

Application for Course Certification

1. Agency submitting request: Address: _____ 4. Course Title:		2. Name of Course Director: _____		3. Phone Number: _____ 5. Address where course will be presented: _____	
6. Course presentation dates: Starting date _____ Time _____ Ending Date _____ & Hour _____			7. Number of Offerings and Dates: _____		
8. Course Length: Hours in Course: _____		9. Format: _____ hours per day _____ days per week _____ weeks		10. Split Session: _____ Yes _____ No	
11. Participating law enforcement agencies and estimated number of trainees from each agency: _____					
12. Is additional travel required other than to course site? _____ Yes _____ No If yes, enter number of miles from course site: _____ miles			13. Minimum number of trainees _____ Maximum number of trainees _____		
14. Resident _____ 15. Living Accommodations: On Campus _____ Commuter _____ Commercial _____ Not Applicable _____		16. Cost: Tuition _____ Meals _____ Resident _____ Lodging _____ Commuter _____ Other _____ Regional _____ Commuter _____			
17. Facilities - Number and size of classrooms: _____			18. Total seating capacity: _____		
19. Course objectives and narrative description of course (use additional sheets of paper if necessary)					
Is this course copyrighted or license protected? Yes / No If yes, then complete Form X					
20. Method of presentation (indicate all techniques used) Lecture _____ Demonstration _____ Simulation _____ Role Playing _____ Conference _____ Other _____			21. Number of instructors: _____		
22. Training aides used: _____					
23. Test and reference material: _____					
24. Method of evaluating stated objectives: _____					
25. I certify that the information contained herein is true and complete to the best of my knowledge. I authorize investigation of all facts contained in this Application and agree to provide any additional information as may be required by the Board. I understand that false or misleading information given in this Application or interview/s may result in immediate decertification of this course and/or any course offered by the Applicant.					
Name & title _____				26. Date of Request: _____	
FOR STAFF USE ONLY					
Received _____	Reviewing Staff Member _____	Curriculum & School Standards & Finance Committee Committee Action: _____ Date: _____ Committee Action: _____ Date: _____ Board Action: _____ Date: _____			

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

- 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 1st 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.

SCHEDULE

COURSE TITLE: _____

SCHOOL: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 to 8:50					
9:00 to 9:50					
10:00 to 10:50					
11:00 to 11:50					

	Monday	Tuesday	Wednesday	Thursday	Friday
1:00 to 1:50					
2:00 to 2:50					
3:00 to 3:50					
4:00 to 5:00					

INSTRUCTIONS FOR COMPLETION

OF

FORM G-COURSE BUDGET

ITEM (found on course budget sheets)

1. **AGENCY SUBMITTING BUDGET:** Indicate the name of the law enforcement agency submitting the budget.
2. **COURSE TITLE:** Give course title exactly as it appears in the course application.
3. **SUMMARY:** A through F list the past year (approved and actual), present year actual, and requested amount of each item included under each budget category in the appropriate box in the cost columns.

* Percent (%) increase figures are to be carried to the appropriate detail page for further explanations.

4. Through 8 - Self explanatory.
9. Through 14 - Carry over each cost item listed in 3A - 3F of the course budget summary **which reflected a percent (%) increase**. Each % increase cost item is to also have a narrative justification in the "Justification" box below the budget category.
15. A through F list the past year actual, present year actual, and the budget year estimated amount of each item included under each budget category in the appropriate box in the cost columns. "In-Kind" is defined as anything used in the delivery of training whose cost is not included in Items 1-14. Examples would include free instruction, free use of training facility/items, etc. The purpose of this request is to provide the Board with information about items that reduce costs below their "real" level. This information allows the Board to determine the extent that training is being underwritten by third parties.

(The tuition fee for each course is evaluated on a cost-recovery basis).

COURSE BUDGET

1. Agency Submitting Budget _____

2. Course Title _____

3.

SUMMARY

BUDGET CATEGORIES	PAST YEAR		PRESENT YEAR	BUDGET YEAR	
	APPROVED	ACTUAL	APPROVED	REQUESTED	% INCREASE*
a. Services					
(1) Director					
(2) Instruction					
(3) Clerical					
(4) Printing/Reproduction					
TOTAL SERVICES					
b. Supplies					
(1) Books/Pamphlets/Handouts					
(2) Notebooks					
(3) Paper/Office Supplies					
TOTAL SUPPLIES					
c. Travel					
(1) Director					
(2) Instructors					
(a) Institutional Employee					
(b) Outside - contractual					
TOTAL TRAVEL					

BUDGET CATEGORIES	PAST YEAR		PRESENT YEAR	BUDGET YEAR	
	APPROVED	ACTUAL	APPROVED	REQUESTED	% INCREASE*
d. Equipment					
(1)					
(2)					
(3)					
(4)					
TOTAL EQUIPMENT					
e. Other Indirect Costs					
(1)					
(2)					
(3)					
(4)					
TOTAL INDIRECT COSTS					
f. Miscellaneous (list)					
(1)					
(2)					
(3)					
(4)					
TOTAL MISCELLANEOUS					
TOTAL ALL COSTS					

*Increases to be explained and justified on detail page

4. Tuition: Divide number of students into overall cost.

a. Number of students					
b. Cost per student					

I certify that the enclosed information is true and correct to the best of my knowledge.

5. Signature of person submitting budget: _____

6. Name and title of person submitting budget:

Date: _____

7. Signature of Academy Director:

Date Submitted: _____

8. Signature of Board Staff member reviewing budget:

Date Reviewed: _____

DETAILS

BUDGET CATEGORY NARRATIVES	PAST YEAR		PRESENT YEAR	BUDGET YEAR	
	APPROVED	ACTUAL	APPROVED	REQUESTED	% INCREASE

9. Services

(1) Director					
(2) Instruction					
(3) Clerical					
(4) Printing/Reproduction					
TOTAL SERVICES					

Narrative and/or Justification of Increase Request (justify if line item increase):

10. Supplies

(1) Books/pamphlets/handouts					
(2) Notebooks					
(3) Paper/Office Supplies					
TOTAL SUPPLIES					

Narrative and/or Justification of Increase Request (justify if line item increase):

BUDGET CATEGORY NARRATIVES	PAST YEAR		PRESENT YEAR	BUDGET YEAR	
	APPROVED	ACTUAL	APPROVED	REQUESTED	% INCREASE

11. Travel

(1) Director					
(2) Instructors					
(a) Institutional Employee					
(b) Outside - contractual					
TOTAL TRAVEL					

Narrative and/or Justification of Increase Request (justify if line item increase):

12. Equipment (list items)

(1)					
(2)					
(3)					
(4)					
TOTAL EQUIPMENT					

Narrative and/or Justification of Increase Request-Include whether items are new or replacements. (Justify if line item increase):

BUDGET CATEGORY NARRATIVES	PAST YEAR		PRESENT YEAR	BUDGET YEAR	
	APPROVED	ACTUAL	APPROVED	REQUESTED	% INCREASE

13. Other Indirect Costs

(1)					
(2)					
(3)					
(4)					
TOTAL INDIRECT COSTS					

Narrative and/or Justification of Increase Request (justify if line item increase):

14. Miscellaneous (list items)

(1)					
(2)					
(3)					
(4)					
TOTAL MISC.					

Narrative and/or Justification of Increase Request (justify if line item increase):

15. IN-KIND CONTRIBUTIONS

	PAST YEAR		PRESENT YEAR	BUDGET YEAR	
	APPROVED	ACTUAL	ESTIMATED	PROJECTION	% INCREASE

a. Services					
(1) Director					
(2) Instruction					
(3) Clerical					
(4) Printing/Reproduction					
TOTAL SERVICES					
b. Supplies					
(1) Books/Pamphlets/Handouts					
(2) Notebooks					
(3) Paper/Office Supplies					
TOTAL SUPPLIES					
c. Travel					
(1) Director					
(2) Instructors					
(a) Institutional Employee					
(b) Outside - contractual					
TOTAL TRAVEL					

NOTE: Only the "ACTUAL" column needs to be filled out if it applies to the applicant.

	PAST YEAR		PRESENT YEAR	BUDGET YEAR	
	APPROVED	ACTUAL	ESTIMATED	PROJECTED	% INCREASE
d. Equipment					
(1)					

(2)					
(3)					
(4)					
TOTAL EQUIPMENT					
e. Institutional Fund Contributions					
(1)					
(2)					
(3)					
TOTAL INSTITUTIONAL FUND COSTS					
f. Miscellaneous (list)					
(1)					
(2)					
(3)					
TOTAL MISCELLANEOUS					
TOTAL IN-KIND CONTRIBUTIONS					

NOTE: Only the "ACTUAL" column needs to be filled out if it applies to the applicant.

Illinois Law Enforcement Training and Standards Board
4500 South 6th St. Road, Rm 173
Springfield, Illinois 62703-6177
Telephone: (217) 782-4540

NOTICE OF COPYRIGHT OR LICENSURE

A. Certified Course Title:
B. Agency Submitting Request:

Copyright is the intangible property right granted by Federal statute for an original work fixed in a tangible form of expression. Copyright provides the owner with the following exclusive rights in a work: to reproduce, to prepare derivative works, to distribute by sale or otherwise, to perform publicly, and to display publicly.

License is a contract in which a copyright owner grants to another permission to exercise one or more of the rights under copyright.

Prepare a written statement outlining the copyright or licensure agreement to support your request.

FOR STAFF USE ONLY

Received: Reviewing Staff Member Curriculum & School Standards and Finance Committees

Board _____ Committee Action: _____ Date: _____
Committee Action: _____ Date: _____
Action: _____ Date: _____

IMPORTANT NOTICE: The Board is requesting specific information that is necessary to accomplish the statutory purposes as outlined in the Illinois Police Training Act. Failure to provide this information may prevent this form from being processed.