



Course Credit Application

for

Continuing Law Enforcement Education

6605 Business 50 West Jefferson City, Missouri 65109

573-635-5925 www.mosheriffs.com

POST Control#:

MSA Office Use Only

Course Title:

Method of Training:

Lecture Discussion Demonstration Practical Exercise

Completed By:

Organization:

Address:

Telephone number:

Email Address:

Date Completed:

MSA Administrative Contact:

MSA Official Use Only

Use Authorization: Unless otherwise stated by the Missouri Sheriffs' Association, underwriting of this course for continuing law enforcement education (CLEE) credit is restricted to only approved in-house/in-service training conducted by the contracted agency.

By checking this box, you authorize the Missouri Sheriffs' Association to make the lesson material available to other instructors approved by the Missouri Sheriffs' Association, when the training is being provided and underwritten by the Missouri Sheriffs' Association.

Attendance Policy: To successfully complete a course used to meet the Missouri Continuing Law Enforcement Education (CLEE) training requirement, an individual's absence **must not** be allowed for any reason, valid or otherwise. Each individual attending this course must sign the Class Attendance Sign-In Sheet, and Individual CLEE Credit Application form upon arrival to the class. No attendee may sign-in for someone other than themselves. Individuals who do not successfully complete **all** hours of instruction will not receive credit for this course and a Certificate of Completion will not be issued.

Each hour of CLEE training must have a minimum of fifty (50) minutes of class time, which is typically followed by a ten (10) minute break. Each hour of instruction equates to one (1) hour of CLEE credit.

Evaluation Plan: What does the individual have to do to successfully complete this course?

(Check the applicable boxes)

Attendance & Participation

Written Test

Oral Test

Practical Exercise

The training course requirement checklist should be used to ensure that your CLEE records are complete.

Name and Organization of the Preparer

Evaluation Plan

Total hours of training in CLEE primary curricula areas, and/or subcategories

Objectives of the course are measurable.

This material is detailed enough to clearly outline what is being taught, shows that the objectives are met, and allows an instructor with similar training and experience to deliver the same course.

Instructor Record with copy of training certificates attached

Course Title:

Total Hours of Training

Indicate the number of hours in each of the four (4) core curricula areas. A course may include training that fits into one or more of the core curricula areas and/or sub-categories. However, each hour of training, or part thereof, will be counted in only one core curricula area and/or sub-category:

All training meeting the sub-categories for Anti-Racial Profiling or Implicit Bias will be formatted to meet, and indicated in, the Interpersonal Perspectives core curricula area applicable below.

All training meeting the sub-category of De-escalation will be formatted to meet, and indicated in, the Technical Studies – De-escalation curricula area below.

_____ **Legal Studies hour(s):** Described as training that focuses on updates or familiarization of federal or state criminal law, case law updates or any type of legal issues.

_____ **Interpersonal Perspectives hour(s):** Described as training that focuses on interpersonal or communication skills, such as implicit bias, racial profiling, cultural diversity, ethics, fair and impartial policing practices, conflict management, victim sensitivity, critical thinking and social intelligence, mental health awareness, and stress management training.

_____ **Interpersonal Perspective – Anti-Racial Profiling hours(s):** Interpersonal perspectives training that also meets RSMo 590.050 anti-racial profiling training requirement. If awarding hours in the Anti-Racial Profiling sub-category area, **all topic areas required by RSMo 590.050 must be met in its entirety.**

_____ **Interpersonal Perspective – Implicit Bias hours(s):** Interpersonal perspectives training that also meets the 2021 POST subcategory Implicit Bias training requirement.

_____ **Technical Studies hour(s):** Described as training that focuses on specialized studies or activities which directly relate to the job description and performance, such as crash investigation, traffic stops and agency policy updates.

_____ **Technical Studies – De-escalation hour(s):** Technical Studies training that also meets the 2021 POST subcategory De-escalation training requirement.

_____ **Skill Development hour(s):** Described as training that focuses on activities that develop physical skill proficiency and demonstrative tasks such as defensive tactics, driver training, first aid, and CPR training.

_____ **Skill Firearms hour(s):** Described as training that focuses on activities that develop physical skill proficiency and demonstrative tasks in firearms.

_____ **Total Hours of This Training Course**

Course Title:

Scope of the Course:

Please provide a brief synopsis of the material being covered during the course.

Terminal Learning Objective:

Please provide the primary purpose or objective this course is intended to provide to the participants.

OBJECTIVES OF THE COURSE

INSTRUCTIONS FOR COMPLETION

*List the specific learning objectives for this course. The objectives must outline what the student should be able to do during and after completing this course. The objectives must be **measurable**. When listing the objectives, use terms such as **List, Define, Identify, Demonstrate** and **Discuss**. (The terms **Learn, Know** and **Understand** are **not** measurable terms and cannot be used when listing the objectives)*

The course objectives must clearly be identified in the detailed lesson plan of the course.

There must be at least one learning objectives; you can have one broad learning objective or multiple specific learning objectives.

At the end of this ____ hour CLEE training course, the student will be able to:

Course Title:

DETAILED SOURCE DOCUMENT AND LESSON PLAN

CLEE Course Credit Applications submitted to the Missouri Sheriffs' Association for CLEE credit underwriting must include a detailed source document and lesson plan that is detailed enough to document what is being taught and that illustrate that the learning objective(s) and additional topic area(s), if any, are clearly being met and how they are being met. The information must be of sufficient detail so that another qualified instructor can present the training after reviewing the information included.

SOURCE DOCUMENT: This document is formatted so that when properly completed the CLEE Course Credit Application will meet the majority of the Detailed Source Document requirements. Information you may need to add, depending on the training program, may include instructor equipment/materials needed to present the course, and student equipment/materials needed to participate in the course. Lengthy or multi-session courses should also include an outline listing the order and time allocated to each portion of the course.

LESSON PLAN: A lesson plan sets forth the specific information the instructor is to teach and the student is to learn. Describe how the course objectives will be met. It is not enough to simply restate the learning objective; you must describe how the objective will be met.

Training courses that meet the minimum POST standards that include only an outline, detailed synopsis, or summary of only the topics to be delivered may be submitted directly to POST in accordance with the "*Application to Format Your Law Enforcement Agency's In-Service Training Program to Meet POST Requirements*". When submitting training courses directly to POST it is the instructor's responsibility to maintain attendance records, create and submit certificates of completion of the course, and submit CLEE credit for the course attendees directly to POST.

Additional source document information, presentation outlines, presentation material, student handouts, and/or other similar documents may be listed in the space below and attached. If a training manual produced and copyrighted by a secondary training provider is used, please reference the training manual below in APA or similar format. Attach a copy of the lesson plan or training manual to this document (electronic format is preferred) if possible and submit to MSA. It is also recommended that a copy of any PowerPoint or other similar presentation used be included in printed or electronic format, and any handouts or videos that may be used are attached or listed including any web URL links, or in electronic format. The Presentation or Video is not required UNLESS IT IS USED AS THE PRIMARY METHOD OF DELIVERING THE TRAINING TO MEET A TRAINING OBJECTIVE such as when used for on-line programs or webinars.

INSTRUCTOR RECORD

Last Name:	First Name:	Middle Name:
Address:	City:	State, Zip:
Phone:	Work Phone:	Cell Phone:
Email:	FAX Number:	POST License Number:

Title of Course To Be Taught:

Instructor Experience: List your experience, education, and training that specifically qualifies you to instruct this course. (If you have them, please attach any relevant training certificates or any relevant secondary or third-party instructor licenses.)

Education, Training, and Experience:

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

1 st Reference:	Phone Number:
2 nd Reference:	Phone Number:
3 rd Reference:	Phone Number:

Instructor Attestation

By submitting this form to the Missouri Sheriffs' Association, I hereby certify that all of the above information is accurate to the best of my knowledge.