1052. Requirements for Course Certification

(a) **Instructor-Led Training.**

Each instructor-led training (Web-based, classroom, or other) course certification request shall be evaluated in accordance with the following factors:

(1) Need and justification for course
(2) Course content
(3) Hours of Instruction
(4) Qualification of instructors, coordinators, and/or academy staff (Reference Regulations 1070 and 1071 for minimum training standards)
(5) Potential clientele and volume of trainees
(6) Physical facilities appropriate for the training
(7) Methods of course presentation
(8) Availability of staff to administer the course
(9) Course evaluation processes
(10) Cost of course
(11) Instructor/trainee ratios
(12) Provisions for student safety

(b) **Self-paced training (e.g., CD-ROM or Web-based training).**

Each self-paced training course certification request shall be evaluated in accordance with the following factors:

(1) Need and justification for course
(2) Course content
(3) Proposed Continuing Professional Training hours
(4) Estimated completion time for a course
(5) Estimated completion times for individual learning activities and evaluations
(6) Qualification of course developers (Reference Regulations 1070 and 1071 for minimum training standards)
(7) Potential clientele and volume of trainees
(8) Course objectives
(9) Learning activities that support the course objectives
(10) Evaluation activities that determine if the course objectives were met

(c) **In addition to the criteria specified in Regulation 1052(a) or (b),** each request for certification of a Regular Basic Course presented by an academy [as defined in PAM Section D-1-3(a)(6)] or a Modular Format presenter that is not an academy, shall be evaluated in accordance with the following criteria:

(1) Each academy shall designate an academy director whose qualifications, based upon education, experience, and training shall include a demonstrated ability to manage an academy.

(A) Academy management responsibilities shall include:

1. Integrating and sequencing instruction;

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accepted practices. (For reference see "POST Guidelines for Reviewing Audio-Visual Training Materials".)

(1) For the purposes of this regulation, "audio-visual training materials" are defined as audio tapes, CD-ROM discs, computer animations, digitized audio and video files, DVD discs, films, slides, videotapes, and other similar media. Classroom hand-out materials are not included.

(2) Regulation 1052(h) shall be effective July 14, 1993, and shall apply to all audio-visual training materials being considered for use in POST-certified courses commencing after that date. The regulation shall apply to materials previously used by the course presenters only as they are considered for re-use in POST-certified courses.

(3) Audio-visual materials cataloged on the "POST-Approved Media List", maintained by the Commission on Peace Officer Standards and Training, need not be subjected to the review process described in this section.

(4) Publicly available broadcast material pertinent to current training topics need not be subjected to the review process described in this section.

The document *POST Basic Courses Test Management and Security Protocols 2012* adopted effective January 1, 2009, and amended April 3, 2012 is herein incorporated by reference.

(Revised: 4-03-12)

1053. Course Certification Request and Review Process.

Course Certification Request. Any person or organization desiring to have a course certified shall first telephonically contact a POST regional consultant for an evaluation of the factors described in Regulation 1052(a) or (b). If the evaluation is favorable, a complete course certification request shall be submitted to POST via the Electronic Data Interchange (EDI) System.

(a) The following information, provided to POST via the EDI, shall constitute a complete course certification request for instructor-led training and for the instructor-led portion of a blended learning course:

(1) **Course Administration Information** collected via EDI shall consist of the following:

    (A)   Agency submitting request
    (B)   Course title
    (C)   College affiliation
    (D)   Plan requested
    (E)   Course length – hours
    (F)   Format: Hours per day, days per week, weeks
    (G)   Presentations per year
    (H)   Units granted: semester or quarter
    (I)   Participating law enforcement agencies and estimated number of yearly trainees from each agency
    (J)   Enrollment restrictions
    (K)   Maximum number of students
    (L)   Address of course site

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(M)   Facilities - number and size of classrooms
(N)   Course objectives and narrative description of course
(O)   Method of presentation - all techniques used: lecture, demonstration, simulation, role playing, conference, other
(P)   Number of instructors
(Q)   Training aids used
(R)   Required project
(S)   Method of evaluating stated objectives
(T)   Name and title of person requesting course certification
(U)   Contact number
(V)   Date of request
(W)   Secondary course title
(X)   Fiscal year
(Y)   Variable/fixed format
(Z)   Course is specific to dispatchers: yes or no
(AA) Publish in POST course catalog: yes or no
(BB) Categories
(CC) Course is a legislative mandate: yes or no
(DD) Course is in response to POST regulatory training requirements: yes or no
(EE) Course requires standardized curriculum: yes or no
(FF) Revisit content prior to course
(GG) Course is highly dynamic: yes or no
(HH) Course requires a safety guideline: yes or no
(II)   Subventions
(JJ) Pre-requisites required: yes or no
(KK) Proposed presentation dates
(LL) On-site/Off-site presentations
(MM)Material agency fees
(NN) E-mail address

(2) **Course Instructor Resume**, completed by the course presenter for each instructor assigned to instruct in any POST certified/approved course. The presenter Attestation/Evaluation section of the resume form shall be completed for each instructor of a "Specialized Training Subject" listed in Regulation 1070 and has been evaluated and found to meet the instructor training requirements of 1070 and Regulation 1082. The Course Instructor Resume information collected via EDI shall consist of the following:

(A)   Instructor's name (first, middle, last)
(B)   Current occupation
(C)   Current employer (primary)
(D)   Business address: street city state zip
(E)   Business phone number
(F)   Business email
(G)   Course assigned to instruct
(H)   Training presenter
(I)   POST presenter number
(J)   Course number if known
(K)   Subject(s) assigned to instruct (e.g., firearms, legal update)
(L)   Highest degree
(M)   Year obtained
(N)   Major

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(O) Education/teaching credential

(P) College/university (include city and state)

(Q) Types of general law enforcement experience relative to this instructional assignment (e.g., patrol, swat, traffic), number of years

(R) Other law enforcement-related experience relative to this instructional assignment (e.g., college instructor, attorney), number of years

(S) Instructor development training (general instructor skills: adult learning, assessment, presentation skills, testing): Course titles – POST-certified, course control number, total hours, completion date

(T) Instructor development training (general instructor skills: adult learning, assessment, presentation skills, testing): Course titles – non POST-certified, presenter, total hours, completion date

(U) Instructor training specific to this course – initial training and any update training (e.g., driver instructor course, driver instructor update course): course titles – POST-certified, course control number, total hours, completion date

(V) Instructor training specific to this course – initial training and any update training (e.g., driver instructor course, driver instructor update course): course titles – non post-certified, presenter, total hours, completion date

(W) Professional license certificates relevant to this course (e.g., EMT, NAUI, R.N.)

(X) The name of the specialized subject the instructor is assigned to teach and the required instructor training course title as listed in Regulation 1082 (e.g., firearms instructor)

(Y) Completion of POST-certified instructor course –Regulation 1070(b): course titles – post-certified, course control number, hours

(Z) Equivalency evaluation for instructor course – regulation 1070(c): course titles/subject areas, course control number if known, hours, date, presenter

(AA) Attestation for (Y) or (Z) above: presenter/designee, position title, date

(BB) Titles of directly related courses/subjects taught

(CC) Other teaching experience (course titles/subjects)

(DD) Presenter/designee authorized to approve instructor

(EE) Presenter's contact information: office number, cell number, fax number, email address

(3) **Course Budget** if the proposed course will require a tuition. (Reference Regulation 1054, Requirements for Course Budget.) Course Budget information collected via EDI shall consist of the following:

(A) Agency presenting the course

(B) Course category

(C) Course title

(D) Direct costs - services: instruction, coordination, clerical, printing/reproduction

(E) Direct costs - supplies: books/pamphlets/handouts, certificates, notebooks, paper/office supplies

(F) Direct costs – equipment

(G) Direct costs - travel: coordinator, instructors

(H) Direct costs – miscellaneous

(I) Indirect costs

(J) Subventions

(K) Name of person submitting budget and date

(L) Services – instruction: name, number of instructor hours, hourly rate

(M) Services – coordination: name, number of coordinator hours, hourly rate

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(5) **Proposed Continuing Professional Training** (CPT) hours

(6) **An estimation of the total time** required to complete the course

(7) **The presenter's attestation** of course developer approval and commitment to adhere to the POST-Approved Expanded Course Outline, and Conditions of Certification presentation. Any modifications to objectives, content, evaluations, total hours, etc., in a POST-certified course must be submitted to POST for approval before presentation.

(c) **Course Certification Review.**

(1) Within 14 calendar days of receiving a course certification request, POST shall review the request and notify the requestor, via the Electronic Data Interchange (EDI) System, of the status of the request. If the request is incomplete, POST will identify the areas needing completion and shall return the request via the EDI System before further action will be taken to consider certification of the course.

(2) The Commission shall review each complete request for course certification and base its decision on evaluation of those factors enumerated in Regulation 1052. Within 60 calendar days of receiving the course certification request, POST will notify the requestor of the Commission's decision to approve or disapprove certification of the course.

(3) Any requestor not satisfied with a certification action may submit an appeal to the Commission in accordance with Regulation 1058.

(d) **Changes to Course Certification.** After a course is certified by the Commission under the conditions specified in the Course Certification Request, the course shall not be changed or modified, as described below, without POST approval. Course presenters must report any change(s) to the conditions of course certification or to the elements of the course: budget, course content, hours of presentation, instructors, location, number of presentations, hourly schedule, and scheduled times.

(1) Modifications are changes to a Course Presentation Request submitted to POST and approved by POST prior to the course presentation.

(2) Corrections are changes to a Course Presentation Request submitted to POST and approved by POST after the course presentation.

(Revised: 01-01-11)

1054. Requirements for Course Budget.

Course coordinators presenting, or planning to present, a POST-certified tuition-based course are to use the following tuition and budget requirements and limits when submitting the Course Administration Information and Course Budget via the EDI System. Budgets are not required if the certification request is for a conference. Allowable per presentation costs for establishing tuition and course budgets are as follows:

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completion of each certified course presentation. The following documents shall accompany each Course Roster:

(1) **Any** *Training Reimbursement Requests (POST 2-273 Rev. 8/93)* that are provided to the presenter by trainees, and

(2) **A written statement from the course coordinator** explaining how a trainee successfully completed the course, but missed more than five percent of the certified hours of all basic training courses, PAM Sections D-1-1 and D-10 or ten percent of the certified hours of any other POST-certified course.

All documents must be submitted to the Commission no later than 10 calendar days following the ending date of the presentation. Subsequent to submission of these documents, the coordinator shall contact the Commission about needed corrections.

(h) **Retention of Certification Documents:** For any POST-certified course, a current copy of the documents required by Regulation 1053(a) and (b) must be kept on file at the presenter's facility for inspection by POST.

(Revised: 4-03-12)

1056. Annual Recertification.

Each certified course is reviewed prior to the beginning of a new fiscal year. Every presenter shall receive a Course Certification Report from POST for each certified course. These reports shall be reviewed and signed by the presenter or presenter's designee and returned to POST to ensure certification for the proceeding fiscal year. A POST review shall include evaluation of the continuing need for the course, currency of curriculum, and adherence to requirements for course certification per Regulation 1052 and course presentation per Regulation 1055. POST-developed multimedia training courses (e.g., telecourses, D-ROM courses, and Web-based courses) are automatically recertified and shall not receive a course certification report. Basic courses, as defined in PAM Sections D-1 and D-10 may be modified, by the Commission, biannually and are subject to review on that basis.

(Revised: 01-01-11)

1057. Decertification.

Courses may be decertified by action of the Commission when:

(a) There is no longer a demonstrated need for the course; or

(b) There is failure to comply with the requirements set forth in Regulations 1052-1055; or

(c) There are other causes warranting decertification as determined by the Commission.

(Revised: 04-24-91)

1058. Appeals Process.

(a) **Any course certification/decertification decision may be appealed to the POST Executive**