

PROPOSED LANGUAGE
Electronic Course Certification Process
Regulations 1053, 1054, 1055, 1058, and 1070

1053. Course Certification Request and Review Process.

(a) **Course Certification Request.** Any person or organization desiring to have a course certified shall first telephonically contact a POST Training Delivery consultant for an evaluation of the factors described in Regulation 1052(a). If the evaluation is favorable, a complete request for course certification request package shall be submitted to POST via the Electronic Data Interchange (EDI) System. ~~Submission of t~~The following forms and related materials information, provided via the EDI, shall constitute a complete course certification request package:

- (1) **Course Administration Information Certification Request** (POST 2-103, rev. 5/00)
- (2) **Course Instructor Resume** (POST 2-112, 4/03), completed by the course presenter for each instructor assigned to instruct in any POST certified/approved course. The presenter Attestation/Evaluation section of the resume form shall be completed for each instructor of a “Specialized Training Subject” listed in Regulation 1070 and has been evaluated and found to meet the instructor training requirements of Regulations 1070 and 1082.
- (3) **Course Budget** (POST 2-106, rev. 7/93), if the proposed course will require a tuition. (Reference Regulation 1054, Requirements for Course Budget.)
- (4) **Expanded course outline** that minimally includes subject topics to the third level of detail to sufficiently indicate the technical information in the subject areas. See 1054(c) (2) for an exception.
- (5) **Hourly distribution schedule** indicating, by day of the week, the instructors and topics scheduled during each course hour. (Example formats are available from POST.)
- (6) **Course safety policies and procedures** for courses that include manipulative skills training. (Reference *POST Guidelines for Safety in Certified Courses for clarification and sample policies.*) The policies and procedures must minimally address:
 - (A) Rules of Safety and Conduct,
 - (B) Reporting and Handling Injuries,
 - (C) Ratios of Instructional Staff to Students.
- ~~(7) **The presenter's signature of instructor approval and commitment to adhere to the POST-approved expanded course outline, hourly distribution, assigned instructor(s), safety policy, budget, and conditions of certification.**~~

(b) Course Certification Review.

- (1) Within 14 calendar days of receiving ~~pt~~ of a course certification request package, ~~the Commission~~ POST shall review the ~~documents included in the package~~ request and notify the requestor, ~~in writing that the package is either complete or incomplete via the Electronic Data Interchange (EDI) System,~~ of the status of the request. In the event the file is incomplete, the Commission shall inform the requestor of the document(s) that must be submitted. If the request is incomplete, POST will identify the areas needing completion and shall return the request via the EDI System before further action will be taken to consider certification of the course.

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- (2) The Commission shall review each complete ~~request for course certification request package~~ and base its decision on evaluation of those factors enumerated in Regulation 1052. Within 60 calendar days of receiving ~~pt of a complete package~~ the course certification request, POST will notify, the requestor ~~shall be notified, in writing~~, of the Commission's decision to approve or disapprove certification of the course.
- (3) Any requestor not satisfied with a certification action may submit an appeal to the Commission in accordance with Regulation 1058.
- (c) **Changes to Course Certification Modifications.** After a course is certified by the Commission under the conditions specified in the Course Certification Request, the course shall not be changed or modified, as described below, without POST approval. Course presenters must report any change(s) to the conditions of course certification or to the elements of the course: budget, course content, hours of presentation, instructors, location, number of presentations, hourly schedule, and scheduled times). Any modifications to a POST certified course must be submitted to POST for approval prior to a presentation (e.g., changes in content, hours, budget, number of presentations, instructors)
- (1) Modifications are changes to a Course Presentation Request submitted to POST and approved by POST prior to the course presentation.
- (2) Modification Exception. An exception to the requirement to submit modifications for POST approval shall be allowed for the courses listed below. After a presenter receives an initial certification for any of the courses listed below, a POST 2-141 (07/05), Expanded Course Outline Exemption, shall be submitted in lieu of the expanded course outline for any POST-directed changes to prescribed curriculum specified in the training and testing specifications adopted pursuant to the Administrative Procedure Act. However, an updated, expanded course outline shall still be submitted for all topics not prescribed by POST.
- Regular Basic Course
PC832 Arrest and Firearms Course
Reserve Officer Level III Module (Part 2)
Reserve Officer Level II Module
Reserve Officer Level I Module
Specialized Investigators' Basic Course
Requalification Course
Public Safety Dispatchers' Basic Course
Investigation and Trial Preparation Course
- (3) Corrections are changes to a Course Presentation Request submitted to POST and approved by POST after the course presentation.

Authority cited: Sections 13503 and 13506, Penal Code. Reference: Section 13503(e), Penal Code.

1054. Requirements for Course Budget.

Course coordinators presenting or planning to present a POST-certified tuition-based course are to use ~~The following tuition and budget requirements and limits are to be used in submitting the completing the Course Certification Request (POST 2-103, rev. 5/00) Administration Information and Course Budget (POST 2-106, rev. 7/93) via the EDI System~~ by a course coordinators presenting or planning to present a POST-certified tuition-based course. Allowable per presentation costs for establishing tuition and course budgets are as follows:

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[(a) – (k) continued ***]

(l) Subventions.

~~Course p~~Presenters shall include ~~on~~in the Course Budget (~~POST 2-106, rev 7/93~~) any outside subventions ~~that provided to~~ support presentation of the proposed course.

Authority cited: Sections 13503 and 13506, Penal Code. Reference: Section 13503(e), Penal Code.

1055. Requirements for Course Presentation.

[(a) – (c) continued ***]

~~(d) Changes to Course or Course Budget:~~ A course, once certified under the conditions specified in the Course Certification Request, shall not be changed or modified without prior POST approval. Changes in subventions from outside sources received to support courses shall be reported in writing to POST within 30 days of the change.

(ed) Course Presentation Request Announcements: A Course Presentation Request Announcement (~~POST 2-110 Rev. 8/89~~) shall be submitted to POST via the Electronic Data Interchange (EDI) System for each proposed course presentation. POST must receive ~~t~~The Course Presentation Request Announcement must be submitted to POST at least 30 calendar days prior to the course presentation of the course. ~~An hourly distribution schedule must be attached to each Course Announcement. A course control number, issued by POST upon approval of the presentation, must be used when making references pertaining to a particular course offering.~~

(fe) Limitations on Course Enrollments: The Commission shall designate the maximum number of students ~~who~~that may attend each course during a fiscal year.

(g) Modification Procedures: ~~If, subsequent to the Commission having approved of a Course Announcement, the course coordinator becomes aware of the need to make any changes related to presentation of the course, such as dates of presentation, scheduled times, location, or hours of presentation, the Commission must be notified and approve such changes prior to the presentation.~~

(hf) Cheating: Students who cheat, as defined in Commission Regulation 1001(h), shall be subject to discipline and possible dismissal in the following entry-level, mandated training courses:

- ~~(1) the~~ Arrest & Firearms Course, Regulation 1081(a)(1);
- (2) Aviation Security Course, Regulation 1081(a)(2);
- (3) Reserve Peace Officer training courses, Modules A, B, C, and D, Regulation 1081(a)(11);
- ~~(4) the~~ School Peace Officer Course, Regulation 1081(a)(20); ~~and~~
- ~~(5) A~~all basic training courses, ~~(Commission Procedure D-1-1)~~
- (6) Modular Format - Levels III, II, and I, Regulations 1081 (a) (3) and 1081 (a) (11).

(ig) Required Documents to be Submitted Upon Completion of Presentation: A completed Course Roster (POST 2-111, Rev. 7/96) shall be prepared and submitted to the Commission after completion of each certified course presentation. The following documents shall accompany each Course Roster:

- (1) ~~A Course Evaluation Instrument~~ (POST 2-245 Rev. 9/81) completed by each trainee;

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- (2) ~~POST Course Evaluation Control Sheet~~ (Scantron Form No. F-374 POST Rev. 1/94),
- (31) **Any Training Reimbursement Requests** (POST 2-273 Rev. 8/93) that are provided to the presenter by trainees, and
- (42) **A written statement from the course coordinator** explaining how successful completion was accomplished when a trainee is reported as completing the course, but has missed more than five percent of the certified hours of the Regular Basic Course (or modules of any of its formats) or ten percent of the certified hours of any other POST-certified course.

All documents must be submitted to the Commission no later than 10 calendar days following the ending date of the presentation. Subsequent to submission of these documents, the coordinator shall contact the Commission about needed corrections.

- (jh) **Retention of Certification Documents:** For any POST-certified course, a current copy of the documents required by Regulation 1053(a) must be kept on file at the presenter's facility for inspection by POST.
- (ki) **Certificate of Completion:** Any presenter of a POST-certified instructor development course listed in Regulation 1070 or presenters of the Academy Director/Coordinator Workshop or Recruit Training Officer Workshop shall issue certificates to students who successfully complete the training. The certificate of completion must include title of course, dates of course, hours completed, and the POST course control number.

Authority cited: Sections 13503 and 13506, Penal Code. Reference: Section 13503(e), Penal Code.

1058. Appeals Process.

- (a) **Any course certification/decertification decision** may be appealed to the POST Executive Director. The appeal, and all relevant course documentation the appellant believes supports the appeal, must be submitted in writing to the Executive Director within 30 calendar days of the date of the certification/ decertification notice.
- Within 30 calendar days of ~~the receipt of~~ receiving the appeal, the Executive Director shall respond to the appellant in writing with a decision and ~~the associated~~ reasons for ~~upon which~~ the decision is based.
- (b) **The Executive Director's decision may be appealed to the Commission.** The appeal, and all relevant course documentation the individual believes supports the appeal, must be submitted in writing to the Commission within 30 calendar days of the date of the Executive Director's decision.

Appeals received at least 45 calendar days prior to the next scheduled Commission meeting will be heard at that meeting. Appeals received with less than 45 calendar days remaining prior to the next scheduled Commission meeting will be heard at a subsequent meeting. The Commission shall notify the appellant of the date, time, and location of the hearing within 10 calendar days of the receipt of the appeal to the Commission. The appellant or appellant's designated representative(s) shall have the right to present evidence at the hearing. The Executive Director shall notify the appellant in writing of the Commission's decision within 10 calendar days following the conclusion of the hearing.

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Authority cited: Sections 13503 and 13506, Penal Code. Reference: Section 13503(e), Penal Code.

1070. Minimum Training Standards for Instructors of POST-Certified Specialized Subjects.

- (a) **Minimum training standards.** Instructors of any of the specialized subjects* listed in subsection (b) below shall successfully complete the corresponding training course listed in subsection (b), or complete the equivalency process outlined in subsection (c).

Presenters who employ instructors of specialized subjects shall ~~complete an attestation on the~~, via the EDI Course Instructor Resume (2-112) form ~~attesting~~, that the instructor(s) ~~has met~~ meet this minimum training standard applicable to instructors as follows:

[(1) – (3) continued ***]

[(b) continued ***]

- (c) **Equivalency Process.** The training course specified in (b) above may be satisfied through an equivalency evaluation performed by the employing presenter. An individual requesting an evaluation to meet the minimum training course standard shall submit to the presenter an expanded course outline for each course to be considered in the evaluation. The course outline(s) must specify the course title(s), training date(s), and training institution(s). Presenters will base their evaluations on a comparison of the submitted expanded course outline(s) against the minimum content requirements specified in Regulation 1082. Documentation for approved equivalencies shall be retained by the employing presenter. Although presenters are not required to submit the documentation to POST, ~~their signed attestation of equivalency, via the EDI Course is required on the~~ Instructor Resume (1-112, 11/02) submitted to POST, pursuant to Regulation 1053.

[(d) continued ***]

Authority cited: Sections 13503, 13506 and 13519.12, Penal Code.
Reference: Section 13503(e), 13519.4, and 13519.12 Penal Code.

POST Forms Converted to Electronic Process Content Changes

POST has converted the content of POST forms used for the course certification process to an electronic format. Course presenters will use the POST Electronic Data Interchange (EDI) Course Certification Process instead of the paper forms.

The electronic format captures the content of the paper forms, with the below-listed exceptions. The “new” items collect information needed to better evaluate the certification request and, in several cases, collect needed information that POST staff currently obtains by telephone. The “deleted” items are either redundant, collected in another part of the Course Certification process, or are not applicable in the EDI process (EDI access approval replaces signature). After the Commission approves proceeding with these changes, a statement of reasons will address each change. This statement will appear on the POST website with the notice of proposed regulatory action that is required to adopt these changes.

Course Certification Request, POST 2-103 (rev. 5/00)

The "Course Administration Information" screen collects the bulk of the information collected on the Course Certification Request (CCR). This screen does not, nor was it intended to, serve as a direct replacement to the CCR. The goal of this project is to collect information from the user in a more efficient and effective manner than possible with the current paper process.

“New” Relevant Data

Secondary Course Title
Fiscal Year
Variable/Fixed Format
Is this course specific to Dispatchers
Do you wish to publish this course in the catalog
Is this a PSP course (Perishable Skills Course)
Categories
Is this course a Legislative Mandate
Is this course in response to POST regulatory training requirements
Does this course require standardized curriculum
Revisit content prior to course
Is this course highly dynamic

“New” Relevant Data (continued)

Does this course require a safety guideline
Subventions
Are pre-requisites required
Proposed presentation dates
On-site/Off-site presentations
Material agency fees
E-mail address

Removed

"Residency Required"
"Living Accommodations"
"Cost"
"Text and Reference Material"

Course Budget, POST 2-106 (rev. 7/93)

The EDI Course Budget screen replaces the Course Budget and collects the same information.

"New" Relevant Data

General	Site Indicator
Presentation	Course Facilities Cost

Course Announcement, POST 2-110 (Rev. 8/89)

The Course Presentation Information screen replaces the Course Announcement.

"New" Relevant Data

Second course site

Removed

Basic Course Only - List Dates of Driver Training

Total Certified Hours

Hours for Presentation

Dates

For PC 832 and Reserve Module A Courses Only

Removed (continued)

...lodging is _ miles from the training location.

Transportation

Lodging

Meals

Signature of coordinator

Date

Phone

Course Announcement Change, POST 2-140 (3/03)

EDI Course Presentation screens replace the Course Announcement Change

Instructor Resume, POST 2-112 (4/03)

"New" Relevant Data

Add "Course" before "Instructor Resume" title

Removed from the existing Course Certification Instructor Resume form

Signature requirements

Presenter's business address

Course Evaluation Instrument, POST 2-291 (was 2-245)

POST Course Evaluation Control Sheet, Scantron Form No. F-374

An electronic process made available in May 2006 replaces the need for these forms. Staff discontinued processing course evaluations in April 2003 due to budget shortages.

These forms will continue as paper forms for now:

Expanded Course Outline Exemption, POST 2-141 (07/05)

Course Roster, POST 2-111 (Rev. 7/96)

Training Reimbursement Request, POST 2-273 (Rev. 8/93)

COURSE CERTIFICATION REQUEST

POST 2-103 (5/1/00)

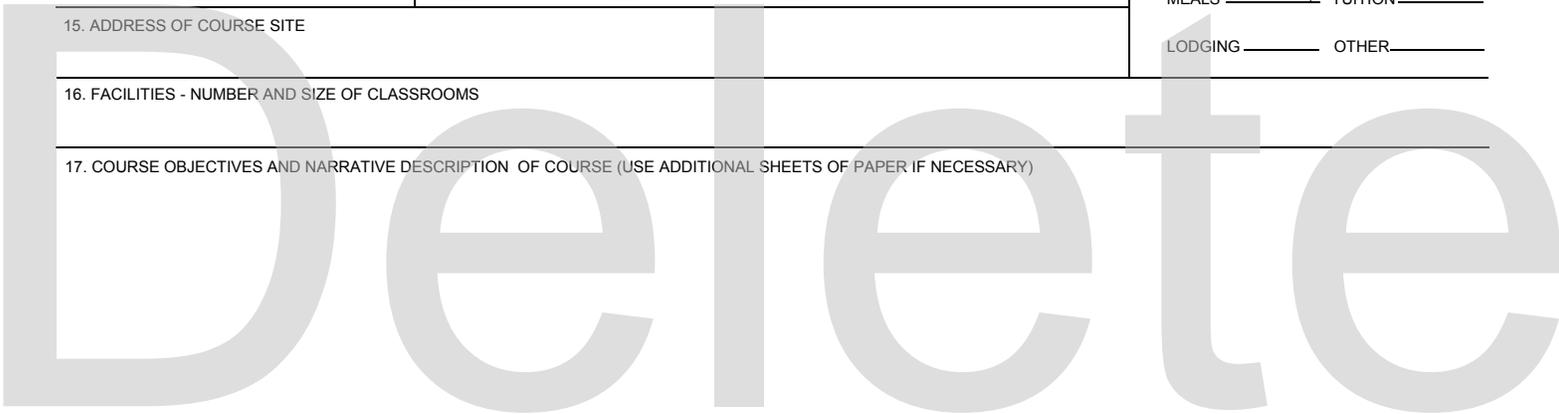
1. AGENCY SUBMITTING REQUEST			FOR POST USE ONLY	
2. COURSE TITLE			COURSE I.D. NUMBER	
3. COLLEGE AFFILIATION		4. PLAN REQUESTED		COURSE CATEGORY
5. COURSE LENGTH HOURS:	6. FORMAT ____ HOURS PER DAY ____ DAYS PER WEEK ____ WEEKS	7. PRESENTATIONS PER YEAR		8. UNITS GRANTED ____ SEM. ____ QTR.
9. PARTICIPATING LAW ENFORCEMENT AGENCIES AND ESTIMATED NUMBER OF YEARLY TRAINEES FROM EACH AGENCY				

10. ENROLLMENT RESTRICTIONS			11. MAXIMUM NUMBER OF STUDENTS	
12. RESIDENCY REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO		13. LIVING ACCOMMODATIONS <input type="checkbox"/> ON CAMPUS <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> NOT APPLICABLE		14. COST MEALS _____ TUITION _____ LODGING _____ OTHER _____
15. ADDRESS OF COURSE SITE				
16. FACILITIES - NUMBER AND SIZE OF CLASSROOMS				
17. COURSE OBJECTIVES AND NARRATIVE DESCRIPTION OF COURSE (USE ADDITIONAL SHEETS OF PAPER IF NECESSARY)				

18. METHOD OF PRESENTATION (INDICATE ALL TECHNIQUES USED) <input type="checkbox"/> LECTURE <input type="checkbox"/> DEMONSTRATION <input type="checkbox"/> SIMULATION <input type="checkbox"/> ROLE PLAYING <input type="checkbox"/> CONFERENCE <input type="checkbox"/> OTHER				19. NUMBER OF INSTRUCTORS
20. TRAINING AIDS USED				
21. TEXTS AND REFERENCE MATERIAL				

22. REQUIRED PROJECT		23. METHOD OF EVALUATING STATED OBJECTIVES		
24. NAME AND TITLE OF PERSON REQUESTING COURSE CERTIFICATION		25. CONTACT NUMBER	26. DATE OF REQUEST	

FOR POST USE ONLY				
RECEIVED: <input type="checkbox"/> COURSE OUTLINES <input type="checkbox"/> RESUMES <input type="checkbox"/> HOURLY DISTRIBUTION SCHEDULE <input type="checkbox"/> BUDGET (Plan I or III) <input type="checkbox"/> SAFETY POLICY			COMMISSION ACTION	
REVIEWING CONSULTANT			DATE	



INSTRUCTIONS FOR COMPLETING THE COURSE BUDGET

The Course Budget (POST 2-106) is to be completed and submitted for courses that require a tuition or are being presented for reimbursement of actual course presentation costs. Refer to Commission Regulation 1054 for budget guidelines.

Complete each space as follows:

1. **AGENCY PRESENTING THE COURSE:** Enter the name of the agency that will present the course.
2. **COURSE CATEGORY:** From the list below, enter the POST Course Category of this course:

Basic
Supervisory

Management
Executive

Technical
Seminar

3. **COURSE TITLE:** If the course has a descriptive title other than the POST category, enter the title of the course (e.g., POST Category - Technical Course; Course Title - Advanced Hostage Negotiations).
4. **BUDGET SUMMARY COST:** Enter the cost of each item included in Items A thru E in the appropriate cost column box.
5. **SUBVENTIONS:** Enter the total dollar amount of subventions from Item 12.
6. **NAME OF PERSON SUBMITTING BUDGET AND DATE:** The individual submitting the course budget must sign and date the form.

BUDGET DETAILS

7. **SERVICES:** Provide a narrative explanation (e.g., name of the individuals, number of hours the individuals will teach, and the hourly rate to be paid) of each item listed in Item 4(A) which is included in this budget.
8. **SUPPLIES:** Provide a narrative explanation of each item listed in Item 4(B) (e.g., list the specific item, quantity needed, and cost for each) which is included in this budget.
9. **EQUIPMENT:** Provide a narrative explanation (e.g., list each piece of equipment and the cost for each) if Item 4(C) is included in this budget.
10. **TRAVEL:** Provide a narrative explanation (e.g., list the name of each individual who will be travelling and any costs that may be incurred) of each item listed in Item 4(D) which is included in this budget.
11. **MISCELLANEOUS:** If Item 4(E) is included with this budget, use this space to specify the item and cost for each.
12. **SUBVENTIONS:** Agency presenters identify the course, type and cash value of any subventions received from outside funding sources. Subventions shall include, but are not limited to, fees, grants, gifts, Full-time Equivalent Student (FTES) shares from community college affiliations, and the monetary equivalent of services, equipment or materials provided in support of the course.

COURSE BUDGET

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 1601 Alhambra Boulevard
 Sacramento, California 95816-7083

1. AGENCY PRESENTING THE COURSE

2. COURSE CATEGORY

3. COURSE TITLE

4. BUDGET SUMMARY COSTS

	COST	
	SUBTOTAL	TOTAL
DIRECT COSTS		
A. Services		
(1) Instruction		
(2) Coordination		
(3) Clerical		
(4) Printing/Reproduction		
TOTAL SERVICES		
B. Supplies		
(1) Books/Pamphlets/Handouts		
(2) Certificates		
(3) Notebooks		
(4) Paper/Office Supplies		
TOTAL SUPPLIES		
C. Equipment		
D. Travel		
(1) Coordinator		
(2) Instructors		
TOTAL TRAVEL		
E. Miscellaneous		
TOTAL DIRECT COSTS		
INDIRECT COSTS		
GRAND TOTAL		

5. SUBVENTIONS

TOTAL SUBVENTIONS

6. NAME OF PERSON SUBMITTING BUDGET AND DATE

POST USE ONLY

<u>Total</u>	<u>Number of Students</u>	<u>Tuition per Student</u>	<u>Actual Course Presentation Cost</u>

POST APPROVAL AND DATE

COURSE CERTIFICATION NUMBER

BUDGET DETAILS

7. SERVICES				COST
A. Instruction	<u>Name</u>	<u>No. of Instructor Hours</u>	\$ <u>Hourly Rate</u>	
B. Coordination	<u>Name</u>	<u>No. of Coordinator Hours</u>	\$ <u>Hourly Rate</u>	
C. Clerical	<u>Name</u>	<u>No. of Hours</u>	\$ <u>Hourly Rate</u>	
D. Printing/Reproduction	<u>Item</u>		\$ <u>Cost</u>	
TOTAL				
8. SUPPLIES				
A. Books/Pamphlets/Handouts	<u>Item</u>	<u>Quantity</u>	\$ <u>Cost</u>	
B. Certificates	<u>Item</u>	<u>Quantity</u>	\$ <u>Cost</u>	
C. NoteBooks	<u>Item</u>	<u>Quantity</u>	\$ <u>Cost</u>	
D. Office Supplies	<u>Item</u>	<u>Quantity</u>	\$ <u>Cost</u>	
TOTAL				

COURSE ANNOUNCEMENT

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 1601 Alhambra Boulevard
 Sacramento, California 95816-7083

A. COURSE CERTIFICATION NUMBER		F. BASIC COURSE ONLY—LIST DATES OF DRIVER TRAINING	
B. CERTIFIED COURSE TITLE/SKILLS AND KNOWLEDGE MODULE TITLE		G. TOTAL CERTIFIED HOURS	H. HOURS FOR PRESENTATION
C. COURSE PRESENTER		I. TOTAL NO. OF TRAINING DAYS	J. MAXIMUM ENROLLMENT
D. ADDRESS WHERE TRAINING WILL BE PRESENTED		K. DATES (excluding weekends) CLASS WILL NOT BE HELD	
E. COURSE PRESENTATION DATES AND TIMES			
STARTING DATE:	TIME:	ENDING DATE:	TIME:

L. FOR PC 832 AND RESERVE MODULE A COURSES ONLY

Does presentation include: 24-Hour PC 832 Firearms Course YES NO
 40-Hour PC 832 Arrest Course YES NO

Arrest Course Test Date: _____

NAME OF PC 832 COORDINATOR OR ARREST TEST PROCTOR (print)	PHONE ()
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M. TUITION \$ _____	N. DRIVER TRAINING FEE \$ _____
------------------------	------------------------------------

O. TRAVEL

If the nearest off-site lodging is greater than five miles from the training site, complete the following:
 The nearest off-site lodging is _____ miles from the training location.

If travel for course instruction is required off-site, complete the following:
 Transportation is furnished to the other site by: TRAINEE OTHER (explain) _____
 How many miles is the other training site from site indicated in (D) above? _____ (round trip)
 How many trips will be required? _____

P. LODGING

If lodging is arranged by the course presenter, complete the following:
 Is there a mandatory lodging requirement? YES NO
 Lodging charge per trainee, per day is \$ _____
 Lodging is provided: Monday-Friday only Monday-Sunday (inclusive) Other

Q. MEALS

If meals are arranged by the course presenter, complete the following:
 Meal charge per trainee, per day is \$ _____
 Meals provided: Breakfast Lunch Dinner
 Meals are provided: Monday-Friday only Monday-Sunday (inclusive) Other

R. COMMENTS: (If more than 600 characters are needed for comments, use a continuation page and type -See Continuation Page - in this area)

S. SIGNATURE OF COORDINATOR OR AUTHORIZED DESIGNEE (Signatory attests that course curriculum is the same as that currently certified - Print and Sign)	T. DATE FORM COMPLETED	U. PHONE ()
--	------------------------	-----------------

FOR POST USE ONLY		
APPROVING AUTHORITY	DATE APPROVED	COURSE CONTROL NUMBER
COMMENTS		

Pursuant to the Federal Privacy Act (Public Law 93-579) and the Information Practices Act (IPA) of 1977 (Civil Code Sections 1798, *et seq.*), notice is hereby given for the request of personal information. Failure to provide all or any part of the requested information may delay processing of this form or result in an incomplete record. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual for whom personal information is collected has the right to inspect that information in any record maintained by POST. Inquiries may be directed to the POST Information Practices Act Coordinator at the address listed above.

INSTRUCTIONS

- Course presenters must complete, sign and submit an Instructor Resume form:
 - To approve each instructor assigned to teach in a POST-certified course. Refer to Regulation 1053(a)(2),
 - To attest that each instructor assigned to teach specialized subjects has completed the required instructor course or satisfies the requirements specified in the equivalency evaluation (Section 7). Refer to Regulations 1070 and 1082.
- A separate Instructor Resume form is required for each course taught by an instructor.
- Type or legibly print (in ink) all required information. To complete this form online, go to www.post.ca.gov/forms/2-112.doc.

SECTION 1: PERSONAL INFORMATION

1. INSTRUCTOR'S NAME (FIRST, MIDDLE, LAST)		2. CURRENT OCCUPATION	3. CURRENT EMPLOYER (PRIMARY)	
4. BUSINESS ADDRESS				
STREET		CITY	STATE	ZIP
5. BUSINESS PHONE NUMBER () - EXT		6. BUSINESS EMAIL		

SECTION 2: COURSE INFORMATION

7. COURSE ASSIGNED TO INSTRUCT	8. TRAINING PRESENTER	POST PRESENTER NO.	COURSE NO. (IF KNOWN)
9. SUBJECT(S) ASSIGNED TO INSTRUCT (e.g., FIREARMS, LEGAL UPDATE)			
A)	B)	C)	

SECTION 3: GENERAL EDUCATION

10. HIGHEST DEGREE	YEAR OBTAINED	11. MAJOR	12. EDUCATION / TEACHING CREDENTIAL <input type="checkbox"/> YES <input type="checkbox"/> NO
13. COLLEGE / UNIVERSITY (INCLUDE CITY AND STATE)			

SECTION 4: GENERAL LAW ENFORCEMENT EXPERIENCE

14. TYPES OF GENERAL LAW ENFORCEMENT EXPERIENCE RELATIVE TO THIS INSTRUCTIONAL ASSIGNMENT (e.g., PATROL, SWAT, TRAFFIC)	NO. OF YEARS	15. OTHER LAW ENFORCEMENT-RELATED EXPERIENCE RELATIVE TO THIS INSTRUCTIONAL ASSIGNMENT (e.g., COLLEGE INSTRUCTOR, ATTORNEY)	NO. OF YEARS
A)		A)	
B)		B)	
C)		C)	
D)		D)	

SECTION 5: GENERAL INSTRUCTOR DEVELOPMENT TRAINING

16. INSTRUCTOR DEVELOPMENT TRAINING (GENERAL INSTRUCTOR SKILLS: ADULT LEARNING, ASSESSMENT, PRESENTATION SKILLS, TESTING)			
A) COURSE TITLES – POST-CERTIFIED	COURSE CONTROL NUMBER	TOTAL HRS	COMPLETION DATE
1)	- -		
2)	- -		
B) COURSE TITLES – NON POST-CERTIFIED	PRESENTER	TOTAL HRS	COMPLETION DATE
1)			
2)			

SECTION 6: COURSE-SPECIFIC INSTRUCTOR TRAINING

17. INSTRUCTOR TRAINING SPECIFIC TO THIS COURSE – INITIAL TRAINING AND ANY UPDATE TRAINING (e.g., DRIVER INSTRUCTOR COURSE, DRIVER INSTRUCTOR UPDATE COURSE)			
A) COURSE TITLES – POST-CERTIFIED	COURSE CONTROL NUMBER	TOTAL HRS	COMPLETION DATE
1)	- -		
2)	- -		
B) COURSE TITLES – NON POST-CERTIFIED	PRESENTER	TOTAL HRS	COMPLETION DATE
1)			
2)			

18. LIST PROFESSIONAL LICENSE CERTIFICATES RELEVANT TO THIS COURSE (e.g., EMT, NAUI, R.N.)		
A)	B)	C)

SECTION 7: PRESENTER EVALUATION – SPECIALIZED SUBJECTS ONLY

NOTE: Presenters who employ instructors to teach specialized subjects must indicate how the instructor has met the minimum training standard (Regulation 1082) for each specialized subject. The presenter must also sign an attestation (Regulation 1070) that the required standard has been met.

20. WILL THIS INSTRUCTOR TEACH ONE OR MORE OF THE SPECIALIZED SUBJECTS LISTED IN COMMISSION REGULATION 1070(b)? (e.g. CHEMICAL AGENTS, INSTITUTE OF CRIMINAL INVESTIGATION) <input type="checkbox"/> YES – COMPLETE ITEMS 21–23 <input type="checkbox"/> NO – GO TO SECTION 8	21. LIST THE SPECIALIZED SUBJECT THE INSTRUCTOR IS ASSIGNED TO TEACH, THE REQUIRED INSTRUCTOR TRAINING COURSE TITLE, AND THE CORRESPONDING SECTION NUMBER LISTED IN REGULATION 1082 (e.g., FIREARMS INSTRUCTOR, SECTION 10).		
	SPECIALIZED SUBJECT ASSIGNED	REQUIRED INSTRUCTOR COURSE	SECTION NO. (REG 1082)
	A)		
	B)		
	C)		

22. CHECK THE APPLICABLE BOX BELOW AND COMPLETE THE REQUIRED INFORMATION.

POST-Certified Instructor Course – Regulation 1070(b)

I have verified that this instructor has provided the certificate(s), POST profile, or equivalent verification that indicates completion of the following courses, in compliance with Regulation 1082 (a–d):

COURSE TITLES – POST-CERTIFIED	COURSE CONTROL NUMBER	HRS
A)	- -	
B)	- -	
C)	- -	

Equivalency Evaluation for Instructor Course – Regulation 1070(c)

I have compared one or more expanded outlines from POST-certified and/or non-certified courses against the POST minimum content requirement specified in Regulation 1082 and have determined that this instructor has successfully completed all required topics and tests for the following courses/subject areas:

COURSE TITLES / SUBJECT AREAS	COURSE CONTROL NUMBER (IF KNOWN)	HRS	DATE	PRESENTER
A)	- -			
B)	- -			
C)	- -			

23. BASED UPON MY EVALUATION, I ATTEST THAT THIS INSTRUCTOR HAS MET THE REQUIREMENTS FOR TEACHING THE SPECIALIZED COURSES/SUBJECTS LISTED IN POST REGULATION 1070 IN COMPLIANCE WITH REGULATION 1082. DOCUMENTATION OF THE INSTRUCTOR COURSES EVALUATED ARE AVAILABLE FOR POST AUDIT (COURSE OUTLINES WITH SPECIFYING TITLE, THE INSTITUTION AND INSTRUCTORS' NAMES, COURSE TRAINING DATES, AND COURSE HOURS).

PRESENTER / DESIGNEE SIGNATURE	POSITION / TITLE	DATE
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SECTION 8: INSTRUCTOR TEACHING EXPERIENCE

24. LIST TITLES OF DIRECTLY RELATED COURSES/SUBJECTS TAUGHT.	25. LIST OTHER TEACHING EXPERIENCE (COURSE TITLES/SUBJECTS).
A)	A)
B)	B)
C)	C)

SECTION 9: PRESENTER APPROVAL

26. PRESENTER / DESIGNEE (PERSON AUTHORIZED TO APPROVE INSTRUCTOR – PRINT OR TYPE)	27. PRESENTER / DESIGNEE SIGNATURE	DATE
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28. PRESENTER'S BUSINESS ADDRESS

STREET	CITY	STATE	ZIP
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29. PRESENTER'S CONTACT INFORMATION

OFFICE () - CELL () - FAX () - EMAIL

POST USE ONLY

APPROVED BY (PRINT OR TYPE NAME)	TITLE	COURSE CONTROL NO. - -
BUREAU NAME	SIGNATURE	
		DATE

COURSE ANNOUNCEMENT CHANGE

POST 2-140 (03/03)

INSTRUCTIONS

- This Course Announcement Change must be approved and signed by the Course Coordinator (see Section 3).
- To complete this form online, go to www.post.ca.gov/forms/2-140.doc.
- When filling in entry boxes, use the TAB key or mouse to move the cursor to the desired field. SHIFT-TAB moves the cursor to the previous field.
- Return your completed and signed form to POST at the above address, or fax it to 916.227.4823.

SECTION 1: COURSE INFORMATION

1. COURSE CONTROL NUMBER - -	2. PRESENTER	3. DATE SUBMITTED
4. COURSE TITLE		5. DATES OF PRESENTATION FROM TO

SECTION 2: COURSE CHANGE

6. DESCRIPTION OF CHANGE

Delete

SECTION 3: APPROVAL

7. COORDINATOR NAME	8. COORDINATOR SIGNATURE	9. CONTACT NUMBER () - EXT
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POST Course Evaluation Instrument (CEI)

CONTROL SHEET

Instructions

1. For **each** course, one completed copy of this form must be attached to the CEIs submitted to POST for processing. CEIs submitted without a CONTROL SHEET will be returned, unprocessed, to the course presenter.
2. The course title, Course Control Number and course start date **must be identical** to those that appear on the Course Announcement.
 - If the course start date was changed **after** submission of the Course Announcement, indicate the originally scheduled start date in Box E.

3. Return completed CEIs, with a completed CONTROL SHEET attached to:

POST Scanning Unit
1601 Alhambra Boulevard
Sacramento, CA 95816-7083

A. Course Title

B. Course Control No. (See reverse side)

C. Course Start Date

D. Course Presenter

E. Course Start Date as Originally Scheduled

F. Name of Person Completing this Form

G. Telephone Number

()

FOR POST USE ONLY

COURSE CONTROL NUMBER

When entering the COURSE CONTROL NUMBER, note that:

CCN: - -

 1 2 3 4 5 6 7 8 9 10 11 12 13 14

1. Columns 1-4 are the presenter code. If you have only a three-digit presenter code, enter a "0" in column 4.
2. Columns 5-9 are the certified course number.
3. Columns 10-14 are the course presentation number. Columns 10 and 11 denote the fiscal year. Columns 12, 13 and 14 are the sequence number for the course during the presentation year (001, 002, etc.).

Delete

BACKGROUND INFORMATION: (Continued)

16. My current employer:

- Municipal Police Department
- Sheriff's Department
- California Highway Patrol
- College/University Police Department
- District Attorney's Office
- Federal Law Enforcement Agency
(FBI, Parks, Military, etc.)
- Marshal's Office
- Other Criminal Justice Agency (Probation, Corrections, etc.)
- Other State Law Enforcement Agency
- Private Security
- Other
- Not Currently Employed

17. My rank/classification:

- Police Officer
- Deputy Sheriff
- State Traffic Officer
- Special Agent
- Deputy Marshal
- Detective/Investigator
- Corporal
- Sergeant
- Supervising Investigator
- Lieutenant
- Captain or Above
- Other Peace Officer
- Reserve Officer
- Dispatcher
- Supervising Dispatcher
- Other Non-Peace Officer

18. My current assignment:

- Patrol
- Administration
- Bailiff
- Civil
- Custody
- Investigation
- Juvenile
- Probation
- Traffic
- Training
- Communications
- Records
- Other
- Do not work in a criminal justice agency

19. My sex:

- Male
- Female

20. My race/ethnicity:

- American Indian
- Asian
- Black
- Filipino
- Hispanic
- Pacific Islander
- White
- Other

21. My age:

- 18 - 21
- 22 - 29
- 30 - 39
- 40 - 49
- 50 - 59
- 60+

COMMENTS/SUGGESTIONS: Students comments regarding a course and it's instructor(s) frequently provide the most important and useful information about the course. Please take the time to respond to the following questions.

22. What are the greatest strengths of the course (course content, instruction, etc.)?

23. What are the greatest weaknesses?

24. How should the course be improved?

25. Other:
