RE: ALL GDI, Training Officer, and Specialized Instructor Applications

We are no longer using the webforms in Acadis to submit instructor applications. From now on, when submitting applications for GDI, TO, or specialized PLEASE complete the following steps:

1) Complete the appropriate application form (available on TLETA website under forms and downloads)
2) Attach Instructor Development certificate for GDI or TO
3) Attach lesson plan, instructor bio, schedule for specialized topic
4) SCAN ALL docs to ONE PDF and email them to your East or West TN Investigator

East: shana.roberts@tn.gov

West: dexter.mines@tn.gov

NOTE: Failure to attach **ALL required documents** will be returned until a completed packet can be submitted.

RE: POST Commission Decisions and Training Approvals

We are no longer notifying each individual department of POST Agenda decisions and the same for Course/Training approvals. Both of these are on our website, the POST Agenda decisions will be updated by the end of business the Monday after the meeting. Lesson Plan approval with assigned numbers will be updated weekly. Both can be found at:

http://www.tn.gov/commerce/topic/post-resources