

1017. CERTIFICATION OF SCHOOLS OR COURSES

(1) Rules and Requirements

- (a) The Division may certify those schools deemed adequate to effectively teach one or more approved law enforcement or police science courses.
- (b) The Division may certify those courses deemed adequate to effectively teach one or more law enforcement or police science subjects.
- (c) School or course certification shall be issued as prescribed by CLEST Rules.
- (d) Certification may be revoked by the Division Director or the Deputy Director of the Division, whenever a school or course is deemed inadequate. The school or course may be recertified by the Division when the deficiencies have been corrected.
- (e) Certification of schools will generally be offered on the basis of onsite inspections conducted by the Division staff members. Such inspections will be conducted according to guidelines established by the Division and will include, but are not limited to, examination of instruction, facilities and administration.
- (f) Certification of courses will generally be offered on the basis of information supplied in a manner adopted by the Division. On-site evaluations may be conducted by Division staff members.

(2) Procedures

- (a) An outline and course description of the subject material being offered, a schedule of classes, brief background showing qualifications of instructors, and name of the school director or coordinator should accompany the request.
- (b) Unless otherwise provided, agencies or schools shall request course approval from the Division before holding the course. A copy of the course outline, course descriptions, and applicants for instructor certification, and any other documents required by the Division shall accompany the request.
- (c) Within ten (10) days of completion of the course, an attendance roster of those attending the classes offered must be reported to the Division in a manner adopted by the Division. The report shall show full name, department, CLEST ID, and examination score, if applicable, for each student completing the course. If the course was a seminar and no examination was given, indicate satisfactory or unsatisfactory participation.

(3) Guidelines – Certified Courses

- (a) Law enforcement agencies or any college, university, or academy may align their training or education programs with the Rules set by the Commission on Law Enforcement Standards and Training and apply for course certification.
- (b) SUMMARY OF STEPS:
 - (i) Select a school director or coordinator and facilities.
 - (ii) Select instructors
 - (iii) Apply to the Division for course approval
 - (iv) Forward class attendance roster to the Division within ten (10) days of completion of the course.
- (c) Course approval will be announced in a manner adopted by the Commission. School directors and coordinators are encouraged to design and distribute their own certificates.
- (d) The school director or coordinator has the responsibility for administering the course and supervising the preparation of the curriculum to ensure its compliance with the requirements of the Commission. He also selects facilities to be used for the course, obtains instructors and develops rules for governing the operation of the facilities and conduct of the trainees. The school director or coordinator maintains all forms required by the Division and forwards them within the stipulated time period.
- (e) Each trainee shall be required to attend ALL sessions of the course. The school director or coordinator may authorize absences of no more than 10% of the class hours. Training credit will be awarded ONLY for actual hours and classes completed.