file will include the following items:
  - Lesson plans on each chapter/unit.
  - Power Points on each chapter/unit.
  - Practice examinations.
  - Answers to the chapter quiz questions.
  - Promotional Material.
- KNOW YOUR MATERIAL - We highly recommend but it is not mandatory that you become a CPO, but you need to review the CPO training manual. Know the material inside and out.
- Establish a functionable schedule or timeline. Do not overload the students. You can only proceed as quickly as the slowest learner. In cases like this you might want to assign a mentor to assist. Often too much information is shared at one time and it is not retained.
- Encourage the students to prepare for class via assignment or homework. Having them come to class with a little knowledge about the subject matter is going to be very helpful.
- Try to bring subject matter experts into the classroom to break up the day to day delivery of the training program. An example would be a member from your local law

enforcement agency or perhaps fire department.

- Conduct multiple examinations. Prepare them as much as possible.
- Provide them with the opportunity to test via the Interim Examination. Ideally, we highly recommend that you administer this examination in the same fashion you are expected to proctor the final examination. Setting up a very similar scenario will be very beneficial. Think of this as a 'mock trial' so that there will be fewer surprises when it comes time to write the final examination.
- If you don't already have your examinations (paper/pencil) in your possession, please provide 7-10 days' notice so that we can expedite your request.
- If it is your intent to administer the testing via our online platform then please provide the students name and your email address so that access can only occur in your presence.
- If you are administering the examination via online, please do the system check prior to testing. Additionally, please ensure you complete the Proctor Verification at the conclusion of the examination. This isn't as obvious as we would like it to be, but you should locate it.
- During the final examination testing the students are prohibited to utilize any reference materials. Ensure that you are in the room for the entire testing.
- We take the integrity of the testing process very seriously. Any compromises will be handled and testing can be jeopardized.
- Students must obtain 70% to successfully complete the program.
- Test papers can be scanned and emailed to our offices. However, a follow up of all hardcopies must be sent to our offices with 7-14 days. CLEARLY INDICATE ON THEM THE DATE THEY WERE SENT VIA EMAIL ON THE ANSWER KEY.

We sincerely hope that you enjoy instructing this program as well as your students enjoy the learning opportunity. We are here to assist you and your students achieve success. Please contact our offices if you have any questions or concerns.

Very kind regards,

Sandi J. Davies  
Executive Director

