



# Missouri Sheriffs' Association Training Academy

## CLEE Underwriting Policy

It is the policy of the Missouri Sheriffs' Association Training Academy to underwrite continuing education hours for contracted agencies only when such agencies comply with Missouri Sheriffs' Association Training Academy and Missouri POST policies and procedures governing continuing education courses.

### PROCEDURE

To obtain underwritten continuing education hours for licensed peace officers, the following requirements must be met:

I. Training must be pre-approved 30 days prior to the scheduled training. The Missouri Sheriffs' Association Training Academy must receive the following in electronic format from the requesting agency/entity:

A. Date, time, location of the proposed training

B. Instructor record(s) detailing qualifications to instruct the course.

**Note: A POST Generalist License DOES NOT qualify instructors to teach continuing education classes. See Exhibit 1 & 2 for an example of an unacceptable instructor record.**

C. Course title, scope, terminal learning objective and enabling learning objectives.

D. Lesson plan for the course being taught.

E. Source information for course.

**Note: Electronic copies of slideshows, videos, audios, used or listed in lesson plan must be listed and submitted online with the other documents.**

II. Upon receipt of the required information, an MSA staff member will either approve or reject the course for underwritten continuing education hours.

A. If rejected, the submitting party will be notified as to the reason for rejection.

B. If approved, a staff member will determine the total number of continuing law enforcement education hours to be awarded and in which of the four (4) core curricula areas (Legal, Interpersonal, Technical, Skill Development or Skill Firearms) they will be awarded.

1. The submitting agency/organization will be notified of the approval and the course number assigned to the class. **This number belongs to MSA and is valid only for agency in-house training.** It must appear on **ALL** paperwork relating to the course.

2. The submitting agency/organization will be issued Missouri Sheriffs' Association Training Academy attendance forms for each scheduled training course. **Only Missouri Sheriffs' Association Training Academy issued forms will be accepted.** Use of any other form(s) will disqualify the training for continuing education hours by the Missouri Sheriffs' Association Training Academy.

3. The instructor must monitor classes and attest to the attendance of each student.

4. Upon completion of training **ALL** forms must be completed and submitted to Missouri Sheriffs' Association Training Academy within ten (10) working days.

- Submission **MUST** be through the submission link on the MSA website.

- Submissions other than through the website link **WILL NOT** be accepted.

- Writing on the documents must be legible, otherwise no credit will be issued.



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### **COST**

There will be no charge for personnel from contracted agencies for Missouri Sheriffs' Association Training Academy underwriting continuing education hours.

### **COURSE SUBMISSION PORCESS**

To get a training program/course pre-approved, **ALL** information must be submitted electronically through the MSA website. The following information must be submitted in its entirety 30 days prior to any scheduled training. Requests submitted other than through the MSA website **WILL NOT** be considered.

### **REQUIRED INFORMATION**

#### 1. Course/Provider Information

- This contains information on the agency/organization, attendance policy, the course evaluation plan, the total number of contact hours requested, and which core curricula area the training is requested to in.

#### 2. Instructor Record

- This form must be filled out for each instructor that will be teaching the course.
- Specific qualifications relating to the course to be taught must be identified in this record.
- A POST Generalist License **DOES NOT** qualify instructors to teach continuing education courses. ***See Exhibit 1 & 2 for an example of an unacceptable instructor record.***

#### 3. Scope

- The scope describes the ideas and concepts that will be covered within a course curriculum. A well-defined scope helps ensure a clear understanding between the instructor and attendees about what the course aims to achieve and what will be delivered.

#### 4. Terminal Learning Objective (TLO)

- This describes what the participant will be able to do as a result of engaging in the learning experience. The TLO is the logical grouping of smaller Enabling Learning Objective sub-modules.

#### 5. Enabling Learning Objectives (ELO)

- These are used to identify the course objectives.
- Each objective **must** contain a task to be performed, the conditions under which the task is to be performed, and the standard to which the task is to be performed.
- Measurable objectives use terms such as **list, define, identify, demonstrate**. ***The terms, learn, know, discuss, or understand are not acceptable measurable terms.***

#### 6. Lesson Plan

- This must be detailed enough to establish what is being taught and to illustrate that the enabling learning objective(s) are clearly met. ***A slideshow is NOT a lesson plan.***
- It must provide sufficient detail to allow others with like experience and training to deliver the course with consistency.

#### 7. References/Sources

- These allow anyone to trace the sources of information used in the lesson.
- A lesson plan with references holds the values of thoroughness, credibility, and effectiveness.



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If you have any questions, write the Missouri Sheriffs' Association Training Academy, 6605 Business 50 West, Jefferson City, MO 65109, or call Donna Arney at 573-635-9644, or e-mail [donna@msheriffs.com](mailto:donna@msheriffs.com).

Exhibit 1

**INSTRUCTOR RECORD**

Last Name [REDACTED]	First Name: [REDACTED]	Middle Initial: [REDACTED]
Address [REDACTED]	City: [REDACTED]	State and Zip: [REDACTED]
Phone: [REDACTED]	Work Phone: [REDACTED]	Mobile: [REDACTED]
Fax Number: [REDACTED]	E-Mail #: [REDACTED]	Peace Officer License #: [REDACTED]

**Instructor Experience:**

Title of course to be taught:

**The Impact of Trauma Exposure on Law Enforcement Officers**

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.)

**Ozark Christian College - BBL [REDACTED]**

**Huntington University MA [REDACTED]**

**ICISF - BASIC & ADVANCED -**

**MO SHERIFF - OFFICER WELL-BEING & MENTAL HEALTH**

**MO SHERIFF - STRESS MANAGEMENT & THE IMPACT OF TRAUMA**

**NFPA - INSTRUCTOR I - [REDACTED]**

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

**1<sup>st</sup> Reference**

Phone #:

[REDACTED]

**2nd Reference**

Phone #:

[REDACTED]

**3rd Reference**

Phone #:

[REDACTED]

**Instructor Attestation**

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

**From:** [Spratt, Jeremy](#)  
**To:** [Kevin Merritt](#)  
**Cc:** [REDACTED]  
**Subject:** RE: Review of Instructor Record  
**Date:** Thursday, January 18, 2024 10:45:21 AM  
**Attachments:** [REDACTED] [INSTRUCTOR RECORD.pdf](#)

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Kevin,

The attached continuing law enforcement education (CLEE) course instructor record does **not** clearly demonstrate that [REDACTED] could instruct a course on “The Impact of Trauma Exposure on Law Enforcement Officers.” [REDACTED] provided no documentation regarding [REDACTED] law enforcement background or any specific law enforcement experience on this topic. From his listed email address, I assume he is affiliated with the [REDACTED], but he did not list a peace officer license number on his application, so we would assume during an audit that he is not a licensed Missouri peace officer.

For experience, education and training:

1. I do not know what a “BBL” is from Ozark Christian College in [REDACTED]. Doing a Google search, it appears to be a “Bachelor of Business and Laws.”
2. He indicates he has an “MA” from Huntington University in [REDACTED], which I assume to be a Master of Arts degree, but he does not indicate the field of his degree. It could be in the field of Stress and Health Management, which would likely make him qualified to the instruct the course, or it could be in the field of Art History.
3. I do not know what the acronym “ICISF” means.
4. It appears he attended two end-user CLEE courses with the Missouri Sheriffs’ Association on this topic in unknown years, for unknown lengths of time. However, end-user courses are just that and do not, by themselves, qualify someone to be an instructor on the same topic.
5. I assume “NFPA” is the National Fire Protection Association, but I do not know if the course titled “Instructor 1,” which he says he completed 17 years ago, taught him topics such as lesson plan development and classroom presentation, or if it simply allows him to instruct courses related to “... the elimination of global loss from fire, electrical, and related hazards.”, which I found on their webpage.

If he provided copies to supporting certificates, diplomas, or transcripts, those were not attached to your email.

Thank you,

Jeremy

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**From:** Kevin Merritt <Kevin@mosheriffs.com>  
**Sent:** Thursday, January 18, 2024 9:45 AM

**To:** Spratt, Jeremy <Jeremy.Spratt@dps.mo.gov>

**Subject:** Review of Instructor Record

Jeremy,

Would you and or staff review the attached instructor record and offer an opinion on the individual's qualifications. I do not believe the information is sufficient. What say you?

Thanks

Kevin Merritt  
Executive Director  
Missouri Sheriffs' Association  
6605 Business 50 West  
Jefferson City, MO 65109  
Cell: 573-301-7728  
Email: [kevin@mosheriffs.com](mailto:kevin@mosheriffs.com)