

## Proposed Language

### Certification Criteria for Self-Paced Training - Regulations 1001, 1015, 1018, 1052, 1053, 1055, 1056, and 1081 and Procedures D-2, E-1, F-1, and F-6

#### 1001. Definitions.

[(a) – (f) continued \*\*\*]

(g) **“Blended Learning”** is a learning event that combines the use of two or more independent media (e.g., the Web/Internet and the classroom). In a blended learning environment, students complete part of the training via the Web as either instructor-led or self-paced training. The remainder of the training is accomplished in the classroom or other venue in the presence of instructors and other students.

~~(gh)~~ “Certificate programs” . . .

~~(hi)~~ “Certified Course” . . .

~~(ij)~~ “Cheating” . . .

~~(jk)~~ “Commission” . . .

~~(kl)~~ “Commuter Trainee” . . .

~~(lm)~~ “Department or Participating Department” . . .

~~(mn)~~ “Department Head” . . .

~~(no)~~ “Executive Position” . . .

~~(op)~~ “First-level Supervisory Position” . . .

~~(pq)~~ “Full-time Employment” . . .

~~(qr)~~ “General law enforcement duties” . . .

~~(rs)~~ “Guest Speaker” . . .

~~(st)~~ “High School” . . .

~~(tu)~~ “Lateral Entry” . . .

~~(uv)~~ “Legislatively mandated training” . . .

~~(vw)~~ “Limited Function Peace Officer” . . .

~~(wx)~~ “Middle Management Position” . . .

~~(xy)~~ “Non-sworn Personnel Performing Police Tasks” . . .

~~(yz)~~ “Paraprofessional” . . .

~~(zaa)~~ “POST Administrative Manual (PAM)” . . .

~~(abb)~~ “POST-certified Course” or “Certified Course” . . .

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~~(b)(c)~~ "Primary instructor" . . .

~~(e)(d)~~ "Public Safety Dispatcher" . . .

~~(d)(e)~~ "Quasi-supervisory Position" . . .

~~(e)(f)~~ "Records Supervisor" . . .

~~(f)(g)~~ "Regular Officer" . . . v

~~(g)(h)~~ "Reimbursement" . . .

~~(h)(i)~~ "Reimbursement Program" . . .

~~(i)(j)~~ "Reimbursement Plans" . . .

~~(j)(k)~~ "Resident Trainee" . . .

~~(k)(l)~~ "Specialized Law Enforcement Department" . . .

~~(l)(m)~~ "Specialized Peace Officer" . . .

~~(m)(n)~~ "Three-year rule" . . .

~~(n)(o)~~ "Trainee" . . .

~~(o)(p)~~ "Uniformed patrol duties" . . .

~~(q)~~ "Web-Based Training (WBT)" is any training that can be accessed via the World Wide Web (Internet) or a local or wide area network. For the purposes of certification, WBT will be divided into the following two components:

- (1) Instructor-led training
- (2) Self-paced training which includes self-paced WBT

Authority cited: Sections 13506 and 13510.3, Penal Code. Reference: Sections 13503, 13507, 13510, 13510.1, 13510.3, 13510.5 and 13523, Penal Code.

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#### 1015. Reimbursements.

[(a) - (a) (2) (b) (10) continued \*\*\*]

(c) Reimbursement for Training Presentation

- (1) With the exception of tuition-based courses, ~~and~~ contract courses, and Web-Based Training, an agency presenter may receive reimbursement for up to the actual course presentation costs [refer to Regulation 1001 (c)] for expenses incurred in training full-time employees from agencies eligible for POST reimbursement.

[(2) - Note . . . continued \*\*\*]

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Authority cited: Sections 13503, 13506, 13510 and 13520, Penal Code. Reference: Sections 13510, 13511, 13512, 13518, 13520, 13522, 13523, 13524 and 13525, Penal Code; Section 11489, Health and Safety Code; and Statutes 1997, Chapter 9, Section 2, (Senate Bill 350).

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#### 1018. Public Safety Dispatcher Programs.

- (a) **The Commission shall establish a Public Safety Dispatcher Program** for the purpose of raising the level of competence of public safety dispatchers having primary responsibility for providing dispatching services for local law enforcement agencies listed in subsection (a) of Penal Code section 13510.

Public Safety Dispatcher is defined in regulation 1001(~~eedd~~). Consistent with that definition, selection and training requirements set forth below apply to all persons employed, full-time or part-time, by the participating agency to duties including receiving emergency calls for law enforcement service and/or the dispatching of law enforcement personnel. The selection and training requirements do not apply to persons employed as peace officers assigned to the above described duties.

Authority cited: Sections 832.3, 13503, 13506 and 13510, Penal Code. Reference: Sections 832.3 and 13510, Penal Code.

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#### 1052. Requirements for Course Certification

- (a) Instructor-Led Training.

Each request for instructor-led training (Web-based, classroom, or other) course certification request shall be evaluated in accordance with the following factors:

- (1) Need and justification for course
- (2) Course content
- (3) Hours of Instruction
- (4) Qualification of instructors, coordinators, and/or academy staff (Reference Regulations 1070 and 1071 for minimum training standards)
- (5) Potential clientele and volume of trainees
- (6) Physical facilities appropriate for the training
- (7) Methods of course presentation
- (8) Availability of staff to administer the course
- (9) Course evaluation processes
- (10) Cost of course
- (11) Instructor/trainee ratios
- (12) Provisions for student safety

- (b) Self-paced training (e.g., CD-ROM or Web-based training).

Each self-paced training course certification request shall be evaluated in accordance with the following factors:

- (1) Need and justification for course
- (2) Course content
- (3) Proposed Continuing Professional Training hours
- (4) Estimated completion time for a course
- (5) Estimated completion times for individual learning activities and evaluations

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- (6) Qualification of course developers (Reference Regulations 1070 and 1071 for minimum training standards)
- (7) Potential clientele and volume of trainees
- (8) Course objectives
- (9) Learning activities that support the course objectives
- (10) Evaluation activities that determine if the course objectives were met

~~(b)~~ In addition to the factors specified in Regulation 1052(a) or (b), each request for certification of a Regular Basic Course presented by an academy [as defined in Commission Procedure D-1-3(a)(5)] shall be evaluated in accordance with the following factors:

[(1) – (5) continued \*\*\*]

~~(c)~~ Only those courses for which there is an identifiable and unmet need shall be certified.

~~(d)~~ Courses for which POST has established minimum curriculum and/or hourly requirements must comply with those requirements at the time of the certification request and any subsequent presentations. (See Regulation(s) 1081, 1082 and any training specifications referenced in PAM, section D-1, which have been incorporated into regulation by reference.) An exception would be a course *pilot* presentation that is ~~which~~ later ~~is~~ determined to meet newly adopted or amended curriculum and hourly requirements, in which case, retroactive POST certification and presentation approval may be granted. In addition to meeting the curriculum and hourly requirements, a pilot presentation must meet the requirements set forth in Regulations 1052-1057. Any trainee who has successfully completed a retroactively POST-certified pilot presentation shall receive credit for the training (thus satisfying the training mandate) even though the training occurred prior to the adoption of training mandate or required curriculum/hours.

~~(e)~~ Training presented in conjunction with association meetings or conferences may be certified subject to the requirements set forth in Regulations 1051-1055, along with the following conditions:

[(1) - (2) continued \*\*\*]

~~(f)~~ The Commission shall only endorse or co-sponsor courses, seminars, or conferences when POST has assisted in planning the event, developing the subject matter or program, and selecting instructors or speakers.

~~(g)~~ No course shall be certified which restricts attendance to a single agency, unless the purpose of the course is to improve that agency and attendance by non-agency personnel would jeopardize the success of the course.

~~(h)~~ The presenter of a POST-certified course shall review all audio-visual training materials prior to use ~~in the classroom as a training resource~~. The review of audio-visual training material shall emphasize the avoidance of materials that ~~which~~ depict situations, tactics, and procedures that could lead a trainee to take inappropriate actions on the job. The review shall also include careful examination of depictions of law enforcement work to assure consistency with existing law and accepted practices. (For reference, see "POST Guidelines for Reviewing Audio-Visual Training Materials").

- (1) For the purposes of this regulation, "audio-visual training materials" are defined as ~~audio tapes, videotapes,~~ CD-ROM discs, computer animations, digitized audio and video files,

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DVD discs, films, slides, videotapes, and other similar media. Classroom hand-out materials are not included.

- (2) Regulation 1052(h) shall be effective July 14, 1993 and shall apply to all audio-visual training materials being considered for use in POST-certified courses commencing after that date. The regulation shall apply to materials previously used by the course presenters only as they are considered for re-use in POST-certified courses.
- (3) Audio-visual materials cataloged on the "POST-Approved Media List," maintained by the Commission on Peace Officer Standards and Training, need not be subjected to the review process described in this section.
- (4) Publicly available broadcast material pertinent to current training topics need not be subjected to the review process described in this section.

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

#### **1053. Course Certification Request and Review Process-**

Course Certification Request. Any person or organization desiring to have a course certified shall first telephonically contact a POST regional consultant for an evaluation of the factors described in Regulation 1052(a) or (b). If the evaluation is favorable, a complete course certification request package shall be submitted to POST.

- (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) or (b). If the evaluation is favorable, a complete course certification request package shall be submitted to POST.~~ Submission of Instructor-led training. The following forms and related materials shall constitute a complete package for instructor-led training and for the instructor-led portion of a blended learning course:

- (1) Course Certification Request (POST 2-103, rev. 5/00)
- (2) Instructor ~~Resume~~ Résumé (POST ~~form~~ 2-112, 4/03) shall be completed by the course presenter for each instructor assigned to instruct in any POST certified/approved course. The presenter Attestation /Evaluation section of the ~~resumerésumé~~ form shall be completed for each instructor of a "Specialized Training Subject" listed in Regulation 1070 ~~and who~~ has been evaluated and found to meet the instructor training requirements of Regulation 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. A generic outline example is as follows:

Course Name or Title

- I. Introduction
  - A. Instructors
  - B. Course description

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#### C. Administration

#### II. Topic 1 or Section 1

##### A. First subtopic/section content

1. Content breakdown goes here

##### B. Second subtopic/section content

1. Content breakdown goes here

[(5) - (6) continued \*\*\*]

(7) The presenter's ~~signature~~-attestation 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 presentation. ~~Any modifications to a POST certified course must be submitted to POST for approval before presentation (changes in content, hours, budget, number of presentations, instructors, etc.)~~ Any modifications to content, hours, budget, number of presentations, instructors, etc., in a POST-certified course must be submitted to POST for approval before presentation of the course.

(b) Self-paced training (e.g., CD-ROM or Web-based training.) The following forms and related materials shall constitute a complete package for self-paced training, including the self-paced portion of a blended learning course:

(1) Self-Paced Training Course Certification Request (POST 2-124, effective 30 days after filing with Secretary of State)

(2) Course Developer Résumé (POST 2-125, effective 30 days after filing with Secretary of State) The course presenter shall complete a résumé for each course developer assigned to create any POST certified/approved self-paced course. The presenter Attestation/Evaluation section of the résumé form shall be completed for at least one developer of a “Specialized Training Subject” listed in Regulation 1070 who has been evaluated and found to meet the instructor training requirements of Regulation 1070 and 1082.

(3) Access to the WBT. For review purposes, the presenter shall provide POST with the Uniform Resource Locator (URL) or other access resource (e.g., CD-ROM or DVD disc), log-on requirements, and any other information or media that would be supplied to a student taking the WBT.

(4) An expanded course outline which minimally includes subject topics to the fourth level of detail to sufficiently indicate the technical information in the subject areas. The outline shall also show the connection between course content and objectives, learning activities, and evaluations. A generic outline example is as follows:

#### Course Name or Title

##### I. Introduction

##### A. Course description

##### B. How to access and complete the on-line training

1. Uniform Resource Locator (URL) and log-on requirements

2. Completion requirements

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#### II. Topic 1 or Section 1

##### A. First subtopic/section content

1. Content breakdown goes here
  - (a) Learning activities, related objectives, and estimated times of completion go here
2. Student evaluations, related objectives, and estimated times of completion go here if done at the topic/section level. A typical evaluation might include written, audio, and/or video scenarios depicting a situation the student must successfully identify or analyze by answering multiple choice, true/false, or matching questions.

##### B. Second subtopic/section content

1. Content breakdown goes here
  - (a) Learning activities, related objectives, and estimated times of completion go here
2. Student evaluations, related objectives, and estimated times of completion go here if done at the topic/section level. A typical evaluation might include written, audio, and/or video scenarios depicting a situation the student must successfully identify or analyze by answering multiple choice, true/false, or matching questions.

#### III. Course Evaluation

- A. Student evaluations, related objectives, and estimated times of completion go here if done at the course level.

(5) Proposed Continuing Professional Training (CPT) hours

(6) An estimation of the total time required to complete the course

(7) The presenter's attestation of course developer approval and commitment to adhere to the POST-Approved Expanded Course Outline, and Conditions of Certification presentation. Any modifications to objectives, content, evaluations, total hours, etc. in a POST-certified course must be submitted to POST for approval before presentation.

~~(b)~~Course Certification Review.

[(1) - (3) continued \*\*\*]

~~(e)~~Course Modifications. 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). 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.

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|   |  |
|---|--|
| Regular Basic Course                      | Specialized Investigators' Basic Course    |
| PC832 Arrest and Firearms Course          | Requalification Course                     |
| Reserve Officer Level III Module (Part 2) | Public Safety Dispatchers' Basic Course    |
| Reserve Officer Level II Module           | Investigation and Trial Preparation Course |
| Reserve Officer Level I Module            |  |

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

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#### 1055. Requirements for Course Presentation.

[(a) – (g) continued \*\*\*]

**(h) Cheating:** Students who cheat, as defined in Commission Regulation 1001(hj), shall be subject to discipline and possible dismissal in the following entry-level, mandated training courses: the Arrest & Firearms Course, Regulation 1081(a)(1); Aviation Security Course, Regulation 1081(a)(2); Reserve Peace Officer training courses, Modules A, B, C, and D, Regulation 1081(a)(11); the School Peace Officer Course, Regulation 1081(a)(20); and all basic training courses (Commission Procedure D-1-1).

[(i) continued \*\*\*]

**(j) Retention of Certification Documents:** For any POST-certified course, a current copy of the documents required by Regulation 1053(a) and (b) must be kept on file at the presenter's facility for inspection by POST.

[(k) continued \*\*\*]

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

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#### 1056. Annual Recertification-

Each certified course is reviewed prior to the beginning of a new fiscal year. Every presenter shall receive a Course Certification Report from POST for each certified course ~~(excluding telecourses and interactive videodisc training courses which are automatically recertified)~~. These reports shall be reviewed and signed by the presenter or presenter's designee and returned to POST to ensure certification for the proceeding fiscal year. A POST review shall include evaluation of the continuing need for the course, currency of curriculum, and adherence to requirements for course certification ~~(See per Regulation 1052)~~ and course presentation ~~(See per Regulation 1055)~~. POST-developed multimedia training courses (e.g., telecourses, CD-ROM courses, and Web-based courses) are automatically recertified and shall not receive a course certification report.

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

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#### 1081. Minimum Standards for Legislatively-Mandated Courses.

(a) Legislatively-mandated courses, as specified in Commission Regulation 1005(gu), pertain to training mandated by the Legislature for various kinds of peace officers and other groups for which the Commission has responsibility to establish minimum standards. The Commission may approve legislatively-mandated courses that can be completed in fewer than the minimum hours. In such cases, the courses must be competency-based, where each student demonstrates mastery of clearly specified learning outcomes. Legislatively-mandated courses shall meet the following minimum content and hours. ~~Requirements for certification and presentation of these~~

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courses are specified in Regulations 1052–1056. Regulations 1052 – 1056 specify the requirements for certification and presentation of these courses.

Legislatively-mandated courses that can be completed in less hours when using technology-based delivery (i.e., interactive multimedia) will receive credit for the same number of hours as when given in a traditional instructor-led course. Testing is required to demonstrate competency.

[(1) - (21) continued \*\*\*]

**(22) High-Speed Vehicle Pursuit Training I** -- For law enforcement officers of a local police department, sheriff's department or the California Highway Patrol who are below middle-management rank as defined in Regulation 1001(~~p~~q) and who have completed the basic training requirement (Reg. 1005) prior to July 15, 1995 - 2 Hours [Penal Code Section 13519.8 (a) and (b)]

[(A) – (D) (15) continued \*\*\*]

[(23) – (35) continued \*\*\*]

**(b) Certain legislatively mandated courses**, referred to in Commission Regulations 1005(~~u~~) and 1081(a), that are specified in Title 4, Chapter 1, and the courses that begin with section 13516 of the Penal Code, may be waived through a POST evaluation of previous training. The evaluation may indicate full or partial satisfaction of the mandated course's minimum content requirements.

[(1) (A) – (D) continued \*\*\*]

Authority cited: Sections 831.4, 12002(f), 12403.5, 13503, 13506, 13510, 13511.3, 13515, 13519(f), 13519.4, 13519.8, 13519.12 and 13778, Penal Code. Reference: Sections 832, 832.1, 832.2, 832.3, 832.6, 872(b), 1200(f), 12403, 12403.5, 13503(e), 13510, 13510.5, 13511.3, 13515, 13515.25, 13515.55, 13516, 13517, 13519, 13519(e), 13519.1, 13519.2, 13519.3, 13519.4, 13519.8, 13519.12 and 13778, Penal Code; Sections 40600 and 40802, Vehicle Code; Section 25755, Business and Professions Code; and Section 1797.187, Health and Safety Code.

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#### Commission Procedure D–2 Continuing Professional Training and Perishable Skills

##### Purpose

[2-1. – 2.3. continued \*\*\*]

##### Perishable Skills/Communications

**2.4. Content and Instructional Methodology Requirements.** In accordance with Regulation 1052(~~d~~e), the following content, testing, and instructional methodology requirements shall be met for the perishable skills/communications topics required by Regulation 1005:

[**Driver Training –Interpersonal continued \*\*\***]

Procedure D-2 adopted and incorporated by reference into Commission Regulation 1005 on April 15, 1982, and amended January 24, 1985, July 1, 2000, September 11, 2000, November 11, 2000, January 1,

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2002, September 12, 2002, May 7, 2003, August 7, 2003, January 29, 2004, ~~and~~ September 11, 2005, and (effective 30 days after filing with Secretary of State) is herein incorporated by reference.

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#### Commission Procedure E-1 Requirements for Reimbursement

##### Purpose

#### [1-1. – 1.4. (a)(4) continued \*\*\*]

- (5) A full-time non-sworn employee assigned to an executive position as described in Section 1001(~~4m~~) of the Regulations may attend a certified executive development course and the jurisdiction may be reimbursed the same as for a regular officer in an equivalent position. Requests for approval shall be submitted in writing to POST, Center for Leadership Development, at least 30 days prior to the start of the concerned course. Request for approval must include such information as specified in Section 1014 of the Regulations. Approval will be based on submission of written documentation that the non-sworn executive is filling a full-time position with the functional responsibility in the organization equivalent to the rank of captain or above.

Reimbursement, when requested by the department head, will be paid the same as for a regular officer, provided the non-sworn employee has satisfactorily completed the training requirements of the Management Course.

[(6) - (7) continued \*\*\*]

- (8) A full-time public safety dispatcher, as defined in Regulations 1001(~~pg~~) and (~~eedd~~), who is employed by a department or jurisdiction authorized to participate in the Public Safety Dispatcher Program by statute, and which is participating, may attend the POST-certified Public Safety Dispatchers' Basic Course required by Regulation 1018, and the jurisdiction may be reimbursed for allowable training expenses up to the maximum hours listed in PAM E-4-3. Eligible public safety dispatchers, as specified above, without prior approval from POST may attend POST-certified seminars and technical courses which are specific to their assignments, and the jurisdiction may be reimbursed. If such seminars and courses are not specific to public safety dispatcher assignments, reimbursement must be approved by the Commission prior to attendance of the course. Training expenses shall be reimbursed only for full-time employees as defined in Regulation 1001(~~pg~~).

[(b) - (f) continued \*\*\*]

#### Historical Note:

Subparagraph 1-4a was adopted and incorporated by reference into Commission Regulation 1014 on April 15, 1982, and amended on May 31, 1987, ~~and~~ August 1, 2005 and (effective 30 days after filing with Secretary of State).

[Subparagraph 1-4c continued \*\*\*]

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**Commission Procedure F-1  
Regular and Specialized Law Enforcement Certificate Program**

**Purpose**

[1-1. – 1.4 continued \*\*\*]

**1-8. The Regular or Specialized Supervisory Certificate:** In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Supervisory Certificate must:

[(a) – (c) continued \*\*\*]

(d) Have served satisfactorily for a period of two years as a first-level supervisor, middle manager, assistant department head, or department head as defined, respectively, in Sections 1001 (~~np~~), (~~sx~~), (~~fe~~), and (~~hn~~) of the Regulations.

The certificate shall include the applicant's name, official title, and name of employing jurisdiction or agency.

**1-9. The Regular or Specialized Management Certificate:** In addition to the requirements set forth in paragraphs, 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Management Certificate must:

[(a) – (c) continued \*\*\*]

(d) Have served satisfactorily for a period of two years as a middle manager, assistant department head, or department head as defined, respectively, in Sections 1001 (~~sx~~), (~~fe~~), and (~~hn~~) of the Regulations.

[The certificate shall include . . . continued \*\*\*]

**1-10. The Regular or Specialized Executive Certificate:** In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Executive Certificate must:

[(a) - (c) continued \*\*\*]

(d) Have served satisfactorily for a period of two years as a department head as defined in Section 1001(~~hn~~) of the Regulations.

[The certificate shall include . . . continued \*\*\*]

**Historical Note:**

Section F-1-5-a was adopted and incorporated by reference into Commission Regulations 1010 on October 23, 1988.

Procedure F-1 was adopted and incorporated by reference into Commission Regulation 1011 on October 23, 1988, and amended on January 17, 1990, July 10, 1993, ~~and~~ February 8, 1998 and (effective 30 days after filing with Secretary of State).

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**Commission Procedure F-6  
Records Supervisory Certificate**

**Purpose**

**6-1. Records Supervisor Certificate:** This Commission procedure sets forth certificate requirements for award of the Records Supervisor Certificate.

**General Provisions**

**6-2. Eligibility Requirements:** To be eligible for the award of a Records Supervisor Certificate, an applicant must:

- (a) Currently be a records supervisor as defined in PAM, Section 1001(eeff) and have been reported to POST in accordance with Regulation 1003, Notice of Appointment/Termination; and

[(b) – 6.4, continued \*\*\*]

**Historical Note:**

Procedure F-6 was adopted and incorporated by reference into Commission Regulation 1011 effective February 8, 1998 and amended September 11, 2000 and (effective 30 days after filing with Secretary of State).

State of California  
**SELF-PACED TRAINING COURSE  
 CERTIFICATION REQUEST**  
 POST 2-124 (effective 30 days after filing with Secretary of State)

Department of Justice  
 Commission on Peace Officer Standards and Training  
 1601 Alhambra Boulevard  
 Sacramento, CA 95817-7083

|   |  |  |   |
|---|--|--|---|
| 1. AGENCY SUBMITTING REQUEST  |  | 2. COURSE TITLE                              |   |
| 3. COLLEGE AFFILIATION  |  | 4. COURSE LENGTH (4 hours maximum)           | 5. CONTINUING PROFESSIONAL TRAINING CREDIT<br>ESTIMATED HOURS |
| 6. FORMAT (Check all that apply)<br><input type="checkbox"/> Web-Based Training <input type="checkbox"/> CD-ROM <input type="checkbox"/> BLENDED* Describe separately |  | 6. AVAILABLE PRESENTATIONS<br>MONTHS / YEARS | 8. UNITS GRANTED<br>SEMESTER      QUARTER                     |

9. LEGISLATIVE MANDATES, POST MANDATES OR PERSIHABLE SKILLS MANDATES THAT APPLY

10. PARTICIPATING LAW ENFORCEMENT AGENCIES AND ESTIMATED NUMBER OF TRAINEES FROM EACH AGENCY

11. IS ENROLLMENT RESTRICTED? IF SO, TO WHOM AND WHY?

12. COURSE UNIFORM RESOURCE LOCATOR AND/OR OTHER ACCESS INFORMATION

13. NEED AND JUSTIFICATION STATEMENT (USE ADDITIONAL PAPER, IF NECESSARY)

14. COURSE OBJECTIVES AND NARRATIVE DESCRIPTION OF COURSE (USE ADDITIONAL PAPER, IF NECESSARY)

15. MEDIA  
 AUDIO     VIDEO     GRAPHICS     ANIMATION     OTHER – LIST ON ATTACHED PAGE

16. LIST THE LEARNING ACTIVITIES TO BE USED IN THE COURSE (USE ADDITIONAL PAPER, IF NECESSARY)

17. LIST THE PERFORMANCE SUPPORT TOOLS, JOB AIDS, TEXTS, AND REFERENCE MATERIALS ASSOCIATED WITH THIS COURSE (ATTACH ADDITIONAL PAGES IF NEEDED)

18. IS THERE A REQUIRED PROJECT?  
 NO     YES – DESCRIBE AND ATTACH PAGES IF NEEDED

19. METHOD(S) OF EVALUATING OBJECTIVES (USE ADDITIONAL PAPER, IF NECESSARY)

20. CERTIFICATION REQUESTOR'S NAME AND TITLE (

21. EMAIL ADDRESS

22. SIGNATURE OF COURSE PRESENTER / AUTHORIZED DESIGNEE (In full)

23. DATE OF REQUEST

21. CONTACT NUMBER  
(    )

**FOR POST USE ONLY**

RECEIVED  
 COMPLETION TIME ESTIMATE     COURSE OUTLINE     PROPOSED CONTINUING PROFESSIONAL TRAINING HOURS     RESUMES

COMMISSION ACTION

DATE

COURSE I.D. NUMBER

REVIEWING CONSULTANT

COURSE CATEGORY

NOTES

**SELF-PACED TRAINING  
COURSE DEVELOPER RÉSUMÉ**

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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 a Self-Paced Training Course Developer Résumé form:
  - To approve each individual assigned to develop a POST-certified self-paced course. Refer to Regulation 1053(b)(2),
  - To attest that at least one individual assigned to develop self-paced training on specialized subjects has completed the required instructor course or satisfies the requirements specified in the equivalency evaluation (Section 7). Refer to Regulations 1053 (b) (2), 1070, and 1082.
- A separate Self-Paced Training Course Developer Résumé form is required for each course developed by an individual.
- Type or legibly print (in ink) all required information. To complete this form online, go to [www.post.ca.gov/forms/2-125.doc](http://www.post.ca.gov/forms/2-125.doc).

**SECTION 1: PERSONAL INFORMATION**

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

**SECTION 2: COURSE INFORMATION**

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

**SECTION 3: GENERAL EDUCATION**

|   |  |               |           |  |   |
|---|--|---------------|-----------|--|---|
| 10. HIGHEST DEGREE                                |  | YEAR OBTAINED | 11. MAJOR |  | 12. EDUCATION / TEACHING CREDENTIAL<br><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 DEVELOPMENT ASSIGNMENT (e.g., PATROL, SWAT, TRAFFIC) |  | NO. OF YEARS | 15. OTHER LAW ENFORCEMENT-RELATED EXPERIENCE RELATIVE TO THIS DEVELOPMENT ASSIGNMENT (e.g., COLLEGE INSTRUCTOR, ATTORNEY) |  | NO. OF YEARS |
| A)  |  |              | A)  |  |              |
| B)  |  |              | B)  |  |              |
| C)  |  |              | C)  |  |              |
| D)  |  |              | D)  |  |              |

**SECTION 5: COURSE DEVELOPMENT TRAINING**

|  |  |                       |           |                 |
|--|--|-----------------------|-----------|-----------------|
| 16. COURSE DEVELOPMENT TRAINING (INSTRUCTIONAL SYSTEMS DESIGN: OBJECTIVE WRITING, LEARNING ACTIVITY DEVELOPMENT, EVALUATION DEVELOPMENT) |  |                       |           |                 |
| 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: SUBJECT MATTER EXPERT TRAINING**

|   |  |                       |           |                 |
|---|--|-----------------------|-----------|-----------------|
| 17. 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)              |

Continues next page

**SELF-PACED TRAINING  
COURSE DEVELOPER RÉSUMÉ**

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19. INSTRUCTOR'S NAME (FIRST, MIDDLE, LAST)

**SECTION 7: PRESENTER EVALUATION – SPECIALIZED SUBJECTS ONLY**

**NOTE:** Presenters who employ individuals to develop self-paced training courses on specialized subjects must indicate how at least one individual has met the minimum training standard (Regulation 1082) for each specialized subject.

20. WILL THIS INDIVIDUAL DEVELOP ONE OR MORE OF THE SPECIALIZED SUBJECTS LISTED IN COMMISSION REGULATION 1070(b)? (e.g. CHEMICAL AGENTS, INSTITUTE OF CRIMINAL INVESTIGATION)

- YES – COMPLETE ITEMS 21–23
- NO – GO TO SECTION 8

21. LIST THE SPECIALIZED SUBJECT THE INDIVIDUAL IS ASSIGNED TO DEVELOP, 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**

I have verified that this course developer 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**

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 INDIVIDUAL MEETS THE REQUIREMENTS FOR DEVELOPING A SELF-PACED TRAINING COURSE ON 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, INSTRUCTORS' NAMES, COURSE TRAINING DATES AND HOURS).

|                                |                  |      |
|--------------------------------|------------------|------|
| PRESENTER / DESIGNEE SIGNATURE | POSITION / TITLE | DATE |
|--------------------------------|------------------|------|

**SECTION 8: COURSE DEVELOPMENT EXPERIENCE**

24. LIST TITLES OF **DIRECTLY RELATED** COURSES/SUBJECTS DEVELOPED.

|    |
|----|
| A) |
| B) |
| C) |

25. LIST OTHER DEVELOPMENT EXPERIENCE (COURSE TITLES/SUBJECTS).

|    |
|----|
| A) |
| B) |
| C) |

**SECTION 9: PRESENTER APPROVAL**

26. PRESENTER / DESIGNEE (PERSON AUTHORIZED TO APPROVE INSTRUCTOR – PRINT OR TYPE)

27. PRESENTER / DESIGNEE SIGNATURE

DATE

28. PRESENTER'S BUSINESS ADDRESS

STREET CITY STATE ZIP

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