

### **§ 1053. Requirements for Self-Paced Training Course Certification.**

Self-paced training is defined by POST as any training in which there is no instructor. Certified courses may be approved in hourly increments of at least one hour or more. An example of self-paced training is a web-based training.

#### **(a) Self-paced Training Course Certification Review Process**

Any presenter requesting a new self-paced training course certification shall first contact Training Delivery and Compliance Bureau (TDC) staff for an evaluation of the need for the course. Presenters considering development of a self-paced training course for certification are encouraged to contact TDC in advance to discuss certification criteria.

The presenter shall provide a training needs assessment establishing an ongoing, unmet training need to TDC staff. Once approval has been obtained, the presenter shall prepare and send a self-paced training course certification package to the TDC Bureau. TDC staff will review the package for completeness and send the package to the Learning Technology Resources Bureau (LTR) for review of the instructional design and technical functionality of the course. If not approved by LTR staff, the package will be sent back to TDC with a summary of why the self-paced training did not meet approval. If approved by LTR staff, the package will be sent back to TDC for review of the subject-matter expert resumes and the course content. TDC staff will notify the presenter of the decision to approve or disapprove certification of the course.

After certification, the presenter will work with LTR staff to determine the most appropriate delivery method (e.g., on the Learning Portal, on the presenter's website) and develop any needed additional functionality.

Any presenter not satisfied with a certification action may submit an appeal in accordance with Regulation 1058.

#### **(b) Self-paced Training Course Certification Criteria**

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

##### **(1) Need and justification for the course**

Includes the training need and how the course meets the training need. Only courses for which there is an ongoing, unmet need shall be evaluated for certification.

##### **(2) Description of the self-paced course**

##### **(3) Description of target audience**

The description shall include the job position(s) (e.g., officer, dispatcher, investigator, all law enforcement) and the level of experience expected prior to taking the course (e.g., advanced officer, beginning dispatcher, new investigator).

##### **(4) Alignment of the course description and target audience description with the instructional objectives, trainee activities, and evaluation activities**

- (5) Estimate of the total time required to complete the course
- (6) Proposed Continuing Professional Training (CPT) hours
- (7) Cost per student
- (8) Expanded course outline
- (9) Alignment of the instructional objectives, student activities, and evaluation activities

The Instructional Objectives specify in behavioral (measurable) terms what the learner will be able to do as a result of instruction. At a minimum, the instructional objectives must include the behavior and the conditions under which that behavior shall be measured. The level of the behavior (e.g., Bloom's Taxonomy) used in the objectives must match the performance level desired of the student upon completion of the course.

The Student Activities are the exercise(s) that the learner engages in to change his/her knowledge, skill, and/or attitude around a particular area of performance. The student activities must provide practice in meeting the instructional objectives and give learners corrective/confirming feedback regarding their performance. The actions the learner performs in the activities must match the level of performance defined in the instructional objectives for the topic.

The Evaluation Activities are activities designed to measure whether the learner has achieved a sufficient change in his/her knowledge, skill, and/or attitude. The action the trainee performs in the evaluation activities must match the level of performance defined in the instructional objective for the topic. One evaluation activity may measure the learner's performance regarding several instructional objectives.

- (10) Qualifications of subject matter experts

#### (c) Self-paced Training Course Certification Package

The following information shall constitute a complete course certification package for self-paced training or the self-paced training portion of a blended learning course of study:

- (1) Self-Paced Training Course Certification Request, POST 2-124 (Rev 03/2015), hereby incorporated by reference)

- (A) Course presenter/agency

- Provide the name of the course presenter or POST agency requesting certification.

- (B) Course developer

- Provide the name of the course developer if different from the course presenter/agency.

- (C) Justification

Indicate whether or not a POST Regional Consultant has approved the course as filling an ongoing, unmet training need and provide a "Need and Justification" statement. Attach additional sheets if extra space is required.

(D) Mandated training Indicate if the course meets a training mandate and the source of that mandate.

(E) Proposed Continuing Professional Training (CPT) hours

The number of CPT hours the course presenter is proposing expressed as a whole number.

(F) Estimated completion time

An estimate of the total time required to complete the course expressed as a range of time it takes typical students to complete the course (e.g., 2-4 hours).

(G) Cost per student

The fee charged to a student to take the course.

(H) Course level

Identify the level of training the course provides.

(I) Target audience

Briefly describe the target audience for the course. Attach additional sheets if extra space is required.

(J) Prerequisite or specific experience needed

Identify any prerequisites or specific experience required for the course.

(K) Course description

Provide a course description including goals, objectives and learning outcomes for the course. Attach additional sheets if extra space is required.

(L) Course URL and access information

Provide the Uniform Resource Locator (URL) and log-on requirements.

(M) Additional materials

List any other information, additional course materials, or media that would be supplied to a student taking the course.

(N) Authorization and signature

The presenter's authorization for POST to evaluate the course certification packet.

(2) Expanded course outline

Minimally include subject topics to the third level of detail to sufficiently indicate the technical information in the subject areas. The outline shall also show the connection between course content and objectives, student activities, and evaluation activities. An example of an outline follows:

Presenter Name, Presenter Identification Number

Course Name or Title

Page Number

(A). Topic 1 or Section 1

1. Objective 1

a. Content Breakdown

b. Content Breakdown

c. Student Activity #

2. Objective 2

a. Content Breakdown

b. Content Breakdown

c. Student Activity #

3. Evaluation

a. Content Breakdown

b.. Content Breakdown

c. Evaluation Activity #

(3) Matrix

Provide a matrix that shows the relationship of the objectives to the student activities and evaluation activities.

The full text of the objectives for the course shall be along one axis and the description of student activities and evaluation activities along the other axis. The nexus of the two axes should provide sufficient information to identify the portion of the course where the objective is addressed or measured. It is likely that all boxes within the matrix will not be filled in. An example follows:

(4) Self-Paced Training Subject Matter Expert Resume, POST 2-121 (03/2015), hereby incorporated by reference.

The course presenter shall submit a resume (POST 2-121) for each subject matter expert who participated in the development of the content for the course. If the course topic is defined in POST Regulation 1070 as requiring specific training for the instructor (POST Regulation 1082) at least one of the subject matter experts must meet this requirement. Attestation of this qualification must be reflected on his/her resume in the form of the course presenter's signature.

(d) Modifications to certified self-paced courses

After a self-paced training course is certified based on the criteria consistent with Regulation 1053 the course shall not be changed or modified without POST approval. Course presenters must report any change(s) to content, fees, technical, or instructional design to TDC staff. TDC staff will consult with LTR staff as needed if the changes or modifications impact technical or instructional design.

(e) Decertification of self-paced training courses

See POST Regulation 1057.

Note: Authority cited: Sections 13503 and 13506, Penal Code. Reference: Section 13503(e), Penal Code.

## **HISTORY**

1. New section filed 3-25-91; operative 4-24-91 (Register 91, No. 16).
2. Amendment of subsection (a)(3) filed 12-22-93; operative 1-21-94 (Register 93, No. 52).
3. Change without regulatory effect amending subsection (a)(1) filed 6-2-2000 pursuant to section 100, title 1, California Code of Regulations (Register 2000, No. 22).
4. Amendment filed 1-22-2001; operative 2-21-2001 (Register 2001, No. 4).
5. Amendment of subsection (a)(2) filed 7-17-2001; operative 7-1-2002 (Register 2001, No. 29).
6. Amendment of subsections (a)(2), (a)(4) and (a)(6) and redesignation and amendment of former subsection (a)(6)(D) as (a)(7) filed 6-6-2003; operative 7-6-2003 (Register 2003, No. 23).
7. Amendment of subsections (a)(1)-(7) and (b)(1) and new subsections (c)-(c)(9) filed 6-15-2005; operative 7-1-2005 pursuant to Government Code section 11343.4(c) (Register 2005, No. 24).
8. Amendment filed 7-27-2006; operative 8-26-2006 (Register 2006, No. 30).
9. Amendment filed 10-15-2007; operative 11-14-2007 (Register 2007, No. 42).
10. Repealer of subsection (d)(2)-(d)(2)(I) and subsection renumbering filed 12-29-2010; operative 1-1-2011 pursuant to Government Code section 11343.4 (Register 2010, No. 53).
11. Change without regulatory effect amending section filed 11-26-2012 pursuant to section 100, title 1, California Code of Regulations (Register 2012, No. 48).
12. Repealer and new section heading and section filed 9-22-2016; operative 1-1-2017 (Register 2016, No. 39).

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11 CCR § 1053, 11 CA ADC § 1053