





	<p>Drug Recognition Expert Condensed Instructor Development Course</p>
<p>Session 5 – Guidelines for Conducting DRE Certification Training</p>	
   <p>Session 5 – Guidelines for Conducting DRE Certification Training</p>	<p>February 2017</p>

Content Segments

- A. Criteria
- B. Conducting Practice Sessions During Certification Training
- C. Evaluating and Documenting Candidate's Progress
- D. Correcting Learning Deficiencies
- E. Administering the Certification Knowledge Exam
- F. Signing Off on the Candidate's Certification Progress Logs
- G. Certification Standards
- H. Questions



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Session 5: Guidelines for Conducting DRE Certification Training

Estimated time for Session 5: 2 Hours

Session Objectives

- Describe the requirements the participants will have to achieve to qualify for DRE certification
- Describe and apply procedures and techniques for delivering the final phases of DRE training
- Describe proper procedures for meeting certification requirements
- Conduct simulated exercises to demonstrate procedures employed in the certification process
- Evaluate and document DRE candidates' progress during certification training
- Identify DRE candidates' learning deficiencies and take appropriate corrective action
- Administer and evaluate the Certification Knowledge Examination

Contents

- A. Criteria
- B. Conducting Practice Sessions During Certification Training
- C. Evaluating and Documenting Candidate's Progress
- D. Correcting Learning Deficiencies
- E. Administering the Certification Knowledge Exam
- F. Signing Off on the Candidate's Certification Progress Logs
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- H. Questions



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Session Objectives

- Describe requirements needed to qualify for DRE certification
- Describe and apply procedures and techniques for delivering final phases of DRE training
- Describe proper procedures for meeting certification requirements



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Session Objectives

At the conclusion of this session, participants should be able to:

- Describe the requirements needed to qualify for DRE certification
- Describe and apply procedures and techniques for delivering the final phases of DRE training
- Describe proper procedures for meeting certification requirements

Session Objectives (continued)

- Conduct simulated exercises to demonstrate procedures employed in certification process
- Evaluate and document DRE candidates' progress during certification training
- Identify DRE candidates' learning deficiencies and take appropriate corrective action
- Administer and evaluate Certification Knowledge Examination



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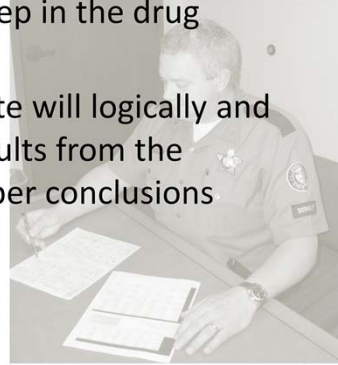
Session Objectives

At the conclusion of this session, participants should be able to:

- Conduct simulated exercises to demonstrate procedures employed in the certification process
- Evaluate and document DRE candidates' progress during certification training
- Identify DRE candidates' learning deficiencies and take appropriate corrective action
- Administer and evaluate the Certification Knowledge Examination

Two Important Criteria

- Satisfied the unsupervised DRE candidate will properly conduct every step in the drug influence evaluation
- Satisfied the DRE candidate will logically and properly interpret the results from the evaluation and reach proper conclusions regarding impairment



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A. CRITERIA

There is no simple “passing grade” for the certification phase of training. Two important criteria determine whether you will recommend a candidate for certification as a DRE:

- Are you satisfied the DRE candidate, working unsupervised, will properly conduct every step in the drug influence evaluation?
- Are you satisfied the DRE candidate will logically and properly interpret the results from the evaluation and reach proper conclusions regarding impairment?

Unless you can definitely answer “YES” to both questions, you must withhold your endorsement of the DRE candidate for certification.



Milestones

- Participate in conducting at least 12 drug influence evaluations
- Observe subjects who collectively exhibit signs of at least three of the seven drug categories
- Opinions must be corroborated by toxicological analysis
- Personally administer entire drug influence evaluation to at least six suspected impaired subjects
- Acceptably answer all questions on Certification Knowledge Examination

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There are several steps the DRE candidate must complete before you can decide whether or not to endorse him or her for certification.

- The candidate must have participated in conducting at least 12 drug influence evaluations
- The candidate must have observed subjects who, collectively, exhibited the signs of at least three of the seven drug categories
- The candidate's opinions must be corroborated by toxicological analysis: Urine or blood specimens must be obtained from at least nine subjects examined by the candidate and chemical analysis must confirm the participant's opinion in at least 75% of the specimens
- The candidate must personally have administered the entire drug influence evaluation to at least six suspected impaired subjects
- The candidate must have acceptably answered all questions on the Certification Knowledge Examination

KEEP IN MIND THESE FIVE REQUIREMENTS ARE MILESTONES THAT PRECEDE CERTIFICATION: THEY ARE NOT ALWAYS SUFFICIENT TO JUSTIFY CERTIFICATION.

- Candidates may tell you they have already conducted their 12 evaluations and have seen their three categories and may try to demand to be certified
 - You cannot endorse a candidate for certification until you are satisfied he or she can administer the evaluation properly and interpret the results correctly
 - Candidates may need to conduct more than 12 evaluations before they are ready to be certified. Remember, the participant is not ready for certification unless YOU say he or she is ready
-
-

Team Assignments

- At each Certification Training session, participants must be assigned to work in teams
- Pre-assign a work schedule at beginning of each session
- When a subject is brought to team, designated EVALUATOR will administer entire evaluation to the subject

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Team Assignments


No team should have more than four members and participants should not always work with the same partners. For example, Team #1 will evaluate the first available subject, Team #2 will evaluate the next subject, etc. ALL members of the team will receive credit for participating in the evaluation, HOWEVER ONLY THE “EVALUATOR” WILL RECEIVE CREDIT TOWARD THE SIX SUSPECTED DRUG-IMPAIRED EXAMINATIONS HE OR SHE MUST PERSONALLY ADMINISTER. ONLY the EVALUATOR’S name will appear in the “Evaluator” block of the Drug Influence Evaluation Form. Each team member will INDEPENDENTLY form an opinion as to what category or categories of drugs causing the subject’s impairment. Each team member will INDEPENDENTLY write a narrative report on the evaluation.

Experience shows participants will sometimes evaluate subjects who turn out not to be under the influence of drugs other than alcohol.

- Some will be under the influence of alcohol only (mark “alcohol” on Face Sheet)
- Others will be found to be medically impaired (mark “medical” on Face Sheet)
- Some may be determined to be not impaired (mark “not impaired” on Face Sheet)

Credit for Evaluations

- Drug
- Alcohol
- Medical
- Not Impaired



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Credit for Drug, Alcohol, Medical, or Not Impaired Evaluations

- There must have been some reasonable grounds for suspecting drug impairment, other than alcohol
- In the case of an alcohol impaired opinion (i.e., where the evaluator concludes the subject is under the influence of alcohol alone), the evaluation must have been completed in its entirety
- In the case of medical impairment, the evaluation need not be completed in its entirety, but should be terminated if the subject needs immediate medical attention
- If the subject is determined to be not impaired, the candidate may not receive credit for the evaluation.

To receive credit for any of the above-listed evaluations when an opinion is rendered, a Drug Influence Evaluation report and narrative must be completed.

Conducting Practice Sessions



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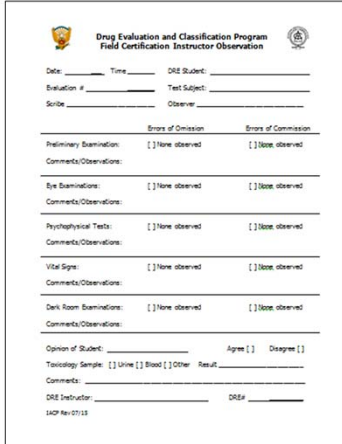
B. CONDUCTING PRACTICE SESSIONS DURING CERTIFICATION TRAINING

“Down Time” will occur during field certification training. **DON’T WASTE THE TIME:** Use it for practice opportunities.

Four kinds of practice opportunities may be given to the candidates during “down time” if time allows. Examples include:

- Darkroom Examinations – Candidates can take turns estimating each others’ pupil sizes under the lighting conditions in the darkroom
- Nystagmus, convergence, and psychophysical testing on alcohol-impaired subjects – A subject known to be strictly under the influence of alcohol could provide a useful opportunity for practice. Candidates could practice administering HGN, VGN, lack of convergence, and the four divided attention tests to alcohol-impaired subjects when no drug-impaired subjects are available.
- Test interpretation – The exemplars can be given to the candidate teams whenever time permits. Team members should work together to form opinions about the drug categories for each exemplar. Additional exemplars can be created from the DRE Instructors’ own files.
- As time permits, candidates may also work on developing and updating their Curriculum Vitae

Instructor Observation Form



The form is titled "Drug Evaluation and Classification Program Field Certification Instructor Observation". It contains fields for Date, Time, DRE Subject, Evaluation #, Test Subject, Scribe, and Observer. It also has sections for Errors of Omission and Errors of Commission, with checkboxes for "None observed" and "Observed". There are sections for Preliminary Examination, Eye Examinations, Psychophysical Tests, Vital Signs, and Dark Room Examinations, each with a "Comments/Observations" field. At the bottom, there are fields for Opinion of Student, Toxicology Sample, and DRE Instructor. The form is dated 12/01/15.

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C. EVALUATING AND DOCUMENTING CANDIDATE'S PROGRESS

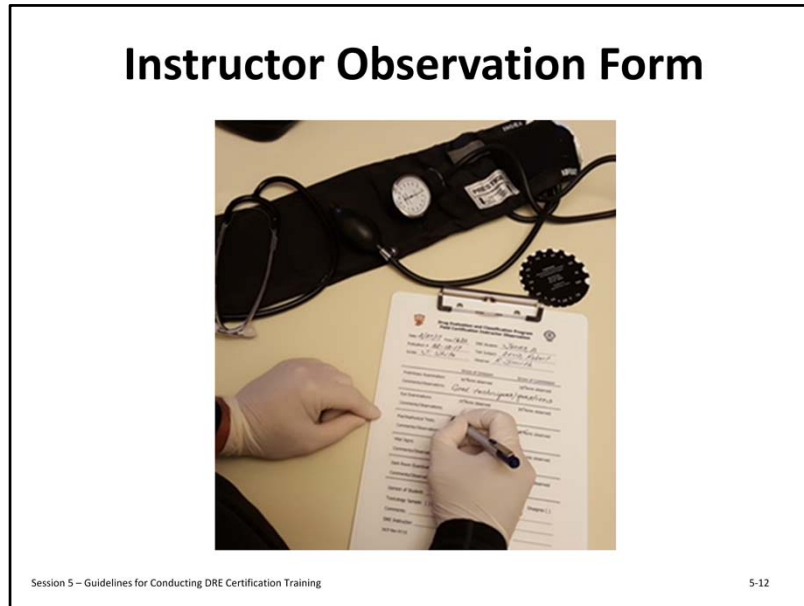
Whenever a team of candidates completes an evaluation during the Field Certification Training, the supervising instructor must complete a Field Certification Instructor Observation Form.

The form must address the three basic skills required of DREs:

- Did the candidate properly **administer** all tests and estimates/measurements of the evaluation?
- Did the candidate properly **document** the evaluation and record the results of all tests and estimates/measurements?
- Did the candidate properly **interpret** the information and form appropriate opinions about the category of drugs affecting the subject?

The instructor should complete the form noting errors of omission and errors of commission in the following areas:

- Preliminary Examination
- Eye Examinations
- Psychophysical Tests
- Vital Signs
- Darkroom Examinations

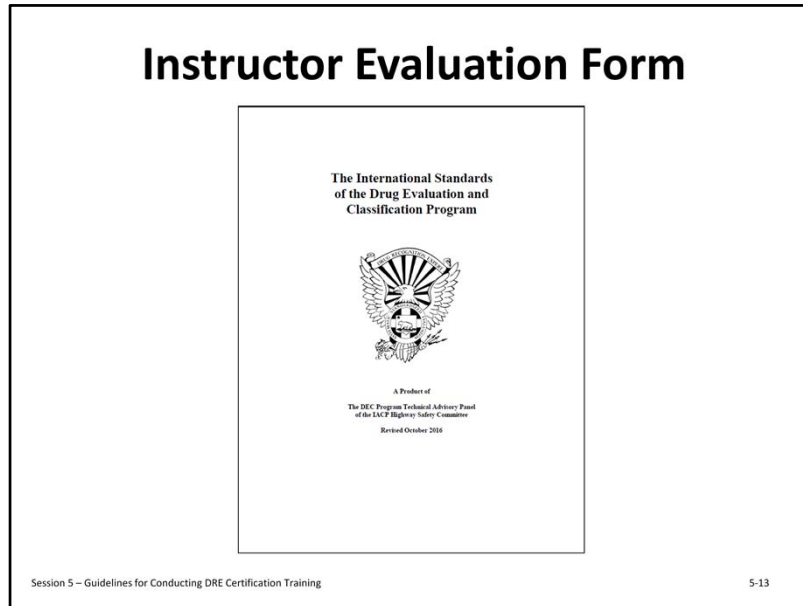


C. EVALUATING AND DOCUMENTING CANDIDATE'S PROGRESS (CONTINUED)

The instructor comments should also address how the candidates handled the subject, i.e., the demeanor they showed to the subject and their observance of officer safety issues.

Examples of Errors:

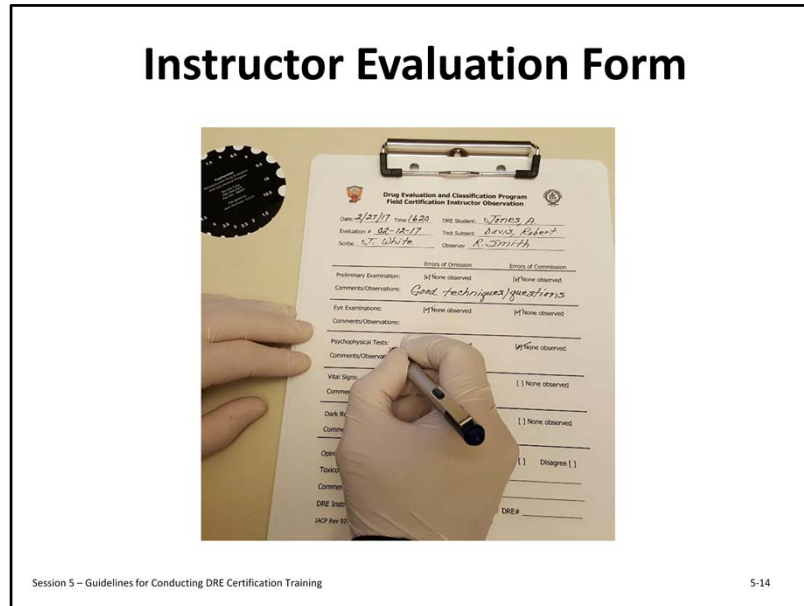
- **Errors of Omission:** What did the candidate fail to do during the evaluation?
- **Errors of Commission:** What did the candidate do wrong during the evaluation?
- **Comments/Observations:** Anything else -- positive or negative -- the instructor feels deserves comment.



C. EVALUATING AND DOCUMENTING CANDIDATE'S PROGRESS (CONTINUED)

The IACP International Standards for the DEC Program regarding completion of the Certification phase are listed below:

- To be considered for certification as a DRE, the candidate must satisfactorily complete a minimum of 12 drug influence evaluations, during which the candidate must encounter and identify subjects under the influence of at least three of the drug categories as described in the DRE training. Of the evaluations required for certification, the candidate shall administer a minimum of six evaluations. The candidate may observe the remaining evaluations.
- The opinion of the DRE candidate regarding drug categories must be supported by forensic testing and/or toxicology. In the case of influence from some drug categories, such as inhalants, it may not be possible to acquire confirming toxicology. In these situations, the concurrence from a certified DRE instructor regarding the drug category will be required. Certification training evaluations will be conducted in accordance with the current procedures and guidelines established in the DEC Program training curriculum.
- All evaluations, administered or observed, and documented for certification purposes, shall be observed, supervised, and reviewed by at least one certified DRE instructor and shall be performed on subjects suspected of drug impairment.
- The DRE instructor who starts the "DRE evaluation observation" shall observe the entire DRE evaluation for the candidate and instructor to receive credit.
- For a candidate to receive credit for an administered or observed evaluation, the candidate shall independently write his own narrative based on his observations. The evaluation must also be recorded on the candidate's Rolling Log and Progress Log. The evaluation shall include the Face Sheet and a complete narrative identifying the category(ies) of the drug(s) affecting the subject.

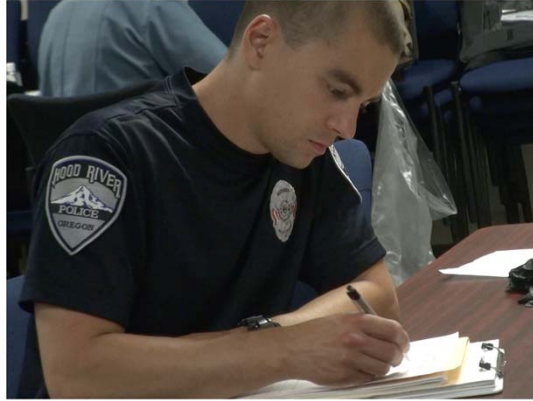


C. EVALUATING AND DOCUMENTING CANDIDATE'S PROGRESS (CONTINUED)

If the DRE instructor who observed and supervised the candidate's evaluation is not available in person to review and approve the Face Sheet and narrative, the candidate should prepare a copy or scan of the completed Face Sheet and narrative and send it to the DRE instructor who observed the evaluation for review and approval. After the DRE instructor reviews and approves the candidate's evaluation the DRE instructor should return any documentation, feedback and/or comments to the DRE candidate. (The recommended way will be by e-mail so a date and time is recorded on the correspondence.) If the DRE instructor will not be available in person to sign the candidate's Progress Log, they should indicate in their correspondence to the DRE candidate that they authorize another DRE instructor to sign the candidate's Progress Log on their behalf. The candidates should keep any returned correspondence with the original evaluation in case any future review is necessary for certification purposes.

As a reminder, if a DRE candidate is acting as a Scribe or an Observer, they will have to prepare a written report of the evaluation they participated in to receive credit for the evaluation.

Documenting the Assessment



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Documenting the assessment of the candidates' performance in interpreting the results of the evaluation.

You must ask yourself: Would I reach exactly the same conclusion the candidate reached in this evaluation?

If you disagree in any way with the candidates' opinion, you must record exactly how and why you disagree.

A photograph of two police officers in uniform. The officer on the right is bald and is writing on a document with a pen. The officer on the left is also bald and is looking down at the document. Both are wearing dark blue uniforms with patches that include the word 'SALINA' and a circular emblem. They are sitting at a white desk in an office setting.

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Record anything the candidates did or failed to do that might jeopardize their safety.

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Evaluation Performance Review



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Evaluation Performance Review

The instructor must document his or her overall assessment of the quality of the evaluation.

Record positive comments, when appropriate.

Record constructive criticisms, as appropriate.

Record your first and last names on the Instructor's line.

Record your IACP DRE number.

Filing the "Field Certification Instructor Observation" form.

The instructor -- YOU -- should retain a copy of every "Field Certification Instructor Observation" form you complete.

Correcting Learning Deficiencies

- Counseling
- Clarifying
- Coaching



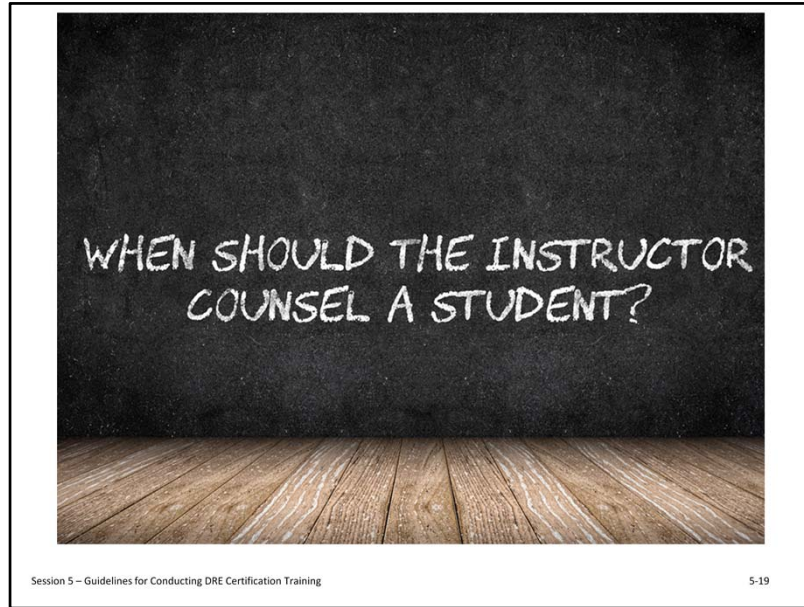
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D. CORRECTING LEARNING DEFICIENCIES

When an instructor identifies a learning deficiency during certification training, he or she must work with the candidate to correct the deficiency.

- One form of corrective action is **counseling**, which basically means pointing out to the candidate he or she has made a mistake
- Another form of corrective action involves **clarifying**, which means explaining to the candidate how to do correctly whatever it is the candidate is doing wrong
- The third form is **coaching**, which means observing and guiding the candidate as he or she tries to do it the right way



When should the instructor counsel a candidate?

Sometimes it is appropriate -- or even essential -- to point out the mistake immediately.

Sometimes it may be acceptable to **delay** in pointing out the mistake to the candidate.

It can be very frustrating – and unnerving – to the candidate if the instructor always “pounces” right away on every mistake. It might be better to delay mentioning a relatively minor mistake to allow the candidate to focus on more important elements of the skill being practiced.



The basic idea is to make certification training as productive as possible for the candidate.

However, the instructor always must make certain the candidate becomes aware of his or her mistakes. One technique of counseling that can be effective when a minor mistake has been made is to ask the **candidate** what he or she did wrong

As the instructor, you have to make the “judgment call” about whether you should point out a mistake immediately to the candidate. Sometimes you’ll have to counsel them right away; sometimes it’s best to wait a minute or two; sometimes you can even wait until the evaluation is completed before pointing out a mistake

- ALWAYS REMEMBER: At some point you need to tell the candidate about each mistake he or she made.

Clarify

- Verbal clarification first
- Physical demonstration



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It is also the instructor's responsibility to clarify for the candidate what he or she is doing wrong, and how to do it right.

- Always try a verbal clarification first, i.e., **explain to the candidate what he or she did incorrectly and verbally remind the candidate how to do it right.**
 - Example: Suppose the candidate positions the penlight too far from the subject's face when performing the direct-light estimation of pupil size. The instructor might clarify the problem by saying the following: "You're holding the penlight too far from his eye. See how the circle of light is spread out onto his forehead and down onto his cheek? Remember, we want to have the light just fill the eye socket. So move the penlight a bit closer to his eye."
- If a verbal clarification doesn't correct the problem, you must give a physical demonstration, i.e., you will have to show the candidate how to do it.

Procedures for Clarifying

- Give a step-by-step verbal overview
- Demonstrate “by the numbers”
- Demonstrate more than once
- Involve the candidate



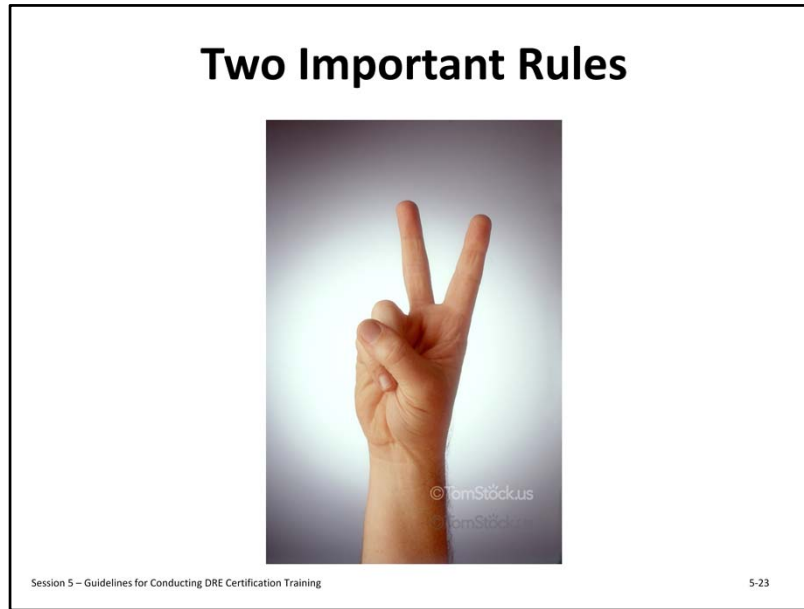
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Procedures for Clarifying

Follow the same procedures you would use to give a classroom demonstration:

- First, give a step-by-step verbal overview of what you are about to show the candidate
- Next, demonstrate “by the numbers,” i.e., perform each step in the proper way and in the correct sequence
- Be sure to demonstrate more than once
- Finally, involve the candidate. Have him or her try to perform the skill under your guidance



Two Important Rules

Two important rules for clarifying things to candidates:

- NEVER let the candidate sense you are exasperated or angry because you have to explain or show something to him or her again, **i.e., never let the candidate feel you think he or she is stupid.**
- DON'T BE TOO QUICK to “jump in” with a physical demonstration: first try simply to explain verbally what he or she needs to do to correct a problem, **i.e., don't immediately react to a candidate's mistake by saying “Stop. Watch me do it one more time.”** Doing that can make the candidate feel he or she is totally inept.

Coach



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Coach

Finally, as an instructor in certification training, it is always your duty to **coach** your candidates.

During a candidate's first few evaluations of real, live subjects, you can coach by talking the candidate through the evaluation.

A MOST IMPORTANT RULE: It is just as important to give positive feedback as it is to offer constructive counseling.

- Each time you observe a candidate conduct an evaluation, try to find something positive you can say about his or her performance
- Tell the candidate



E. ADMINISTERING THE CERTIFICATION KNOWLEDGE EXAM

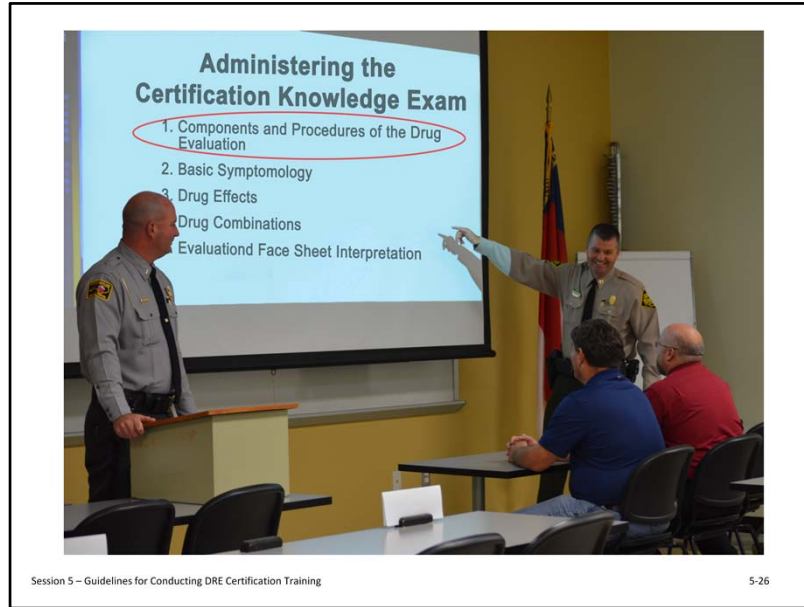
The purpose of the Certification Knowledge Examination is to verify the candidate is fully conversant with drug signs and symptoms and fully understands the concepts of drug combinations.

- It is only a Knowledge examination
- It is not a test of the candidate's ability to conduct evaluations
- It is a milestone the candidate must reach before he or she can be considered for certification
- Passing this knowledge exam does not automatically or immediately result in certification

The Certification Knowledge Examination must not be administered before the candidate has participated in at least six evaluations of persons suspected of drug impairment.

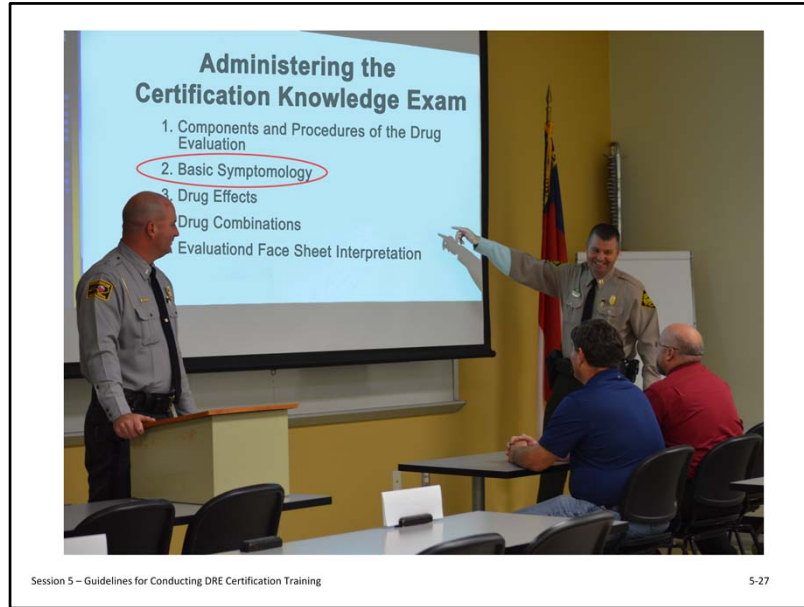
If you are not satisfied the candidate has made sufficient progress to be ready for the exam, feel free to delay it for one, two, or several nights. In order to "pass" the milestone of the Certification Knowledge Exam, the candidate must "acceptably" answer every question on it.

The exam is not scored numerically. Each part of the exam must be completed correctly before the candidate can become certified.



Acceptable answers for Part One: Components and Procedures of the Drug Influence Evaluation

1. List the three Standardized Field Sobriety Tests. _____
2. How many times do we take the suspect's pulse? _____
3. In a blood pressure measurement, the Higher and Lower figures are _____?
4. List the tests used to assess divided attention. _____
5. When do we evaluate internal clock? _____
6. During the Walk and Turn, the subject must take _____.
7. Under what three lighting conditions do we check pupils? _____
8. Which categories cause lack of convergence? _____
9. What are the signs of a fresh puncture? _____
10. What is the DRE average range of blood pressure? _____
11. What is the DRE average range of pulse rate? _____
12. What is the DRE range of human pupil size in room light? _____
13. What is considered average body temperature? _____
14. What is lack of convergence is described as? _____
15. Rebound dilation is described as? _____



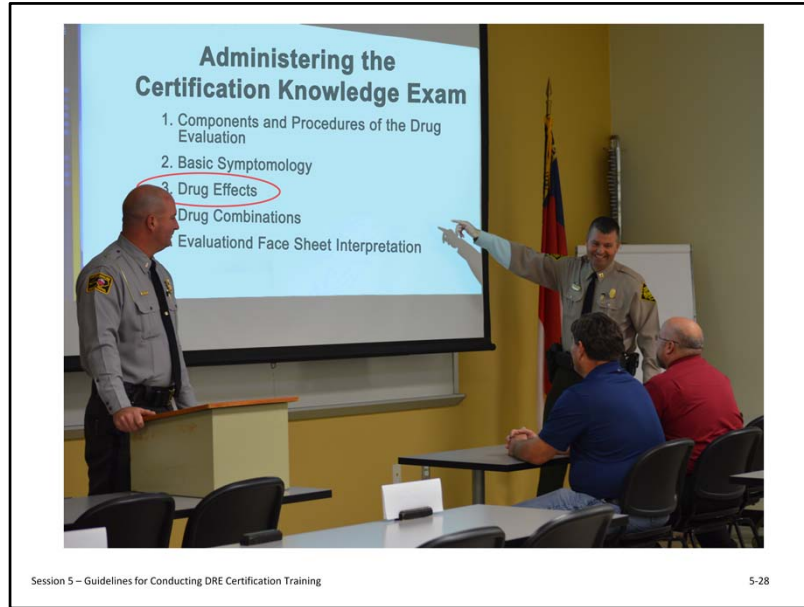
Acceptable answers for Part Two: the Basic Symptomatology Matrix.

The candidate should be able to reproduce the basic symptomatology matrix without any significant errors.

Errors:

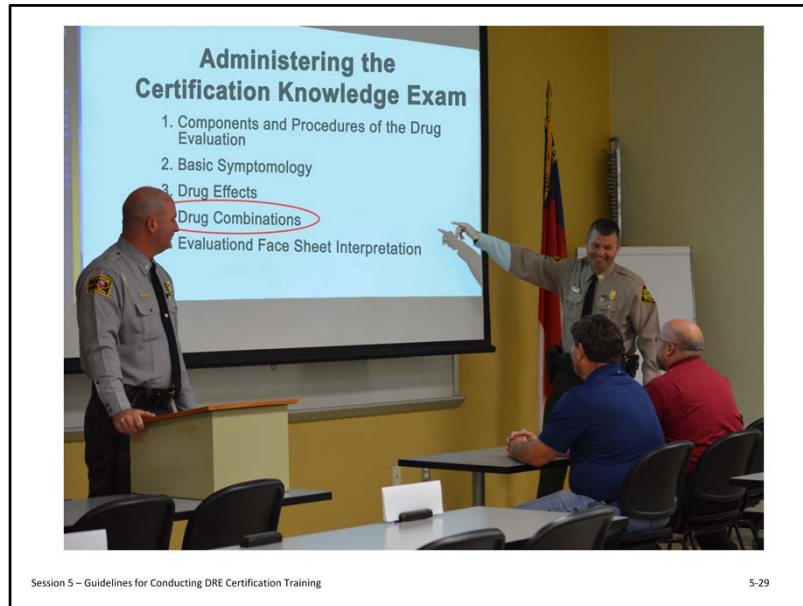
- An “error” would be a failure to indicate an eye sign or vital sign that is usually associated with the particular category
- An “error” would also be indicating a category causes an effect that it really doesn’t

Once the candidate manages to reproduce the basic Symptomatology Matrix without any errors, they will have “passed” Part Two of the examination.



Acceptable answers to Part Three: Drug Effects

- Null Effect (Combination of no action plus no action equals no action)
- Overlapping Effect (Action plus no action equals action)
- Additive Effect (Action plus the same action produces reinforced action)
- Antagonistic Effect (Action versus opposite action; cannot predict the outcome)



Acceptable answers to Part Four: Drug Combinations

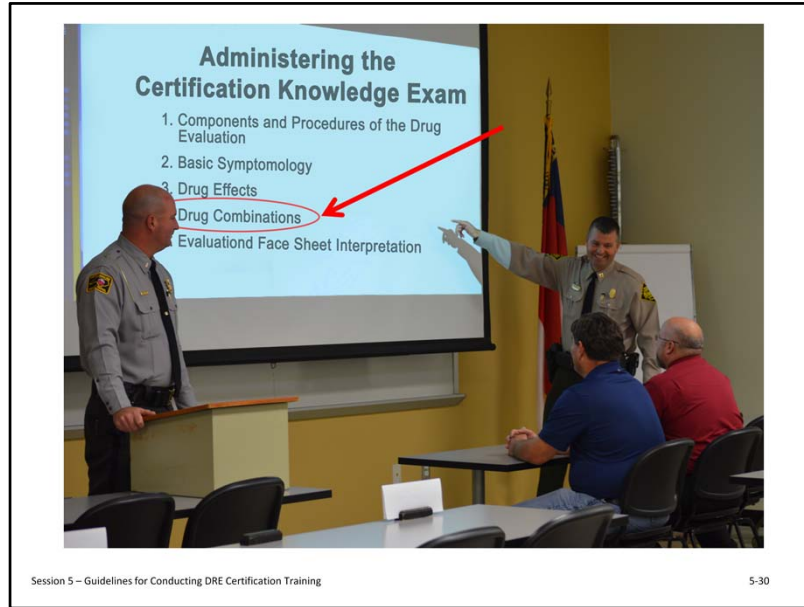
- The candidate should be able to write a detailed description of what would be observed in an evaluation of a subject under the influence of each of the four drug combinations
- The description must include eye signs; vital signs; psychophysical signs; and, expected duration of effects

Eye signs for Hallucinogen & Alcohol:

- **HGN Present**, due to alcohol
- **Vertical Nystagmus Possibly Present**, due to alcohol
- **Lack of Convergence Present**, due to alcohol
- **Pupils Dilated**, due to the Hallucinogen
- **Reaction to Light Slowed**, due to alcohol

Vital Signs for Hallucinogen and Alcohol:

- Pulse Rate elevated, due to Hallucinogen
 - Blood Pressure –up/down or normal
 - Temperature elevated, due to Hallucinogen
-
-
-

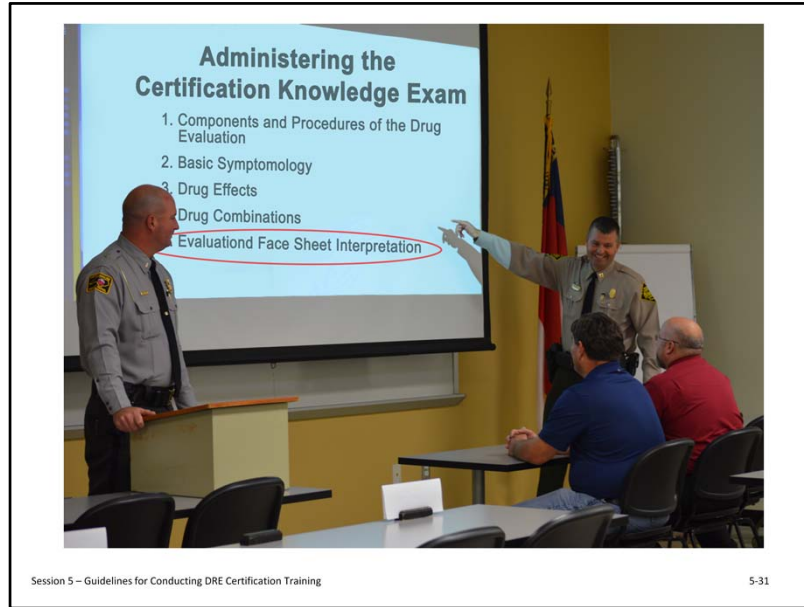


Acceptable answers to Part Four: Drug Combinations

Psychophysical Signs for Hallucinogen and Alcohol:

- Impaired Divided Attention, due to both drugs
- Muscle Tone – near normal
- Body Tremors possible, due to Hallucinogens

Expected Duration of Effects for Hallucinogen and Alcohol



Acceptable answers to Part Five: Evaluation Face Sheet Interpretation

- Subject “Michael” – CNS Depressant and ETOH (Alcohol)
- Subject “Harlon” – Inhalant
- Subject “David” – Narcotic Analgesic
- Subject “Alice” – CNS Stimulant
- Subject “Arnold” – Cannabis



F. SIGNING OFF ON THE CANDIDATES' CERTIFICATION PROGRESS LOGS

- As a DRE Instructor you have the authority to place your signature on various lines of a Candidate's Certification Progress log
- The candidate receives a copy of the log, totally blank, in the candidate Pre-School manual
- The candidate brings the log to all subsequent DRE training events
- Each time the candidate achieves a milestone in the training, an instructor must sign the line on the log signifying the milestone was reached.

Certification Progress Logs

Line #1 – Pre-School

IACP Drug Evaluation and Classification Certification Progress Log					
Please Print or Type		For all DREs only – IACDP #		Date	
Candidate's Name _____		E-mail _____			
Agency _____		Phone _____			
Address _____					
City _____		State _____		Zip _____	
Item or Step	Date Completed	Location	Authorized Signature	IACP DRE #	Agency
001 Pre-School					
SFST Proficiency					
DRE School					
DRE School Final Exam					
Evaluation #1					
Evaluation #2					
Evaluation #3					
Evaluation #4					
Evaluation #5					
Evaluation #6					
Evaluation #7					
Evaluation #8					
Evaluation #9					
Evaluation #10					
Evaluation #11					
Evaluation #12*					
Certification Knowledge Exam					
Curriculum Vitae Reviewed and Approved					
Completed Minimum Number of Evaluations**					
Identified the Minimum Number of Drug Categories					
Rolling Log Reviewed					
Toxicology Consistent**					
Recommendations for Certification (Standard 1.15)			Authorized Signature	IACP DRE #	Date
			(1)		
			(2)		
<small>I recommend this student for certification. (Agency Coordinator – if applicable) I hereby certify this student and request IACP recognition. (State Coordinator – optional) Candidate's Name Entered into Tracking System? Yes No</small>					

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G. CERTIFICATION STANDARDS

The IACP International Standards guide you in determining whether you can and should “sign off” on each line of the log.

Line #1: Pre-School: Sign this line only if you are satisfied the candidate has achieved the learning objectives of the Pre-School. Achievements would include:

- Defining the term “drug” as it is used in the DEC Program
- Identifying the 12 steps in the drug influence evaluation
- Demonstrating proficiency in the administration of the psychophysical tests
- Conducting the eye examinations that are part of the drug influence evaluation
- Measuring vital signs
- Listing the signs, symptoms, and indicators of impairment for each of the seven drug categories
- Describing the history and physiology of alcohol as a drug
 - **If you are not satisfied the candidate has met all of the objectives, do not sign the first line of his or her Progress Log**
- Usually a candidate qualifies for your signature on line one by attending and performing successfully during all sessions of the Pre-School
- However, the IACP International Standards allow for the possibility of a candidate achieving the Pre-School learning objectives through some other approved means

Certification Progress Logs

Line #2 – SFST Proficiency

Line #3 – DRE School

IACP Drug Evaluation and Classification Certification Progress Log					
Please Print or Type			Date		
Candidate's Name		E-mail			
Agency		Phone			
Address					
City	State	Zip			
Item or Step	Date Completed	Location	Authorized Signature	IACP DRE #	Agency
DRE Pre-School					
SFST Proficiency					
DRE School					
DRE School Final Exam					
Evaluation #1					
Evaluation #2					
Evaluation #3					
Evaluation #4					
Evaluation #5					
Evaluation #6					
Evaluation #7					
Evaluation #8					
Evaluation #9					
Evaluation #10					
Evaluation #11					
Evaluation #12*					
Certification Knowledge Exam					
Curriculum Vitae Reviewed and Approved					
Completed Minimum Number of Evaluations**					
Identified the Minimum Number of Drug Categories					
Rolling Log Reviewed					
Toxicology Consensus**					
Recommendations for Certification (Check 1-13)			Authorized Signature	IACP DRE #	Date
			(1)		
			(2)		
I recommend this student for certification. I signed this document as authorized. I hereby certify this student and request IACP recognition. (Print, Signatures, and Date)					
Candidate's Name Entered into Tracking System?			Yes	No	

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G. CERTIFICATION STANDARDS

Line #2 SFST Proficiency

- No candidate is permitted to progress to the 7-Day DRE School until he or she has demonstrated proficiency in administering and interpreting the:
 - Horizontal Gaze Nystagmus Test
 - Walk and Turn Test
 - One Leg Stand Test
- You must explicitly test the candidate to verify proficiency by having the candidate demonstrate exactly how he or she administers each of these three tests
- The candidate must also be able to articulate the validated clues of impairment
- Sign the second line only if you are confident the candidate is in fact proficient with the SFSTs

Line #3 DRE School

- You will sign the third line only if the candidate has attended all sessions of the 7-Day DRE School or all sessions of some other school that has been explicitly recognized by IACP as equivalent to the DRE School
- If a candidate has been enrolled in a school but for whatever reason missed a portion of it, you cannot sign the third line until the candidate makes up the missed portions

Certification Progress Logs

Line #4 – Final Exam

Lines #5-12 – Evaluations

IACP Drug Evaluation and Classification Certification Progress Log					
Please Print or Type					
Candidate's Name _____		E-mail _____			
Agency _____		Phone _____			
Address _____					
City _____		State _____		Zip _____	
Item or Step	Date Completed	Location	Authorized Signature	IACP DRE #	Agency
DRE Pre-School					
DRE Proficiency					
DRE School					
DRE School Final Exam					
Evaluation 01					
Evaluation 02					
Evaluation 03					
Evaluation 04					
Evaluation 05					
Evaluation 06					
Evaluation 07					
Evaluation 08					
Evaluation 09					
Evaluation 10					
Evaluation 11					
Evaluation 12					
Certification Knowledge Exam					
Curriculum Vase Reviewed and Approved					
Completed Minimum Number of Evaluations**					
Identified the Minimum Number of Drug Categories					
Building Log Reviewed					
Training Log Reviewed**					
Recommendations for Certification (Standard 1.15)			Authorized Signature	IACP DRE #	Date
			(1)		
			(2)		
I recommend this student for certification. Agency Coordinator – If applicable I hereby certify this student and request IACP acknowledgment Date: _____ Coordinator: _____ Candidate's Name Entered into Tracking System? Yes No					

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Line #4: Final Exam

- Your signature on the fourth line verifies the candidate has passed the DRE School final exam
- If the candidate attempts the exam and fails, the IACP International Standards allow the candidate one more try
- The exam cannot be taken any sooner than two weeks following the first attempt and it must be taken within four weeks of the completion of the DRE School
- If the candidate fails the second attempt, he or she will have to repeat the entire 7-day DRE School or drop out of the program

Lines #5 - 12 Evaluations

- You will sign each line:
 - 1) every time a candidate participates in conducting an evaluation you **personally have observed in its entirety**, and
 - 2) have approved the narrative
- You will document the candidate's performance on the Field Certification Instructor Observation Form for every evaluation you supervise and observe

Certification Progress Logs

Lines #17-18 – CKE

Line #19 – Curriculum Vitae

IACP Drug Evaluation and Classification Certification Progress Log					
Candidate's Name		Phone		E-mail	
Agency		Phone			
Address					
City		State		Zip	
Item or Step	Date Completed	Location	Authorized Signature	IACP DRE #	Agency
DRE Pre-School					
DRE Proficiency					
DRE School					
DRE School Final Exam					
Evaluation #1					
Evaluation #2					
Evaluation #3					
Evaluation #4					
Evaluation #5					
Evaluation #6					
Evaluation #7					
Evaluation #8					
Evaluation #9					
Evaluation #10					
Evaluation #11					
Evaluation #12*					
Certification Knowledge Exam					
Candidate's CV Reviewed and Approved					
Completed Minimum Number of Evaluations**					
Met All the Minimum Number of Eval. Criteria					
Rolling Log Reviewed					
Knowledge Consistent**					

Recommendation for Certification (Standard 1.11)		Authorized Signature	IACP DRE #	Date
I recommend this student for certification.				
Agency Coordinator - if applicable				
I hereby certify this student and request IACP acknowledgment				
State Coordinator - if required				
Candidate's Name Entered into Tracking System?		Yes	No	

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The same instructor should not sign off on 12 evaluations. (A minimum of two DRE Instructors shall observe certification evaluations in order to recommend a candidate for DRE certification.) The International Standards for the DEC Program establish this criteria. Note: Some agencies require the candidate to conduct more than 12 evaluations before being certified as a DRE.

To receive credit for a certification evaluation, the evaluation must be observed in its entirety by you, the instructor. You cannot sign for a partially observed evaluation. Signing off on an evaluation means you observed it from start to finish, reviewed the evaluation with the candidate, completed an observation form, concurred with the candidate's opinion, and reviewed the candidate's report.

Line #17-18: Certification Knowledge Exam

- The criteria for determining whether a candidate has passed the Certification Knowledge Examination was detailed earlier in this training
- Sign this line only when the candidate has satisfactorily completed the exam demonstrating a comprehensive understanding of the DRE process, procedures, and material. The exam must be administered and reviewed by two instructors (refer to International Standard 1.12)

Line #19: Curriculum Vitae

- Reviewed and Approved
 - You will sign this line only after you have personally reviewed the candidate's written Curriculum Vitae (C.V.)
 - Verify it contains information that actually describes his or her education, training, and experience of relevance to the DEC Program

Certification Progress Logs

**Line #20 – Completed
Minimum Number of
Evaluations**

**Line #21 – Identify
Minimum Drug Categories**

IACP Drug Evaluation and Classification Certification Progress Log					
Please Print or Type		For IACP use only - DRE #		Date	
Candidate's Name _____		E-mail _____			
Agency _____		Phone _____			
Address _____					
City _____	State _____	Zip _____			
Item or Step	Date Completed	Location	Authorized Signatures	IACP DRE #	Agency
DRE Pre-School					
DRE Proficiency					
DRE School					
DRE School Final Exam					
Evaluation #1					
Evaluation #2					
Evaluation #3					
Evaluation #4					
Evaluation #5					
Evaluation #6					
Evaluation #7					
Evaluation #8					
Evaluation #9					
Evaluation #10					
Evaluation #11					
Evaluation #12*					
Certification Knowledge Exam					
Candidate View Reviewed and Approved					
Completed Minimum Number of Evaluations**					
Identified the Minimum Number of Drug Categories					
Rolling Log Reviewed					
Technology Completed**					
Recommendations for Certification (Number 1-15)			Authorized Signatures	IACP DRE #	Date
			(1)		
			(2)		
I recommend this student for certification _____					
Agency Coordinator (if applicable) _____					
I hereby certify the student will receive IACP certification _____					
State Coordinator (signature) _____					
Candidate's Name Entered into Tracking System? Yes No					

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Line #20: Completed Minimum Number of Evaluations

- No candidate can be considered for certification until he or she has participated in at least 12 evaluations of persons suspected of drug impairment
- No candidate can be considered for certification until he or she has participated in at least 12 evaluations of persons suspected of drug impairment
- The candidate must have served as the evaluator in at least six evaluations
- You must not sign line #19 unless both of those conditions have been met
- Some agencies participating in the DEC Program have adopted standards more stringent than IACP's
- When you sign Line #19, you are only attesting the candidate has participated in the minimum number of evaluations required for certification

Line #21: Identify Minimum Drug Categories

- A candidate cannot be considered for certification until he or she has identified the effects of at least three different drug categories
- Alcohol does not count as one of the categories, and cannot be considered toward a signature on Line #20
- The candidate actually has to identify the category, not the drug

Certification Progress Logs

Line #22 – Rolling Log Review

Line #23 – Toxicology Consistent

Recommendations for Certification Signatures

Final Certification Signatures

IACP Drug Evaluation and Classification Certification Progress Log					
Please Print or Type		For IACP use only: DRE #		Date	
Candidate's Name _____		E-mail _____			
Agency _____		Phone _____			
Address _____					
City _____		State _____		Zip _____	
Item or Step	Date Completed	Location	Authorized Signatures	IACP DRE #	Agency
DRE Pre-School					
DRE Pre-Entry					
DRE School					
DRE School Final Exam					
Evaluation #1					
Evaluation #2					
Evaluation #3					
Evaluation #4					
Evaluation #5					
Evaluation #6					
Evaluation #7					
Evaluation #8					
Evaluation #9					
Evaluation #10					
Evaluation #11					
Evaluation #12*					
Certification Knowledge Exam					
Candidate View Received and Approved					
Completed Minimum Number of Evaluations**					
Identified the Minimum Number of Drug Categories					
Rolling Log Reviewed					
Rolling Log Completed					
Recommendations for Certification (Standard 1.15)			Authorized Signatures	IACP DRE #	Date
(1) _____					
(2) _____					
<small>I recommend this student for certification I agree. I understand the candidate meets all requirements for certification as a DRE. I have verified the student's progress in the IACP system. I have reviewed the candidate's rolling log.</small>					
Candidate's Name Entered into Tracking System?			Yes	No	

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Line #22 Rolling Log Review

- Review the Rolling Log of each candidate you supervise at every certification session
- You should conduct a critical review of the Rolling Log when the candidate is very close to qualifying for certification. Verify the Log is up to date and complete, then sign Line #26

Line #23: Toxicology Consistent

- Toxicological analysis must confirm the candidate's opinion
- No candidate can be considered to have achieved "consistent toxicology" with less than 75% confirmation. The following rules apply:
 - The candidate must submit appropriate biological samples supported by forensic testing for at least nine of the subjects he or she has examined (International Standard 1.11)
 - A "confirmation" means the testing procedure found evidence the subject used a drug belonging to at least one of the identified categories
 - If the candidate concludes three drug categories are involved, the toxicology will be considered consistent only if two categories are confirmed

Recommendations for Certification Signatures

When the candidate DRE has satisfactorily completed all requirements of the classroom and field certification portions of training, at least two certified DRE instructors who have observed the candidate during the field certification process will verify the candidate meets all requirements for certification as a DRE. (Refer to International Standard 1.15)

Final Certification Signatures

Following completion of the certification requirements, copies of all relevant documents required— including test results, evaluation logs, and drug evaluation reports—shall be forwarded to the agency coordinator (if applicable) who shall forward all documents to the DRE State Coordinator. The DRE State Coordinator will then sign off on the Certification Log and forward a copy to the IACP who will then credential and register each applicant as a certified DRE. (Refer to International Standard 1.16)

DRE Certification Standards

- Line #1: Pre-School
- Line #2: SFST Proficiency
- Line #3: DRE School
- Line #4: DRE School Final Exam
- Lines #5-#16: Evaluations
- Lines #17-#18: Certification Knowledge Exam
- Line #19: Curriculum Vitae
- Line #20: Minimum Number of Evaluations
- Line #21: Identify Minimum Drug Categories
- Line #22: Rolling Log
- Line #23: Toxicology



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Review of the DRE Certification Standards

- Line #1: Pre-School
- Line #2: SFST Proficiency
- Line #3: DRE School
- Line #4: DRE School Final Exam
- Lines #5-16: Evaluations
- Line #17-18: Certification Knowledge Exam (two instructor signatures)
- Line #19: Curriculum Vitae Reviewed and Approved
- Line #20: Completed Minimum Number of Evaluations
- Line #21: Identify Minimum Drug Categories
- Line #22: Rolling Log Reviewed
- Line #23: Toxicology Consistent

DRE National Tracking System

Either during the certification process or immediately after certification, the DRE shall be entered into the DRE National Tracking System and/or a local State database. The DRE National Tracking System is a database that records all evaluations completed by certified DREs. The DRE National Tracking System can be accessed at <https://dredata.nhtsa.gov>

Recertification Guidelines

 IACP Drug Evaluation and Classification Program
Recertification and Assurances

In accordance with the requirements set forth in Section 3.4 of the International Standards of the Drug Evaluation and Classification Program (October 2015) of the International Association of Chiefs of Police, I hereby certify that DRE name of the agency has complied with all of the recertification standards which apply and give my assurances that:

- (1) The above named DRE has conducted a minimum of four acceptable drug recognition evaluations since the date of last certification, all of which were reviewed and approved by a certified DRE instructor and one of which was witnessed by a certified DRE instructor, and
- (2) Completed a minimum of eight hours of DEC Program coordinator approved recertification training since the date of the DRE's most recent certification, and
- (3) Presented an updated curriculum vitae and evaluation rolling log to the appropriate coordinator for review, and
- (4) Is recommended for recertification by affixing my signature below.

Agency Coordinator (if applicable) _____ Date _____

INSTRUCTOR RATING

The above is also eligible for recertification as a DRE instructor.

Agency Coordinator (if applicable) _____ Date _____

CONCURRENCE

The first mentioned above remains certified as a DRE through date _____

DEC Program State Coordinator _____ State _____ Date _____

This form may be duplicated

Revised 06/07/16

Session 5 – Guidelines for Conducting DRE Certification Training

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Review of the DRE Recertification Standards

- One of the important roles of a DRE instructor is to ensure DREs complete recertification requirements as set forth in the International Standards for the DEC Program or your local State standards.
- DREs are certified by the State for two years and must complete the following requirements to recertify:
 1. Perform four acceptable evaluations since the date of last certification, all of which shall be reviewed and approved by a certified DRE instructor and one of which shall be witnessed by a certified DRE instructor. These evaluations may be performed on subjects suspected of drug and/or alcohol impairment or during classroom simulations; and
 2. Complete a minimum of eight hours of DEC Program state coordinator-approved recertification training since the date of the DRE's most recent certification, which may alternatively be presented in two sessions of no less than four hours each and which shall be consistent with any IACP standards for such training; and
 3. Present an updated curriculum vitae and evaluation Rolling Log to the appropriate coordinator (or his designee) for review.

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This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.