

Field Training Officer Certification Course

Course Overview

This course is designed to equip Field Training Officers (FTOs) with the knowledge, skills, and techniques necessary to develop new officers into professional, ethical, and effective members of their agencies. Based on a modified “San Jose” program, widely adopted across U.S. departments, the course provides practical strategies for on-the-job training while emphasizing professionalism, confidence, and adherence to agency standards.

The mission of the FTO Certification is to recognize public safety practitioners who demonstrate expertise and dedication in field training. A properly functioning FTO program is crucial for reducing liability, ensuring consistent performance, and supporting agency credibility.

Certification is valid for two years. Successful candidates receive a certificate recognizing their status as a Certified Field Training Officer. Candidates must complete both **written and practical tests** to earn certification. To maintain certification, graduates must attend at least one FTO-related training program during the two-year validity period.

Course Components Include:

- Field Training Officer Certification Course
- Leadership for the FTO
- Supervising and Managing the FTO Program
- FTO Refresher

Course Objectives

By the end of this course, participants will be able to:

- Discuss the “San Jose” and other FTO program models
- Understand differences between **lesson plans and check-off lists**
- Identify the **demands placed on FTOs as instructors**
- List and avoid **common errors in performance ratings**
- Apply **adult learning theory** to field training
- Recognize **liability issues** related to field training
- Conduct **performance evaluations** effectively
- Utilize the **rating scale and reference numbers** accurately
- Complete the **Daily Observation Report** properly
- Counsel and mentor new officers/deputies
- Apply **problem-solving techniques**

Certification and Re-Certification

THE FIELD TRAINING OFFICER CERTIFICATION PROCESS

- 5-Day Training Course: Required attendance covering Field Training Officer core content
- Written Examination: Multiple-choice test covering material from the course
- Essay Requirement: 500-word essay on an FTO subject chosen from a provided list

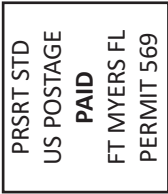
RE-CERTIFICATION REQUIREMENT

To maintain status as a Certified Field Training Officer, graduates must:

- Attend one FTO training program within the 2-year certification period
- Complete one Professional FTO Certification Course before certification expiration

FTO CERTIFICATION CREDENTIALS

- **Certificate of Completion** (for the 5-Day Field Training Officer Certification Training Course)
- **Certification Credential Card** (with name and certification dates)
- **Formal Certification Certificate** (designating Field Training Officer Certified status)
- **Legal Update Bulletins** (electronic distribution to keep skills current)



Legal and Liability
Risk Management Institute
700 N. Carr Rd., #595
Plainfield, IN 46168

Phone: 317-386-8325
FAX: 317-386-8228
www.llrmi.com

January 25, 26, 27, 28 & 29, 2027 • Wetumpka, Alabama
(Montgomery, Alabama)

TRAINING SEMINAR

Field Training Officer
Certification Course

January 25, 26, 27, 28 & 29, 2027
Wetumpka, Alabama
(Montgomery, Alabama Area)

SPONSORED BY:

Elmore County Sheriff’s Office
Wetumpka Alabama



LLRMI Experienced Instructors
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Instructor

Steve Kellams
Captain (Retired)
Bloomington Police Department
Bloomington, Indiana

Register On-Line at: www.llrmi.com



Legal & Liability Risk Management Institute
James R. Alsup, Director
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Seminar Agenda

Monday, January 25, 2027

8:00 – 8:30 am

Registration

8:30 – 10:00 am

• Introduction

• History of Field Training

10:00 am – 12:00 pm

• Objectives of an FTO Program

• Dual Chain of Command

12:00 – 1:00 pm

Lunch (On Your Own)

1:00 – 3:00 pm

• FTO Program Structure

• Basic Goal of Supervised Field Training

3:00 – 4:30 pm

• Nine Roles of The FTO

• FTO and Student Relationships

• Duties of The FTO

Tuesday, January 26, 2027

8:00 – 10:00 am

• Coach Pupil Method of Instruction

• Theories of Learning

10:00 am – 12:00 pm

• Training Briefs

12:00 – 1:00 pm

Lunch (On Your Own)

1:00 – 3:00 pm

• Adult Learning Theory

• Creating The Learning Environment

3:00 – 4:30 pm

• Motivational Theory

• Effective Feedback

Wednesday, January 27, 2027

8:00 am – 12:00 pm

• Officer Safety For The FTO

12:00 – 1:00 pm

Lunch (On Your Own)

1:00 – 4:30 pm

• Law Enforcement Ethics For The FTO

Thursday, January 28, 2027

8:00 – 10:00 am

• FTO Overrides

• Evaluations

• Scale Value System

10:00 am – 12:00 pm

• Standard Evaluation Guidelines

• Using The DOR

• Common Evaluation Errors

12:00 – 1:00 pm

Lunch (On Your Own)

1:00 – 3:00 pm

• Adult Learning Curve For FTO

• EKG

• Additional Training

3:00 – 4:30 pm

• Levels of Correction

• FTO Toolbox

Friday, January 29, 2027

8:00 am – 12:00 pm

• Legal Issues

• Nancy Fahdl Case

• Practical Exercise

• Final Exam

12:00 pm

Certificate Presentation

Instructor Bio

Steven Kellams retired in 2019 as the Administrative Captain for the Bloomington Police Department in Bloomington Indiana. Captain Kellams attended Indiana University from 1987 to 1991. In 1989, he graduated from the Indiana University Police Academy. In 1991, he was hired by the Bloomington Police Department and was assigned to night shift. After spending 10 years as a night shift patrol officer, Captain Kellams was promoted to Sergeant, and then Lieutenant. His final position with the department was as the Administrative Captain, responsible for a number of duties including internal affairs, public information, and CALEA Accreditation. During his time at the department, he served as a breath-test operator, bike patrol officer, field training officer, and senior field training officer. Captain Kellams has also served as a Patrol Supervisor, Detective Supervisor, Civil Disturbance Unit Commander, Motor Unit Supervisor, Field Training Manager, Field Training Coordinator, Special Investigation Unit Supervisor, and Public Information Officer.

In 2000, Captain Kellams was instrumental in redesigning the field training program for the Bloomington Police Department and has taught that program to hundreds of departments throughout the United States. He has also instructed on field training issues at the national level when he presented two courses at the 2002 National Association of Field Training Officers Conference. He also presented courses for NAFTO in 2008, 2010, and 2011. In 2000, he was elected state director for the Indiana Chapter of the National Association of Field Training Officers. He also served on the NAFTO National Executive Board and served as President of the board in 2009.

Captain Kellams was awarded the Monroe County Officer of the Year Award in 2005 for his work with the Bloomington Police Department Field Training Program.

In 2020 Captain Kellams started Blue Canary, a podcast for police officers. Tired of having other people tell our stories, Captain Kellams started Blue Canary to provide a voice for police officers everywhere to share their stories, thoughts, and ideas regarding all topics in law enforcement.

Registration Form – Field Training Officer Certification Course #17473

Names of Attendees

1. _____

2. _____

3. _____

4. _____

Agency _____

Invoice To Attention of: (Must be completed.) _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____ Fax _____

3 Ways to Register

Register Online at www.llrmi.com

Fax Form to:

317-386-8228

Mail Form to:

Legal and Liability Risk Management
700 N. Carr Rd., #595
Plainfield, Indiana 46168

Federal ID: 81-0692135

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If you have any questions please call: 317-386-8325

❖PREPAYMENT IS NOT REQUIRED TO REGISTER❖

Upon receiving your registration we will send an Invoice to your department or agency. Checks, claim forms, purchase orders should be made payable to LLRMI.

Seminar Title:

Field Training Officer Certification Course

Seminar ID:

#17473

Dates:

January 25, 26, 27, 28 & 29, 2027

Registration Time:

January 25, 2027, 8 am

Instructors:

Steve Kellams

Seminar Location:

Elmore County Sheriff’s Office
8955 U.S. Highway 231
Wetumpka, Alabama 36092

Hotel Reservations:

Hampton Inn
350 South Main Street
Wetumpka, Alabama 36092
1-334-731-2222
State Gov’t Rate (plus tax)

Group Code:

State Gov’t Rate - Must show State Gov’t ID at check in to receive rate

Registration Fee:

\$495.00
Includes Field Training Officer Certification Course,
Printed Training Manual and Certificate of Completion

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James R. Alsup, Director

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