

## **PROCEDURES FOR CERTIFICATION OF TRAINING COURSES**

### **Purpose**

COURSE CERTIFICATION: This Illinois Law Enforcement Training and Standards Board procedure implements the course requirements established in the Rules and Regulations which outline the criteria for certification and presentation of courses.

### **Standards**

STANDARDS FOR TRAINING: A primary responsibility of the Board is to establish minimum standards for training of personnel in those units of government that participate in approved training programs. In fulfilling this responsibility, the Board conducts on-going evaluations of training programs in the training facilities to assure a sustained level of quality training.

### **Evaluation**

EVALUATION OF TRAINING: Every training course must first be approved and certified by the Illinois Law Enforcement Training and Standards Board. The purpose of the requirements for course certification is to evaluate those factors that justify the need for, and assurance of, the quality of the training course. Factors evaluated include, but are not limited to:

- a. Course context
- b. Qualifications of instructors
- c. Adequacy of physical facilities
- d. Cost of course
- e. Potential clientele
- f. Need for course
- g. Time frame of course presentation
- h. Method of presentation

Any police training school or agency certified by the Illinois Law Enforcement Training and Standards Board is subject to inspection by the Board members or Board staff for the purpose of determining whether the school or agency is maintaining those standards deemed necessary for certification.

### **Priority**

TRAINING COURSE PRIORITIES: The Board's resources are directed primarily toward the development of training according to the priorities identified by a periodic survey of needs. The need for training, which is not consistent with or identified in these priorities, shall be substantiated by the applicator.

## Forms

### FORMS USED FOR CERTIFICATION AND PRESENTATION OF TRAINING COURSES:

The forms used by training facilities in requesting and in presenting a Board certified training course are listed below and may be found on the Board's website at [www.ptb.state.il.us](http://www.ptb.state.il.us)

- a. The Course Certification Request, Form A, submitted by the applying agency and/or the Course Director, is the basis for obtaining Board certification of a course.
- b. The Course Budget, Form G, is to be submitted with the Course Certification Request if tuition is charged for the course.
- c. Application for Instructor Approval, Form C, is to be submitted with the Course Certification Request, and must be submitted for each instructor not already on file with the Board.
- d. An Outline and Hourly Class Schedule, Form I, is to be submitted with the Course Certification Request, and must include the hour-by-hour schedule listing, topics to be covered, and identity of instructor for each topic.
- e. The Class Roster Sheet, Form D, listing names of trainees attending a given class, is to be submitted at the termination of each course. (Basic recruit classes are required to submit a pre and post roster)
- f. The Course Evaluation Instrument, Form H, must be distributed by the Course Director on the first day of the presentation and completed at the end of the course by each trainee. The completed forms are to be collected on the last day of the course and submitted to the Board with the Course Roster Form.
- g. The Notice of Copyright or Licensure, Form X, must be submitted with the Course Certification Request, and must include a written statement outlining the copyright or licensure agreement to support your request.

## Certification

OBTAINING COURSE CERTIFICATION: The agency or person who wishes to have a training course certified by the Board must:

- a. Submit a formal letter of application for certification of a training course to the Executive Director, Illinois Law Enforcement Training and Standards Board, 4500 South Sixth Street, Springfield, Illinois 62763.

- b. Submit a completed Course Certification Request (Form A), and a Course Budget (Form G).
- c. Submit a course outline showing hours of instruction and a brief description of what will be taught under each topic.
- d. Submit an Application for Instructor Approval (Form C) on instructors' education and experience.
- e. Submit an original and one (1) copy of all requested material at least 30 days prior to the next regularly scheduled meeting of the Board. Meeting dates of the Board are typically held the first Thursday of March, June, September and December.
- f. New Course criteria Board staff and Curriculum and School Standards Advisory Committee will be reviewing content for:
  1. Only those courses with a minimum of 24 hours in length and 3 consecutive days may be certified for certificate and/or reimbursement.
  2. Courses should be submitted 30 days prior to the next scheduled Board meeting to give staff and the Committee an opportunity to review. A motion waiving the 30-day rule must be passed by the Committee in order to recommend certification.
  3. The Board will **not** certify departmental in-service training.
  4. Copyright or Licensure shall be approved if cause is shown. Copyright or Licensure must be reapplied for every year during the recertification process in order for it to continue (see Form X).
  5. Intermittent courses are reviewed on a case by case basis.
  6. On all requests for certification of a course stating "to be announced" or "as needed" for course dates, the Academy Director, Mobile Team Unit and other Board approved training facilities must request approval in writing specifying the scheduled dates. This is incorporated into all of the motion on such courses.
  7. The Executive Director may grant temporary certification pending review of the course until the next regularly scheduled Board meeting.
  8. Courses may be brought to the Committee with less than the minimum 24 hour course length. However, they must be able to provide justification to Board staff and the Committee, which may consist of a unique or specialized course and/or a course of an advanced nature or mandated by statute.

### **Out-of-State Agencies and Private Vendors**

- a. Courses from out-of-state agencies and private vendors will not be approved in Illinois if Board approved facilities can deliver the training (i.e., Mobile Team Units, Academies and/or Executive Institute).
- b. If out-of-state agencies or private vendors are utilized, they must work with a Board certified basic academy or mobile team unit and follow the guidelines for new courses submitted for certification.
- c. Before bringing a course to the Curriculum and School Standards Advisory Committee a private vendor must contact the local Mobile Team Unit or Academy to coordinate their course through them and/or agree to work in partnership.

### **Certification of Request Action**

- a. After review, staff may confer with the Course Director regarding any unclear details of the proposed course. The staff members then will prepare a staff analysis, which along with the course certification request material, be submitted with recommendations to the Curriculum and School Standards Committee at the next regular meeting for action. All recommendations of the committee are recorded in the minutes of the meeting and referred, not passed, to the full Board for action. All actions of the Board are recorded in the minutes of the meeting. Each applicant is advised of the action taken by the Board. The Board has the option of:
  1. Certifying the course for certificate only.
  2. Certifying the course for reimbursement.
  3. Certifying with modifications or stipulated conditions.
  4. Deferring action until a later date.
  5. Not certifying the course.
- b. At the time the Course Certification Request is presented by the staff to the Curriculum and School Standards Committee or to the Board, the Course Director, training officer of the agency making the application, or other interested persons may personally appear before the committee or Board and offer oral testimony to augment the presentation. The Committee recommends that application for all new course requests make available, a representative, at the initial hearing on their applications for certification. This would allow for any questions concerning the course to be answered. If representation is not present, the course application may be tabled until the next quarterly Board meeting.
- c. If the committee rejects a Course Certification Request, the applicant may appear before the Board at a regularly scheduled meeting to appeal that action. After such appeal, the decision of the Board will be final.

- d. The applicant will be notified as to the date, time, and location of the Curriculum and School Standards Committee meeting.

### **Instructors**

The Board requires that all police instructors teaching Board approved courses must submit an instructor application, Form C, to Board staff to be reviewed and approved by the Board.

### **Changes**

Any change which increases or decreases the total hours of presentation or the tuition must be submitted to the Board for approval.

### **Valid Certification**

A training course which has been certified by the Board is valid for course presentation only by the training facility receiving the certification and/or those facilities designated to conduct appropriate training. Otherwise it is not transferable.

### **Request for Change**

A training course, once certified by the Board under the conditions specified in the Course Certification Request, is not to be changed or modified without Board approval. If a course change is necessary or desirable, the Course Director or training officer must use the following Board policy:

- a. The training agency must submit a cover letter justifying the reason why a revision of the certified curriculum is requested.
- b. The cover letter will identify the course title and dates of presentation of the course to be revised.
- c. A separate paper will be attached to the cover letter identifying the certified curriculum and the proposed revisions.
- d. Upon receipt of this request for revision of a certified course, Board staff will determine whether the proposed modification is significant, requiring Board action for certification. Board staff will notify the training facility of its decision.
- e. No more than three (3) offerings will be conducted with an approved modified curriculum. An evaluation must then be made, and if appropriate, a request for the new course curriculum will be submitted to the Board for certification. This request must be in the Board's office no later than 30 days after the last authorized offering. The request for certification will be presented at the next Curriculum and School Standards Committee meeting and Board meeting per Board policy.

- f. This policy does not apply to basic courses. Any changes in the basic course must be brought to the attention of the Board.

### **Basis for Reimbursement**

- a. Only those training courses that are certified by the Board are eligible for consideration of reimbursement.
- b. The Board does not reimburse any course certified by a Mobile Team Unit. The Board also does not allow Mobile Team Units to incorporate staff costs into a course budget.
- c. No more than 50% of attending student officers shall be from any one department.
- d. Reimbursement of tuition shall not exceed \$300 per week, per student, for a commuter course.

### **Annual Recertification**

Each certified course is reviewed prior to the beginning of a new fiscal year. The review includes evaluation of continuing need for each course, currency of curricula, and adherence to safety guidelines. The request for recertification must be in the Board office by November 1<sup>st</sup> of each year, so they may be presented to the Curriculum and School Standards Advisory Committee meeting and the December Board meeting for action. Any course not certified at the December Board meeting or that has not been presented **within one year** of the time of review may be decertified unless justification exists.

### **Course Decertification**

Courses may be decertified by action of the Board when: (1) there is no longer a demonstrated need for the course; (2) there is failure to comply with requirements set forth by Board policy and procedure; or (3) there are other causes warranting revocation as determined by the Board.

### **Mandatory Firearms**

Basic Law Enforcement and Correction Training Academies and the Mobile Team Units are the only authorized facilities to conduct the 40 Hour Mandatory Firearms Training.