

LE Instructor Applicants and / or Renewals

For new instructor applicants, you will need a scanned copies of whatever certifications you are submitting for consideration so that you can upload them along with your application.


You will also need to know who your Academy Director of record is. That director will need an Acadis Account to process your application and/or renewal.

Instructor renewals are not required to upload any documents unless you are submitting new skills for consideration.

Login to your Acadis Portal Account

<https://msdps.acadisonline.com/AcadisViewer/Login.aspx?>

1 Select →




- Home
- My Work**
- My Dashboard
- My Profile
- Current Tasks
- Class* Discussions
- Training and Events
- Standards Resources***

Mississippi Department of Public Safety Office of Standards and Training

My Work

My Profile



Gholson, Ryan

MCID	MS-1015	SSN	-
Mailing Address	-	Primary E	(601)
		Primary E	rgho

Certifications

Name ▲	Type	Issue
Firearms Training	Instructor	12/01,
State Certified Law Enforcement Instructor	Certification	02/01,

- Home
- My Work
- Training and Events
- Standards Resources***
 - Standards Resources* Overview
 - Document Library
 - WebForms**
 - Available Workflows
 - Start a Workflow

2 Select →

My Work

My Profile


Gholson, Ryan

MCID	MS-1015	SSN	-
Mailing Address	-	Primary Phone	(601) 622-7806 Mobile
		Primary Email	rgholson@dps.ms.gov

Certifications

Name ▲	Type	Issue Date	Expiration
Firearms Training	Instructor	12/01/2024	Never
State Certified Law Enforcement Instructor	Certification	02/01/2023	02/01/2026

Training History

0 Hours Upcoming, Ongoing & Unconfirmed	0 Hours Current Calendar Year 01/01/2025 - 12/31/2025	0 Hours Previous Calendar Year 01/01/2024 - 12/31/2024
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Home

My Work

Training and Events

Standards Resources*

Standards Resources*
Overview

Document Library

WebForms

Available Workflows

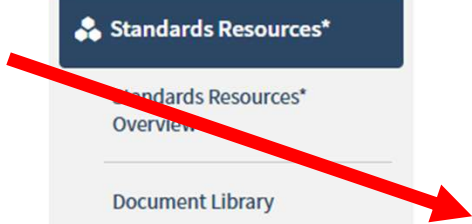
Start a Workflow

Standards Resources*

WebForms

WebForm ▲	Description
BLEOST - Law Enforcement Application - Part I and II	This Webform includes Parts I and II and begins the BLEOST Law Enforcement process.
BLEOST - Law Enforcement Officer Separation Report	Complete this form to separate a Law Enforcement Officer.
BLEOST- Application for Academy Accreditation	Institutions or facilities offering law enforcement training must submit an application to the Board of Standards and Training to ensure consistency among approved providers.
BLEOST- Law Enforcement Course Certification Request	This form is used to request approval for a course to be completed and submitted by a provider.
BLEOST- Law Enforcement Instructor Application	To apply for certification to instruct (BLEOST Instructor Application Packet). The Director will review the application.
Equivalency Test Requirements	This WebForm will be used to collect information for the Equivalency Test.
Portal Account Update Form	This webform is used to update a user's account information.

3 Select



4 Complete all applicable fields in the WebForm Application

Mississippi Department of Public Safety Office of Standards and Training

Search available training ...

WebForms > Complete A WebForm

BLEOST- Law Enforcement Instructor Application

Logged in user: Gholson, Ryan

BOARD ON LAW ENFORCEMENT OFFICER STANDARDS AND TRAINING (BLEOST)

Law Enforcement Instructor Application

Complete this form to apply for a NEW certification or to RENEW a certification to instruct in BLEOST-approved courses, individuals must complete and submit this formal application (BLEOST Instructor Application Packet).

Please note the following:

- Instructors delivering Board-approved training courses of four hours or less must meet qualifications as determined by the academy director.
- Instructors teaching more than four hours in a Board-approved course must be certified by the Board on Law Enforcement Officer Standards and Training.

Please provide your full name, title, date of birth, and your employer (the organization that you are employed with, not the organization you will be teaching for, unless they are one and the same), and the agencies mailing address and telephone number.

Name (First Middle Last, Suffix)

First Middle Last Suffix

*** Title/Rank**

*** Date of Birth**

MCID

Agency/Department

Agency/Department Address

* Address 1

* Required Information

Cancel | Finish Later

Sign the application

WebForms > Complete A WebForm

BLEOST- Law Enforcement Instructor Application

/ First Aid / CPR Instructor Course Required*

Upload supporting certification or degree. *No document has been attached.*

Defensive Tactics *Defensive Instructor Course Required*

Defensive Tactics certification *No document has been attached.*

Physical Training *Physical Instructor Course Required*

Physical Training certification *No document has been attached.*

If you answered "Yes" to any of the questions above, please upload any additional supporting documentation or other instructor certifications (e.g., TASER, CIT, Active Shooter).

Other Certificates or Support Documentation *No document has been attached.*

APPLICANT'S AFFIDAVIT

I hereby testify that all the information contained in this application and the copies of all materials and certificates that I have furnished with this application are true and correct. I have met the requirement as stated in the BLEOST Policy and Procedures Manual, Instructor Certification, Section III. I also affirm that I am a citizen of the United States, by birth or naturalization and that my military service (if any) from the armed forces was under honorable conditions and that I am of good moral character. I understand that an

* Signature _____
Signature Date

5

Click here to "sign"

This window appears

6 Select "Sign Webform"

Sign WebForm

This WebForm requires you to sign it.

WebForm BLEOST- Law Enforcement Instructor Application

* Signature Ryan Gholson [Edit signature](#)
Ryan Gholson

* Required Information

Submit the application

APPLICANT'S AFFIDAVIT

I hereby testify that all the information contained in this application and the copies of all materials and certificates that I have furnished with this application are true and correct. I have met the requirement as stated in the BLEOST Policy and Procedures Manual, Instructor Certification, Section III. I also affirm that I am a citizen of the United States, by birth or naturalization, that I have never been convicted of a felony or a misdemeanor involving moral turpitude, that my discharge (if any) from the armed forces was under honorable conditions and that I am of good moral character. I understand that any misrepresentation of information on this application is cause for revocation.

* Signature Ryan Gholson [Change signature](#) 01/07/2026
Ryan Gholson Date

Ryan Gholson
Printed Name

* Required Information

[Cancel](#) | [Finish Later](#)

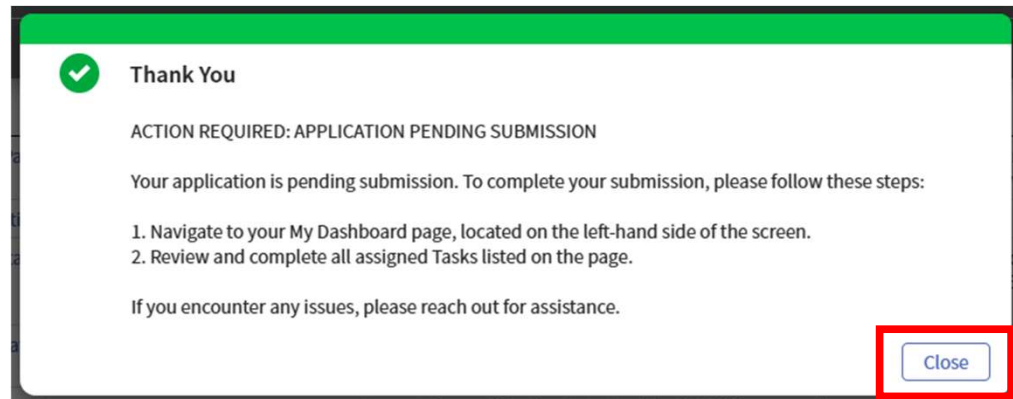
[Submit](#)

7

Submit it



After you submit it



This window pops up – just close it

ACADIS® Mississippi Department of Public Safety Office of Standards and Training

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Workforce

Organization

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My Profile

Gholson, Ryan

MCID MS-1015

Mailing Address -

SSN -

Primary Phone (601) 622-7806 Mobile

Primary Email rgholson@dps.ms.gov

Emergency Contact -

Certifications

Name	Type	Issue Date	Expiration	Status
Firearms Training	Instructor	12/01/2024	Never	Active
State Certified Law Enforcement Instructor	Certification	02/01/2023	02/01/2029	Active

Training History

0 Hours Upcoming, Ongoing & Unconfirmed

0 Hours Current Calendar Year 01/01/2026 - 12/31/2026

0 Hours Previous Calendar Year 01/01/2025 - 12/31/2025

0 Hours All C...

UPCOMING, ONGOING & UNCONFIRMED

8

From your home page

9

Select Current Tasks

My Work

My Current Tasks

Incomplete tasks assigned to you or your workflow roles are displayed for current workflows only.

<ul style="list-style-type: none">Action Required: Review your Law Enforcement Instructor Application and send it to your Academy Dir. BLEOST - Law Enforcement Instructor Application (2)	<p>Ryan Gholson <i>Person</i></p>	<p>Gholson, Ryan Subject of Person Workflow (assigned in context)</p>	<p>Review Information</p>	
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10 You will see your application. You can review the information for accuracy if you choose to, but when you are done, click on these three dots and choose “Mark Complete.”

11

<ul style="list-style-type: none">Action Required: Review your Law Enforcement Instructor Application and send it to your Academy Dir. BLEOST - Law Enforcement Instructor Application (2)	<p>Ryan Gholson <i>Person</i></p>	<p>Gholson, Ryan Subject of Person Workflow (assigned in context)</p>	<p>Review Information</p>	<p>Mark Complete</p>
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Mississippi Department of Public Safety Office of Standards and Training

Search available training ...

My Work

My Current Tasks

Incomplete tasks assigned to you or your workflow r...

Status	Tasks	Resources	Due Date
●	Review Equivalency Test WebForm - Re Equivalency Test Scheduling		
●	Action Required: Review your Law Enfo and send it to your Academy Dir. BLEOST - Law Enforcement Instructor Appli		01/10/2026

Showing 2

Complete Task

Marking this task as complete will allow the workflow to proceed to the next task. Once processed, others may be notified of workflow progress.

Workflow Task Action Required: Review your Law Enforcement Instructor Application and send it to your Academy Dir.
BLEOST - Law Enforcement Instructor Application (2)

Person Subject: Ryan Gholson

Reference Information Please review the following information

Comment

Cancel **Continue to Routing**

12 Select "Continue Routing"

Mississippi Department of Public Safety Office of Standards and Training

Search available training ...

My Work

My Current Tasks

Incomplete tasks assigned to you or your workflow role

Status	Tasks
●	Review Equivalency Test WebForm - Re Equivalency Test Scheduling
●	Action Required: Review your Law Enforcement and send it to your Academy Dir. BLEOST - Law Enforcement Instructor Application

Showing 2

Route Next Task

To complete your current task, please route the next task to assign a person or workflow role

Next Manual Task Action Required: An Instructor Application is waiting for your review. BLEOST - Law Enforcement Instructor Application (2)

*** Routing** Determine who has the primary responsibility to process the next task.

13

* Required Information

Cancel | Back **Save & Assign**

Resources Due Date

Resources	Due Date
People (2) Admins	01/10/2026

Mark Cor

Person Workflow (n context) Review Informati

Find the **ACADEMY DIRECTOR** of record for your application in this drop-down box. Start typing the first few letters of their last name and you will start seeing options

My Work

My Current Tasks

Incomplete tasks assigned to you or your workflow role

Status Tasks

- Review Equivalency Test WebForm - Review Equivalency Test Scheduling
- Action Required: Review your Law Enforcement and send it to your Academy Director. BLEOST - Law Enforcement Instructor Application

Showing 2

Route Next Task
To complete your current task, please route the next task to assign a person or workflow role

Next Manual Task Action Required: An Instructor Application is waiting for your review.
BLEOST - Law Enforcement Instructor Application (2)

*** Routing** Determine who has the primary responsibility to process the next task.

*** Required Information**

Vand

- Academy Directors (general)
Vanderford, Amy (MS-6)
- Other Personnel
Vanderford, Amy (MS-6)
Vanderslice, Dustin (MS-1578)
Vanderslice, Dustin (MS-1578)

& Assign

I'm using Amy as an EXAMPLE – **Don't send your applications to her!**
Send them to **YOUR** academy director

Route Next Task

To complete your current task, please route the next task to assign a person or workflow role

Next Manual Task Action Required: An Instructor Application is waiting for your review.
BLEOST - Law Enforcement Instructor Application (2)

*** Routing** Determine who has the primary responsibility to process the next task.

Select a person...

✖ No person is selected. Please select a person.

* Required Information

Cancel | Back | **Save & Assign**

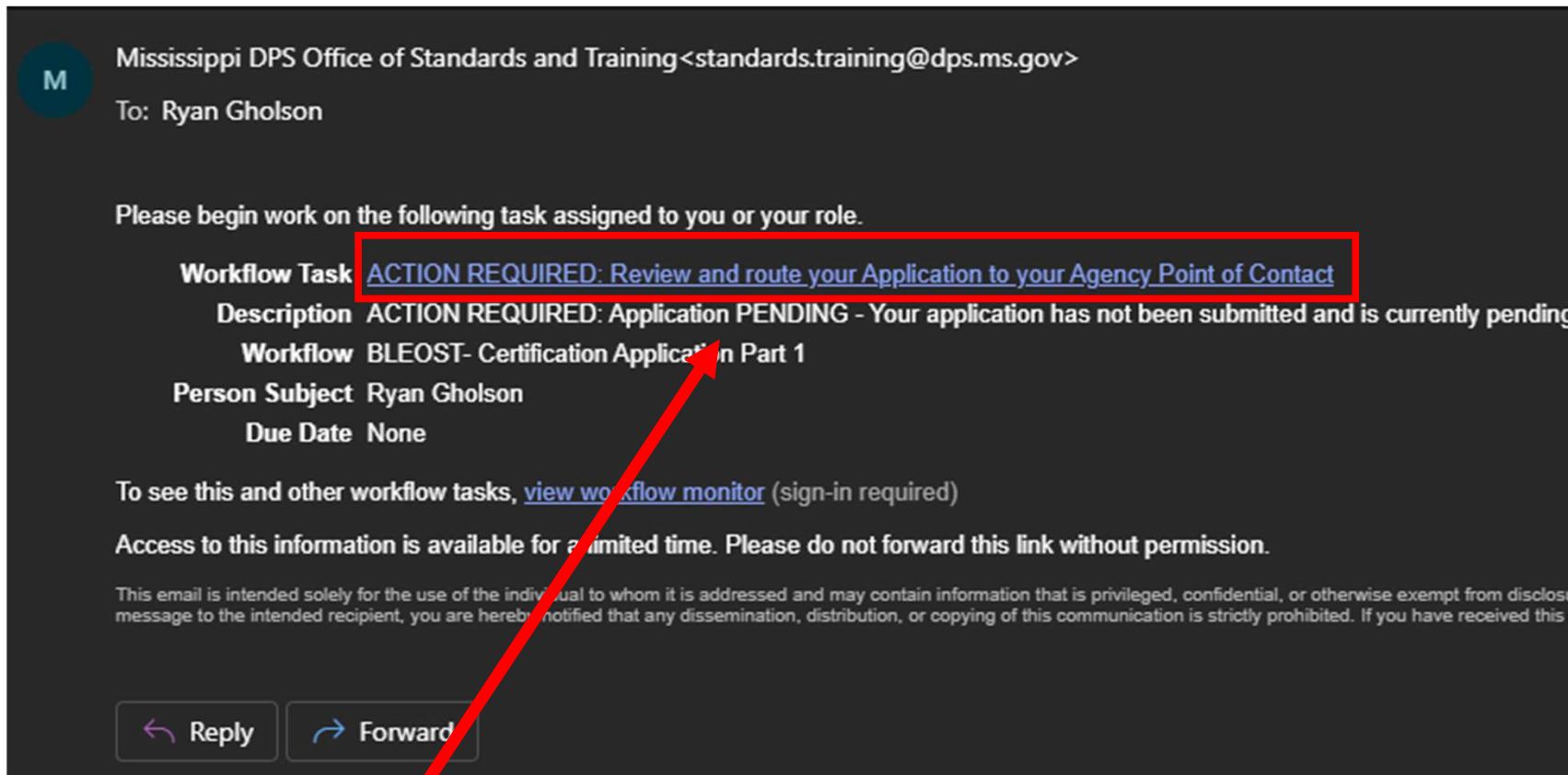
After you find your academy director

14

Click "Save & Assign"

Academy Directors

**After the application is submitted,
you will receive an email with a task**




This is a sample of what the email looks like notifying you of an Acadis Task that needs to be completed.

Login to your Acadis Portal Account

<https://msdps.acadisonline.com/AcadisViewer/Login.aspx?>

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SSN
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-

Primary E
(601)

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rgho





Certifications

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State Certified Law Enforcement Instructor	Certification	02/01,

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 Action Required: An Instructor Application is waiting for your review. BLEOST - Law Enforcement Instructor Application (2)	 Ryan Gholson <i>Person</i>	<i>(general)</i> Gholson, Ryan		Review Information 
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You will see that there is an application awaiting your review

2 Click here to review

 Action Required: An Instructor Application is waiting for your review. BLEOST - Law Enforcement Instructor Application (2)	 Ryan Gholson <i>Person</i>	<i>(general)</i> Gholson, Ryan		Review Information  Approve or Reject
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3 When you are done reviewing it – click on the three dots to approve or reject the application.

If you approve the application – that's it!