





## REVIEW THIS INFORMATION BEFORE CONTINUING TO THE NEXT PAGE



If your agency is intending to provide In-Service training to your officers and:

1. You want your officers to receive continuing education hours that can be used to meet a portion of their continuing education (48 hour) requirement.
2. The training you are intending to provide is not from an “POST Approved Provider of Continuing Education,” or a “POST Approved Course” then:
3. You must have on file within your agency for a period of six (6) years, the following information:
  - A. Information for In-Service Provider (page 1)  
This form contains information on the agency, an attendance policy, evaluation plan, and the total number of hours and what core curricula area the training falls under.
  - B. Course Attendance Sign-In sheet (page2)  
This form is to be used to ensure proper attendance throughout the course.
  - C. Instructor Record (page3)  
This form is to be filled out on each instructor that will be teaching the course.
  - D. Objectives of the Course (page 4)  
This form is to be used to identify the course objectives.
  - E. Instructor’s Lesson Plan (page 5)  
A lesson plan should contain, at a minimum, all of the information covering the course objectives.  
\*The lesson plan should be detailed sufficiently that another instructor, with like expertise, with some preparation, could teach the course. An outline will not be accepted as a lesson plan. The course objectives must be clearly identified in the lesson plan.
  - F. Source Document Information for Course (page 6)  
This form is to be used to identify sources of information the instructor used to develop the course.
  - G. Example of Certificate of Course Completion (page 7)  
This example contains all of the information that is required of a certificate of course completion. The certificate can look different, but it **must** contain all of the components.

The Training Course Requirement Checklist (page 8) should be used to determine if the course meets the POST requirements.

4. If your agency is going to invite other law enforcement agencies to your training course you must provide each agency a copy of all of the information contained in the numbers 3A through 3H above, and the attending agencies department head must issue the certificate of course completion. This can be avoided if your course is pre-approved by POST prior to the training. In that case, the certificate of completion is all that needs to be provided to the officers from other agencies.

For information on having your course pre-approved, you may contact the POST Program at (573) 751-4905 or E-mail – [post@dps.mo.gov](mailto:post@dps.mo.gov)

# INFORMATION FOR IN-SERVICE PROVIDER OF CONTINUING EDUCATION

Name of the Agency Providing the Training \_\_\_\_\_

(Name and Address)

Individual Responsible for General Administration Of the Department \_\_\_\_\_

Chief, Sheriff or CEO

## Attendance Policy

To successfully complete a course used to meet the Missouri continuing education requirement an officers absence **must not** be allowed for any reason, valid or otherwise. Each individual attending this course will sign the Attendance Sign-In Sheet, (see attached example) upon arrival to the class. No attendee may sign for another individual other than themselves.

Individuals who do not attend the complete hours of instruction will not receive credit for this course, and the Certificate of Completion will be denied.

## Evaluation Plan

Each hour of continuing education must have a minimum of 50 minutes of class time. Each hour of instruction equals to 1 hour of continuing education credit. What does the officer have to do to successfully complete this course? (check the appropriate boxes)

- Attendance & Participation
- Written Test
- Oral Test
- Practical Exercise

## Total Hours of training in the 4 Core Curricula Area's:

**Legal Studies** \_\_\_\_\_ Training focuses on updates or familiarization concerning federal, state and local criminal law or legal issues.  
Hours

**Interpersonal Perspectives** \_\_\_\_\_ Training focuses on communication skills such as cultural diversity training, ethics, conflict management, victim sensitivity and stress management.  
Hours

**Technical Studies** \_\_\_\_\_ Training focuses on specialized studies or activities which directly relate to the job description, including first aid and CPR training.  
Hours

**Skill Development** \_\_\_\_\_ Training focuses on activities that develop physical skill proficiency such as defensive tactics, firearms and driver training, first aid and CPR training.  
Hours



# INSTRUCTOR RECORD

## Instructor Information

Last Name:	First Name:	Middle Initial:
Address:	City:	State and Zip:
Phone:	Work Phone:	Pager or Mobile:
Fax Number:	E-Mail #:	

## Instructor Experience

Course to be taught: \_\_\_\_\_

List expertise, education on and training that qualifies you to instruct this course. (**Must attach qualifying certificates or any relevant secondary or third-party licenses.**)

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**References** - who can best attest that you are qualified to teach this course (include name and address)

1st Reference \_\_\_\_\_ Phone #: \_\_\_\_\_

2nd Reference \_\_\_\_\_ Phone #: \_\_\_\_\_

3rd Reference \_\_\_\_\_ Phone #: \_\_\_\_\_

## Instructor Attestation

I certify that all of the above is accurate to the best of my knowledge

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

# OBJECTIVES OF THE COURSE

COURSE TITLE: \_\_\_\_\_

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NOTE: Examples of measurable objectives are terms such as list, define, identify or demonstrate. The terms learn, know, discuss, are not good measurable terms. Example: The student will be able to define Racial Profiling.

OBJECTIVES OF COURSE: At the end of this \_\_\_\_\_ training course, the student will be  
Number of Hours  
able to .....

**\*The course objectives must be clearly identified in the lesson plan.**

## **INSTRUCTOR'S LESSON PLAN**

(A lesson plan should contain, at a minimum, all of the information covering the course objectives. The lesson plan should be detailed sufficiently that another instructor, with like expertise, with some preparation, could teach the course. An outline will not be accepted as a lesson plan.

# SOURCE DOCUMENT INFORMATION FOR COURSE

COURSE TITLE: \_\_\_\_\_

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AUDIO-VISUAL MATERIALS USED (title, catalog number, format, year of publication):

\*Must be maintained in file

TEXT/PUBLICATIONS REVIEWED IN CLASS (title, publisher, year of publication, pages/chapters used):

\*If manual, workbook, etc. are used by the instructor or student, they must be maintained in file

HANDOUT MATERIALS DISTRIBUTED (title, author, source, year of publication):

\*Must be maintained in file

REFERENCES USED TO DEVELOP COURSE/WRITE LESSON PLAN (title, edition, author, publisher, year of publication, pages/chapters used):



# Training Course Requirement Final Checklist

Check off when completed:

## 1. Information for In-Service Provider of Continuing Education

- Name of the Agency/Organization Providing the Training (Name & Address)
- Individual Responsible for General Administration of the Department
- Attendance Policy (policy to state what the attendance is for the course, Sign-In sheets, affirmation of attendance, or the source used to prove attendance)
- Evaluation Plan (this is to state what the student has to do to successfully pass the course)
- Total hours of training in curricula area's (state the total hours in each of the four (4) core curricula area's)

## 2. Instructor Record

- Instructor Record (this will outline what qualifies the instructor as a "subject matter expert," training, experience, certifications, etc., that qualifies them to teach this particular course)

## 3. Objectives of the course

- Objectives of the course (this will state what the student will have learned at the end of the course)

## 4. Instructors Lesson Plan

- Lesson Plan (will state exactly what the student will be taught, should be detailed enough that someone else could teach the course, and course objectives must be clearly identified in the lesson plan)

## 5. Source Document

- Source Document Information (source of information used to prepare the course)

## 6. Certificate

- Each student is to receive a certificate/diploma that includes:
  1. Agency/Organization Name
  2. Students name
  3. Number of contact hours (total)
  4. Name of course
  5. Number of hours in core curricula areas
  6. Date and location of course
  7. The following statement must appear on the certificate/diploma: *"This course is formatted to meet Missouri POST requirements for In-Service Continuing Education Hours (maximum of 24 hours per three (3) year reporting period) if provided materials are properly filed and maintained by the attending agencies."*
  8. Name of Provider
  9. Name of Person Responsible for Delivery of Training
  10. Name of Administrator

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Name of Person Reviewing Course Requirement (PRINT)

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Phone #

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Date of Review