

# DPSST Private Security Instructor Recertification: Teach-Back Submission Guidelines

Due to the significant number of Unarmed Certified Instructors requiring recertification, the Certified Instructor Demonstration process has been changed. Please carefully review the CID process information below.

As an enhancement to our instructor certification process, Certified Instructors are not required to submit video recordings of their live class teachings. Please review the following specific submission requirements carefully:

## **Submission Content:**

- Your video must be at least 20 minutes in length.
- Ensure clear visuals of the instructor and any instructional aids used (e.g., PowerPoints).
- Audio must be clear and capture all student / teacher interactions.

**Submission Options:** You can submit your Teach-Back video using one of the following methods:

### **1. Flash Drive:**

- Load your video onto a flash drive.
- Mail it to:  
  
Steven Huizenga, Ph.D.  
Learning and Development Specialist  
Department of Public Safety Standards and Training  
4190 Aumsville Hwy SE  
Salem, OR 97317
- Your flash drive will be returned after file transfer.

### **2. Cloud Services:**

- Upload your video to Dropbox, OneDrive, or a similar cloud service.
- Email the download link to the designated address. (Be sure to set permissions so that your file can be accessed. Links to inaccessible files will not count as a submission).
- Once the video has been successfully retrieved a confirmation email will be sent.

**Note:** *Uploading videos to Vimeo or YouTube is not acceptable, as these platforms do not allow direct downloading without a premium account.*

## **Review and Feedback:**

- Once your submission is received, the DPSST Learning and Development Specialist will review your Teach-Back video and notify you of the results.

## **Contact Information:**

- Should you have any questions or require assistance, please do not hesitate to reach out for support.