

# **SPECIFICATION S-18**

## **S-18**

A.C.A. 12-9-101, et seq. provides for the certification of training programs by the Commission.

**TITLE: CERTIFICATION OF SCHOOLS OR COURSES**  
(Refer to Regulation 1017)

### **DEFINITIONS**

**“SCHOOL”** - is any school, college, university, academy or local training program which offers law enforcement training or education programs and includes within its meaning the combination of course curriculum, instructors, and facilities for training.

**“COURSE”** – is any grouping of classes or series of lessons or lectures combined to attain a particular education or law enforcement training or educational objective.

**“CLASS”** - is a single meeting or session devoted to a specific law enforcement related subject or topic.

### **REQUIREMENTS**

1. Certification of schools will generally be offered on the basis of on-site inspections conducted by the Commission staff members. Such inspections will be conducted according to guidelines established by the Commission and will include, but are not limited to, examination of instruction, facilities and administration.
2. Certification of courses will generally be offered on the basis of information supplied on Form F-5. On-site evaluations may be conducted by Commission staff members. Certified courses should be open to all qualified area law enforcement officers.

### **PROCEDURES**

1. 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.

2. Agencies or schools requesting course certification shall communicate in writing, using Commission Form F-5, at least thirty (30) days prior to the start of the course. A copy of the proposed course announcement (inviting area law enforcement officers), a course outline, course descriptions, and applicants for instructor certification, Form F-8, if appropriate, shall accompany the request.
3. Within ten (10) days of completion of the course, an attendance roster, Form F-18, listing those attending the classes offered must be forwarded to the Commission. The roster shall show full name, department, social security number and examination score for each student completing the course and be signed by the school director or coordinator. If the course was a seminar and no examination was given, indicate satisfactory or unsatisfactory participation.

## **GUIDELINES – CERTIFIED COURSES**

1. Law enforcement agencies or any college, university, or academy may align their training or education programs with the standards set by the Commission on Law Enforcement Standards and Training (See Specification S-9, S-10, S-11, S-12, S-13, and S-14) and apply for course certification. Certified courses should be open to qualified law enforcement officers in the general area. The Commission will assist in any way possible if requested.

### **2. SUMMARY OF STEPS**

- (a) Select a school director or coordinator and facilities. (See Regulation 1001(14).
  - (b) Select instructors and send completed Application for Instructor Certification Form F-8, if current F-8 is not already on file.
  - (c) Apply to the Commission for course certification on Form F-5.
  - (d) Forward class attendance roster on Form F-18 to the Commission within ten (10) days of completion of the course.
3. Certification of a course by the Commission will consist of a letter from the Deputy Director for Standards subject to ratification by the Commission. School directors and coordinators are encouraged to design and distribute their own certificates. Commission Form F-6 may be used in lieu of a certificate.
  4. The school director or coordinator has the responsibility for administering the course and supervising the preparation of the

curriculum to insure its compliance with the requirements of the Commission. He also selects facilities to be used for the course, obtains instructors and develops rules and regulations for governing the operation of the facilities and conduct of the trainees. The school director or coordinator maintains all forms required by the Commission and forwards them within the stipulated time period.

5. 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.