2015-18

State of California
Office of Administrative Law

In re: Commission on Peace Officer Standards and Training Regulatory Action: Title 11, California Code of Regulations Adopt sections: Amend sections: 1001, 1052, 1053 Repeal sections:	NOTICE OF APPROVAL OF REGULATORY ACTION Government Code Section 11349.3 OAL Matter Number: 2016-0811-02 OAL Matter Type: Regular Resubmittal (SR)

In this resubmitted regulatory action, the Commission amends section 1001 of Title 11 of the California Code of Regulations to add a definition for "Variable Format." It also amends sections 1052 and 1053 to revise the certification requirements for Instructor-Led Training and Self-Paced Training courses.

OAL approves this regulatory action pursuant to section 11349.3 of the Government Code. This regulatory action becomes effective on 1/1/2017.

Date: September 22, 2016

Thanh Huynh
Senior Attorney

For: Debra M. Cornez
Director

Original: Manuel Alvarez, Jr.
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1001. Definitions

[1001 "Academy Coordinator" through 1001 "Uniformed patrol duties" continued]

"Variable Format" identifies a course that utilizes core curriculum as the foundation and provides for additional hours of expanded certified training. While the core curriculum does not change, additional hours will include supplemental related content presented as lecture, activities, exercises or facilitated discussion.

[1001 "Web-Based Training (WBT)"…continued to end]

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

1052. Requirements for Course Certification

(a) **Instructor-Led Training**

~~Each instructor-led training (Web-based, classroom, or other) course certification request shall be evaluated in accordance with the following factors:~~ Every instructor-led training course submitted to POST for certification, including those presented in a classroom setting or delivered online (i.e., live webinars), shall be evaluated in accordance with the following factors:

(1) ~~Need and Justification for Course~~ Development of course was approved by regional consultant based on an established ongoing, unmet training need

(2) Course Content

(3) Expanded course outline minimally to the third level of detail to sufficiently explain the course content

(34) Hours of Instruction

(45) Qualification of Instructors, Coordinators, and/or Academy Staff (Rreference Regulations 1070 and 1071 for minimum training standards)

(56) ~~Potential Clientele and Volume of Trainees~~Target audience and number of trainees

(67) Physical Facilities Appropriate for the Training

(78) Methods of Course Presentation

(9) Learning activities (e.g., table-top exercises, role playing, scenarios) or other means of assessing student learning (e.g., cognitive or manipulative skills test)

(A) Provide brief description of any learning activity (as defined in Regulation 1001) that may be used during each course presentation.

(B) Training presenters shall have the flexibility to select any of the learning activities they described as required in Regulation 1052(9)(A) during a course presentation, provided the course content is delivered as certified.

(C) Training presenters may introduce new learning activities not referenced/described during the initial course certification process to enhance learning. Any new learning activity introduced into the course curriculum on other than a temporary basis shall be added to the expanded course outline and submitted to POST staff for approval of the course modification.

(D) Each training presenter of POST-certified courses involving the manipulative skills training shall implement a formal written safety policy. Training presenters shall at all times develop and implement safety policies for courses when applicable or when student safety is involved. Training presenters shall refer to the *POST Guidelines for Student Safety in Certified Courses 2007*, herein incorporated by reference, for clarification and requirements. The POST regional consultant shall review and approve safety policies.

(10) Methods of assessing student learning (e.g., learning activities demonstrations, testing, teach backs)

(811) Availability of sStaff to aAdminister and properly oversee the Ccourse

(912) ~~Course~~ Process for student eEvaluation of the course~~Processes~~

(~~10~~13) Projected course c~~C~~ost ~~of Course~~ and tuition per student

(~~11~~14) Instructor/t~~T~~rainee R~~r~~atios

(~~12~~15) Provisions for sStudent sSafety, if applicable (refer to *POST Guidelines for Student Safety for Certified Courses 2007*)

~~(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~~

~~(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) **Instructor-led Training Course Certification Request**

The following information, provided to POST via EDI, shall constitute a complete course certification request for instructor-led training and for the instructor-led portion of a blended learning course:

(1) Course Administration Information collected via EDI shall consist of the following:

(A) Agency submitting request

(B) Course information
1. Course title
2. Course number
3. Course hours
4. Secondary course title
5. Course description
6. Fiscal year
7. If the course is a variable format course
8. Participating agencies and target audience
9. If the course is specifically job related for dispatchers
10. Estimated annual trainees
11. If course is to be published in the course catalog

(C) Mandated information
1. Do you want to request perishable skills approval?
2. Does this course meet a legislative mandate?
3. Does this course meet a POST regulation training mandate?

(D) Course information details
1. Does this course require standardized curriculum?
2. Does this course revisit content from prior course(s)? (i.e., refresher course)
3. Is this an update course? (i.e., material changes over time)
4. Does this course require a safety policy? (e.g., Arrest and Control, Firearms)
5. Are there subventions or college financial support?
6. Does this course require prerequisite(s)? (e.g., Basic Course)
7. Does this course have enrollment restrictions?
8. Project(s) description (if required)
9. Is there a college affiliation?
10. Semester or quarter indicator
11. Number of units granted

(E) Presentation information

1. Maximum enrollment for each presentation
2. Maximum number of presentations per year
3. Indicate course on-site/off-site presentations
4. Course address(es)
5. Number and size of classroom facilities
6. Presentation methods (indicate all techniques used)
7. Training aids
8. Methods of assessing learning goals and objectives (indicate all methods used)

(F) Financial information

1. Plan I, II, III, IV, V, or N/A (refer to Regulation1015(c))
2. Non-reimbursable tuition

(G) General information

1. Course coordinator name
2. Course coordinator telephone
3. Email

(2) Course instructor resume, shall be completed by the course presenter for each instructor assigned to instruct in any POST certified/approved course. The Presenter Approval section of the resume shall be completed for each instructor of a "Specialized Training Subject", listed in Regulation 1070 in compliance with Regulation 1082, and who has been evaluated and met the instructor training requirements. The course instructor resume information collected via EDI shall consist of the following:

(A) Course title

(B) Presenter submitting resume

(C) Personal information

1. POST ID
2. Instructor's name (first, middle, last, suffix)
3. Current occupation
4. Current employer (primary)
5. Business address (street, city, state, zip)
6. Business phone number
7. Business email
8. Subject(s) assigned to instruct (e.g., firearms, legal update)
9. Highest degree obtained
10. Year obtained
11. Major
12. Education/teaching credential
13. College/university granting degree (including city and state)
14. Professional licenses or certificates
15. Law enforcement experience or other experience including any directly related to this instructional assignment (e.g., patrol, SWAT, traffic), and number of years

(D) Instructor experience (courses taught)

(E) Course information

1. Subjects instructor teaches in this course (e.g., Firearms, Legal Update)

(F) Instructor development training

1. Instructor development training including that which is specific to this course
   a. Course title
   b. Course control number (or presenter name if not POST-certified)
   c. Total hours
   d. Date completed
   e. Specialized subjects listed in Regulation 1070(b) or 1070(c)

2. Regular Basic Course instructors shall complete the AICC, Regulation 1082 or pass the AICC Equivalency process, Regulation 1009(c)(4))

(G) Presenter approval

1. Presenter/designee (person authorized to approve instructor)
   a. Name (first, middle, last)
2. Presenter contact information
   a. Office phone
   b. Cell phone
   c. Fax
   d. Email

(3) Expanded course outline shall minimally include: presenter name and presenter identification number and course name or title on each page, page numbers, and subject topics to the third level of detail to sufficiently indicate the technical information in the subject areas, methods for assessing student learning. A generic outline example is as follows:

Presenter Name, Presenter Identification Number
Course Name or Title
Page Number

(A). Topic 1 or Section 1

1. First Subtopic/Section Content
   a. Content Breakdown
   b. Content Breakdown

2. Second Subtopic/Section Content
   a. Content Breakdown
   b. Content Breakdown

(B). Topic 2 or Section 2

1. First Subtopic/Section Content
   a. Content Breakdown
   b. Content Breakdown

2. Second Subtopic/Section Content
   a. Content Breakdown
   b. Content Breakdown

(4) Hourly distribution schedule must indicate total hours per course presentation, total number of days per class, days per week, and the specific name(s) of instructor(s) and topics scheduled during each course hour.

(5) Course safety policies and procedures for courses when applicable, (reference *POST Guidelines for Student Safety in Certified Courses* 2007 for clarification and sample policies) must minimally address:

Presenter Name, Presenter Identification Number
Course Name or Title
Page Number

(A) Rules of safety and conduct
   1. General rule
   2. Course specifics
   3. Site specific rules

(B) Reporting and handling injuries
   1. Minor injuries
   2. Major injuries

(C) Ratios of instructional staff to students

(~~C~~D) Name, location, and phone number of nearest emergency medical facility for each training site.

(6) Course budget is necessary if the cost per student exceeds $100. (reference Regulation 1054) Course budget information collected via EDI shall consist of the following:

(A) Course title

(B) Presenter

(C) Site indicator: onsite or offsite

(D) Services
   1. Instruction (name, hours, rate, high cost justification)
   2. Coordination
      a. General (name, course hours, rate per 8 hours)
      b. Presentation – onsite (name, hours, rate, high cost justification)
   3. Clerical (name, hours, rate)

(E) Travel

1. Coordinators
2. Instructors

(F) Indirect costs as defined in Regulation 1054(j)

(G) Supplies and equipment
1. Books/pamphlets/handouts (description, quantity, item cost)
2. Certificates (description, quantity, item cost, cost)
3. Notebooks (description, quantity, item cost, cost)
4. Paper/office supplies (description, quantity, item cost, cost)
5. Printing/reproduction (description, number of pages, rate per page, number of students, cost)
6. Equipment (item, specific cost)

(H) Support costs
1. Course facility costs (e.g., item, cost)
2. Miscellaneous [item cost (e.g., room rental, telephone, postage)]

(I) Subventions
1. Course facility costs (e.g., item, grants, gifts, FTES)
2. Type (e.g., cash, equipment, services)

(c) **Course Certification Review**

(1) Presenters should allow a minimum of 60 days for staff to approve the course certification request. Approval must be granted via EDI prior to the presentation of the course. If the request is incomplete, the presenter will be required to make the necessary changes in accordance with Regulation 1052 and resubmit the course via EDI. This may extend the time required to complete the course certification process.

(2) POST will notify the requestor via EDI of the decision to approve or disapprove certification of a course.

(3) Any requestor not satisfied with a certification action may submit an appeal in accordance with Regulation 1058.

(d) **Modifications to Course Certification**

All courses shall be presented as certified. Course presenters shall submit via EDI modification(s) to the budget, course content, total course hours, instructors, location, and/or number of presentations a minimum of 30 days in advance of a course presentation. Approval of the modification must be granted via EDI prior to the presentation of the course. CPT credit will not be awarded to students attending courses presented prior to modification approval.

(e) **Webinars**

A webinar is synchronously facilitated training that is delivered via the internet. It is considered an instructor-led course for the purposes of certification through EDI.

1. Live webinars

A live webinar may be certified for CPT credit if the curriculum and instructor information is submitted in EDI in compliance with Regulation 1052. Additionally, presenters must advise the following:

A. Method in which trainee attendance and course completion is verified.

1. Online registration – access code
2. Audio or text (chat area) interaction
3. Video transmission of trainee (e.g., Skype, Facetime)

B. Method in which trainee interaction with the instructor for questions or exercises occurs.

1. Audio or text (chat area) interaction
2. Video transmission of trainee (e.g., Skype, Facetime)

C. Method in which instructor evaluates trainee performance and verifies the learning took place.

1. Assessment activity (test or submitted written assignment)

2, Taped Webinars

POST credit will not be given for taped webinars as there is no ability to verify attendance, learning or provide trainee interaction with the instruction.

(cf) In addition to the criteria 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)(6)] or a Modular Format presenter that is not an academy, shall be evaluated in accordance with the following criteria:

(1) Each academy shall designate an academy director whose qualifications, based upon education, experience, and training shall include a demonstrated ability to manage an academy. The academy director is ultimately responsible for academy performance and is the primary point of contact to POST.

(A) Academy management responsibilities shall include:
1. Integrating and sequencing instruction;
2. Managing instructional methods, testing, and ~~remediation~~ remedial training;
3. Hiring, assigning, and evaluating performance of the instructor(s), coordinator(s), training officer(s), and staff;
4. Coordinating, budgeting, and controlling academy resources; and
5. Maintaining academy discipline.

6. Supervising academy operations for certification compliance when instruction is being conducted.

(2) Each academy shall designate an academy coordinator whose qualifications, based upon knowledge, experience, and training, shall include a demonstrated ability to coordinate the instruction and management of the Regular Basic Course instructional system.

(A) Regular Basic Course instructional system coordination responsibilities shall include:

1. Developing sequenced instructional schedules;
2. Overseeing and evaluating instructional, technological, testing, and ~~remediation methods~~ remedial training;
3. Participating in the hiring process of instructor(s), training officer(s) and staff, and making recommendations for their selection and assignment; and evaluating instructor's(s') and training officer's(s') performance; ~~and~~
4. Delivering course curriculum in accordance with the Training and Testing Specifications~~.~~; and
5. In the absence of the director or when designated, supervising academy operations for certification compliance when instruction is being conducted.

(3) Each Modular Format presenter, that is not an academy, shall designate a coordinator whose qualifications, based upon knowledge, experience, and training, shall include a demonstrated ability to coordinate the instruction and management of the Regular Basic Course instructional system. The coordinator is ultimately responsible for course performance and is the primary point of contact for POST.

(A) Regular Basic Course instructional system coordination responsibilities shall include:

1. Developing sequenced instructional schedules;
2. Overseeing and evaluating instructional, technological, testing, and ~~remediation methods~~ remedial training;
3. Participating in the hiring process of instructor(s), training officer(s) and staff, and making recommendations for their selection and assignment;
4. Evaluating instructor's(s') and training officer's(s') performance;
5. Approving student enrollment based on verification of completion of course prerequisites; ~~and~~
6. Delivering course curriculum in accordance with the Training and Testing Specifications~~.~~; and
7. Supervising academy operations for certification compliance when instruction is being conducted.

~~(4) Each academy shall be supervised at all times by an academy director or coordinator when instruction is being conducted.~~

~~(5) Each Modular Format course shall be supervised at all times by a coordinator when instruction is being conducted.~~

(6~~4~~) Each Modular Format presenter, that is not an academy, shall comply with the minimum training standards for coordinators as prescribed in Regulation 1071.

(~~7~~5) Each academy shall designate recruit training officers whose qualifications, based upon knowledge, experience, and training, shall include a demonstrated ability to supervise trainees attending a Regular Basic Course – Standard Format, Module I, or the Specialized Investigator's Basic Course.

(A) Recruit training officer responsibilities shall include:

1. Monitoring that instruction meets state legislative mandates and Commission regulations and procedures;
2. Providing day-to-day first line supervision of trainees;
3. Supporting, motivating, mentoring, evaluating, and advising trainees;
4. Performing Operational risk management and enforcing the student safety policy; and
5. Ensuring compliance with all local, state, and federal laws and administrative procedures associated with the educational and workplace environment.

(~~8~~6) Each academy shall designate a scenario manager.

(A) Scenario Manager responsibilities shall include:

1. Performing role player and evaluator selection, training, and scheduling;
2. Supervising scenario demonstration and testing;
3. Providing scenario briefings, logistics, and protocols;
4. Ensuring the security of scenario test events and documents; and
5. Designating the safety officer(s).

(~~9~~7) Each academy shall designate scenario evaluators.

(A) Scenario evaluator's responsibilities shall include:

1. Performing scenario scene management;
2. Ensuring security of scenario test events and documents;
3. Ensuring scene safety; and
4. Evaluating and documenting trainee performance.

(~~10~~8) Each **college** academy shall institute an advisory committee of law enforcement officials to assist in providing logistical support and validation of the training.

(~~11~~9) Each academy/presenter shall comply with the minimum training standards for directors, coordinators, recruit training officers, scenario managers, and scenario evaluators as prescribed in Regulation 1071.

(~~12~~10) Each academy/presenter shall comply with the Test-Use and Security Agreement as defined in ~~Commission Procedure D-1-3(a)(9)~~Regulation 1052.

(~~13~~11) Each academy shall establish and comply with the Test Administration and Security Policy, as specified in the *POST Basic Courses Test Management and Security Protocols 2016*.

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

(~~e~~g) **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 later 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.

~~(f) **Training presented in conjunction with** association meetings or conferences may be certified subject to the requirements set forth in Regulations 1051-1058, along with the following conditions:~~

~~(1) Training shall not be certified as POST reimbursable~~

~~(2) Training presented by an association or in conjunction with an association meeting or conference shall not be certified if attendance is restricted to association members.~~

~~(g) **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.~~

(h) **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.

(i) **The presenter of a POST-certified course shall** review all audio-visual training materials, and publically broadcast material prior to use as a training resource. The review of ~~audio-visual training~~ this material shall emphasize the avoidance of materials that 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, CD-ROM discs, computer animations, digitized audio, and video files, DVD discs, films, slides, videotapes, web-based, and other similar media. ~~Classroom hand-out materials are not included.~~

~~(2) Regulation of 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.~~

(j) **Training presented in conjunction with** association meetings or conferences presented by associations may be certified subject to the requirements set forth in Regulation 1052, along with the following conditions:

(1) Training presented by an association or in conjunction with an association meeting or conferences presented by associations shall not be certified if attendance is restricted to association members, unless justification is provided to POST.

(2) Conference training shall be certified as non-reimbursable.

(3) Training conferences do not require a budget attachment (as defined in POST Regulation 1054).

(4) Training Conference fees shall not include membership fees for non-members.

(k) **Single-track Training**

Single-track training: All attendees receive the same training at one time.

(1) Each individual training session will be a minimum of two hours. CPT credit may be requested for a keynote speaker less than two hours.

(2) Sessions by keynote speakers will only be certified if the content has been included in the expanded course outline to the third level of detail.

(3) Panel discussions will not be certified.

(4) Presenter will submit the Course Certification Request via EDI consistent with Regulation 1052.

(5) Presenter will complete and submit a roster for the conference via EDI consistent with Regulation 1055(g).

(l) **Multi-track Training**

Multi-track training: attendees can select training from a list of workshops.

(1) Each individual workshop will be a minimum of two hours. CPT credit may be requested for a keynote speaker less than two hours.

(2) Presenter will submit the Course Certification Request via EDI consistent with Regulation 1052.

(3) Each individual workshop shall be named and numbered on the Hourly Distribution Schedule and the expanded course outline to the third level of detail.

(4) Presenter is responsible for tracking each trainee's actual attendance at individual workshops. Presenter will submit the conference roster via EDI. The roster shall reflect the workshop number(s) attended and total number of hours of CPT credit for each trainee.

(m) **POST Symposiums**

POST symposiums are designed to disseminate information or address current and future problems encountered by law enforcement. The Commission may authorize reimbursement for POST symposiums on a Letter of Agreement (LOA) or Training Reimbursement Request (TRR).

(n) **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.

The document *POST Basic Course Test Management and Security Protocols 2014* adopted effective January 1, 2009, and amended May 3, 2012, and October 1, 2014, is herein incorporated by reference.

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

Note: 1053 is being totally revised shown first with deletion and next with new text underscored.

~~**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 shall be submitted to POST via the Electronic Data Interchange (EDI) System.~~

(a) ~~**Instructor-led Training**~~
~~The following information, provided via the EDI, shall constitute a complete course certification request for instructor-led training and for instructor-led portion of a blended learning course:~~

~~(1) **Course Administration Information** collected via EDI shall consist of the following:~~
~~(A) Agency Submitting Request~~
~~(B) Course Title~~
~~(C) College Affiliation~~
~~(D) Plan Requested~~
~~(E) Course Length – Hours~~
~~(F) Format: Hours Per Day, Days Per Week, Weeks~~
~~(G) Presentations Per Year~~
~~(H) Units Granted: Semester or Quarter~~
~~(I) Participating Law Enforcement Agencies and Estimated Number of Yearly Trainees from Each Agency~~
~~(J) Enrollment Restrictions~~
~~(K) Maximum Number of Students~~
~~(L) Address of Course Site~~

~~(M) Facilities - Number and Size of Classrooms~~

~~(N) Course Objectives and Narrative Description of Course~~

~~(O) Method of Presentation - All Techniques Used: Lecture, Demonstration, Simulation, Role Playing, Conference, Other~~

~~(P) Number of Instructors~~

~~(Q) Training Aids Used~~

~~(R) Required Project~~

~~(S) Method of Evaluating Stated Objectives~~

~~(T) Name and Title of Person Requesting Course Certification~~

~~(U) Contact Number~~

~~(V) Date of Request~~

~~(W) Secondary Course Title~~

~~(X) Fiscal Year~~

~~(Y) Variable/Fixed Format~~

~~(Z) Course is Specific to Dispatchers: Yes or No~~

~~(AA) Publish in POST Course Catalog: Yes or No~~

~~(BB) Categories~~

~~(CC) Course Is a Legislative Mandate: Yes or No~~

~~(DD) Course Is in Response to POST Regulatory Training Requirements: Yes or No~~

~~(EE) Course Requires Standardized Curriculum: Yes or No~~

~~(FF) Revisit Content Prior to Course~~

~~(GG) Course is Highly Dynamic: Yes or No~~

~~(HH) Course Requires a Safety Guideline: Yes or No~~

~~(II) Subventions~~

~~(JJ) Pre-requisites Required: Yes or No~~

~~(KK) Proposed Presentation Dates~~

~~(LL) On-site/Off-site Presentations~~

~~(MM) Material Agency Fees~~

~~(NN) E-mail Address~~

~~(2) **Course Instructor Resume**, 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 who has been evaluated and found to meet the instructor training requirements of Regulation 1070 and 1082. The Course Instructor Resume information collected via EDI shall consist of the following:~~

~~(A) Instructor's Name (first, middle, last)~~

~~(B) Current Occupation~~

~~(C) Current Employer (primary)~~

~~(D) Business Address: street city state zip~~

~~(E) Business Phone Number~~

~~(F) Business Email~~

~~(G) Course Assigned to Instruct~~

~~(H) Training Presenter~~

~~(I) POST Presenter Number~~

~~(J) Course Number If Known~~

~~(K) Subject(s) Assigned to Instruct (e.g., firearms, legal update)~~

~~(L) Highest Degree~~

~~(M) Year Obtained~~

~~(N) Major~~

~~(O) Education/Teaching Credential~~

~~(P) College/University (include city and state)~~

~~(Q) Types of General Law Enforcement Experience Relative to This Instructional Assignment (e.g., patrol, swat, traffic), Number of Years~~

~~(R) Other Law Enforcement-Related Experience Relative to This Instructional Assignment (e.g., college instructor, attorney), Number of Years~~

~~(S) Instructor Development Training (general instructor skills: adult learning, assessment, presentation skills, testing): Course Titles – POST-certified, Course Control Number, Total Hours, Completion Date~~

~~(T) Instructor Development Training (general instructor skills: adult learning, assessment, presentation skills, testing): Course Titles – non POST-certified, Presenter, Total Hours, Completion Date~~

~~(U) Instructor Training Specific to this Course – Initial Training and any Update Training (e.g., driver instructor course, driver instructor update course): Course Titles – POST-certified, Course Control Number, Total hours, Completion Date~~

~~(V) Instructor Training Specific to this Course – Initial Training and any Update Training (e.g., driver instructor course, driver instructor update course): Course Titles – non POST-certified, Presenter, Total hours, Completion Date~~

~~(W) Professional License Certificates Relevant to this Course (e.g., EMT, NAUI, R.N.)~~

~~(X) The Name of the Specialized Subject the Instructor is Assigned to Teach and the Required Instructor Training Course Title as Listed In Regulation 1082 (e.g., firearms instructor)~~

~~(Y) Completion of POST-certified Instructor Course –Regulation 1070(b): Course Titles – POST-certified, Course Control Number, Hours~~

~~(Z) Equivalency Evaluation for Instructor Course –Regulation 1070(c): Course Titles/Subject Areas, Course Control Number if Known, Hours, Date, Presenter~~

~~(AA) Attestation for (Y) or (Z) Above: Presenter/Designee, Position Title, Date~~

~~(BB) Titles of Directly Related Courses/Subjects Taught~~

~~(CC) Other Teaching Experience (course titles/subjects)~~

~~(DD) Presenter/Designee Authorized to Approve Instructor~~

~~(EE) Presenter's Contact Information: Office Number, Cell Number, Fax Number, Email Address~~

~~(3) **Course Budget** if the proposed course will require a tuition. (Reference Regulation 1054. Requirements for Course Budget.) Course Budget information collected via EDI shall consist of the following:~~

~~(A) Agency Presenting the Course~~

~~(B) Course Category~~

~~(C) Course Title~~

~~(D) Direct Costs – Services: Instruction, Coordination, Clerical, Printing/Reproduction~~

~~(E) Direct Costs – Supplies: Books/Pamphlets/Handouts, Certificates, Notebooks, Paper/Office Supplies~~

~~(F) Direct Costs – Equipment~~

~~(G) Direct Costs – Travel: Coordinator, Instructors~~

~~(H) Direct Costs – Miscellaneous~~

~~(I) Indirect Costs~~

~~(J) Subventions~~

~~(K) Name of Person Submitting Budget and Date~~

~~(L) Services – Instruction: Name, Number of Instructor Hours, Hourly Rate~~

~~(M) Services – Coordination: Name, Number of Coordinator Hours, Hourly Rate~~

~~(N) Services – Clerical: Name, Number of Hours, Hourly Rate~~

~~(O) Services – Printing/Reproduction: Item, Cost~~

~~(P) Supplies – Books/Pamphlets/Handouts: Item, Quantity, Cost~~

~~(Q) Supplies – Certificates: Item, Quantity, Cost~~

~~(R) Supplies – Notebooks: Item, Quantity, Cost~~

~~(S) Supplies – Office Supplies: Item, Quantity, Cost~~

~~(T) Equipment: Item, Specific Cost~~

~~(U) Travel: Coordinator's Name, Origin & Destination, Mode of Transportation, Specific Costs (e.g., transportation, per diem, etc.)~~

~~(V) Miscellaneous: Item, Cost~~

~~(W) Subventions: Source of Subventions, Type of Subventions (cash, equipment, services, etc.), Cash Value of Subvention~~

~~(X) General Coordination~~

~~(Y) Presentation Coordination~~

~~(Z) Site Indicator~~

~~(AA) Course Facilities Cost~~

(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
C. Administration
II. Topic 1 or Section 1
A. First Subtopic/Section Content
1. Content Breakdown
B. Second Subtopic/Section Content
1. Content Breakdown

(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.

(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, 8/06)

(2) Course Developer Résumé (POST 2-215, 8/06)

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 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
II. Topic 1 or Section 1
A. First Subtopic/Section content
1. Content Breakdown
(a) Learning Activities, Related Objectives, and Estimated Times of Completion
2. Student Evaluations, Related Objectives, and Estimated Times of Completion (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
(a) Learning Activities, Related Objectives, and Estimated Times of Completion
2. Student Evaluations, Related Objectives, and Estimated Times of Completion (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 (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.

(c) **Course Certification Review**

~~(1) Within 14 calendar days of receiving a course certification request, POST shall review the request and notify the requestor, via the Electronic Data Interchange (EDI) System, of the status of the request. 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.~~

~~(2) The Commission shall review each complete request for course certification and base its decision on evaluation of those factors enumerated in Regulation 1052. Within 60 calendar days of receiving the course certification request, POST will notify the requestor 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.~~

~~(d) **Changes to Course Certification**~~

~~After a course is certified by the Commission under the conditions specified inthe 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 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.~~

~~(1) Modifications are changes to a Course Presentation Request submitted to POST and approved by POST prior to the course presentation.~~

~~(2) Corrections are changes to a Course Presentation Request submitted to POST and approved by POST after the course presentation.~~

1053. Requirements for Self-paced Training Course Certification

Self-paced training is defined by POST as any training in which there is no instructor. An example of self-paced training is a web-based training

(a) **Self-paced Training Course Certification Review Process**

Any presenter requesting a new self-paced training course certification shall first contact Training Delivery and Compliance Bureau (TDC) staff for an evaluation of the need for the course. Presenters considering development of a self-paced training course for certification are encouraged to contact TDC in advance to discuss certification criteria.

The presenter shall provide a training needs assessment establishing an ongoing, unmet training need to TDC staff. Once approval has been obtained, the presenter shall prepare and send a self-paced training course certification package to the TDC Bureau. TDC staff will review the package for completeness and send the package to the Learning Technology Resources Bureau (LTR) for review of the instructional design and technical functionality of the course. If not approved by LTR staff, the package will be sent

back to TDC with a summary of why the self-paced training did not meet approval. If approved by LTR staff, the package will be sent back to TDC for review of the subject-matter expert resumes and the course content. TDC staff will notify the presenter of the decision to approve or disapprove certification of the course.

After certification, the presenter will work with LTR staff to determine the most appropriate delivery method (e.g., on the Learning Portal, on the presenter's website) and develop any needed additional functionality.

Any presenter not satisfied with a certification action may submit an appeal in accordance with Regulation 1058.

(b) **Self-paced Training Course Certification Criteria**

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

(1) Need and justification for the course

Includes the training need and how the course meets the training need. Only courses for which there is an ongoing, unmet need shall be evaluated for certification.

(2) Description of the self-paced course

(3) Description of target audience

The description shall include the job position(s) (e.g., officer, dispatcher, investigator, all law enforcement) and the level of experience expected prior to taking the course (e.g., advanced officer, beginning dispatcher, new investigator).

(4) Alignment of the course description and target audience description with the instructional objectives, trainee activities, and evaluation activities

(5) Estimate of the total time required to complete the course

(6) Proposed Continuing Professional Training (CPT) hours

(7) Cost per student

(8) Expanded course outline

(9) Alignment of the instructional objectives, student activities,and evaluation activities

The I**nstructional Objectives** specify in behavioral (measurable) terms what the learner will be able to do as a result of instruction. At a minimum, the instructional objectives must include the behavior and the conditions under which that behavior shall be measured. The level of the behavior (e.g., Bloom's Taxonomy) used in the objectives must match the performance level desired of the student upon completion of the course.

The **Student Activities** are the exercise(s) that the learner engages in to change his/her knowledge, skill, and/or attitude around a particular area of performance. The student activities must provide practice in meeting the instructional objectives and give learners corrective/confirming feedback regarding their performance. The actions the learner performs in the activities must match the level of performance defined in the instructional objectives for the topic.

The **Evaluation Activities** are activities designed to measure whether the learner has achieved a sufficient change in his/her knowledge, skill, and/or attitude. The action the trainee performs in the evaluation activities must match the level of performance defined in the instructional objective for the topic. One evaluation activity may measure the learner's performance regarding several instructional objectives.

(10) Qualifications of subject matter experts

(c) **Self-paced Training Course Certification Package**

The following information shall constitute a complete course certification package for self-paced training or the self-paced training portion of a blended learning course of study:

(1) Self-Paced Training Course Certification Request, POST 2-124 (Rev 03/2015), hereby incorporated by reference)

(A) Course presenter/agency
Provide the name of the course presenter or POST agency requesting certification.

(B) Course developer
Provide the name of the course developer if different from the course presenter/agency.

(C) Justification
Indicate whether or not a POST Regional Consultant has approved the course as filling an ongoing, unmet training need and provide a "Need and Justification" statement. Attach additional sheets if extra space is required.

(D) Mandated training Indicate if the course meets a training mandate and the source of that mandate.

(E) Proposed Continuing Professional Training (CPT) hours
The number of CPT hours the course presenter is proposing expressed as a whole number.

(F) Estimated completion time
An estimate of the total time required to complete the course expressed as a range of time it takes typical students to complete the course (e.g., 2-4 hours).

(G) Cost per student

The fee charged to a student to take the course.

(H) Course level
Identify the level of training the course provides.

(I) Target audience
Briefly describe the target audience for the course. Attach additional sheets if extra space is required.

(J) Prerequisite or specific experience needed
Identify any prerequisites or specific experience required for the course.

(K) Course description
Provide a course description including goals, objectives and learning outcomes for the course. Attach additional sheets if extra space is required.

(L) Course URL and access information
Provide the Uniform Resource Locator (URL) and log-on requirements.

(M) Additional materials
List any other information, additional course materials, or media that would be supplied to a student taking the course.

(N) Authorization and signature
The presenter's authorization for POST to evaluate the course certification packet.

(2) Expanded course outline

Minimally include subject topics to the third 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, student activities, and evaluation activities. An example of an outline follows:

Presenter Name, Presenter Identification Number
Course Name or Title
Page Number

(A). Topic 1 or Section 1
1. Objective 1
a. Content Breakdown
b. Content Breakdown
c. Student Activity #
2. Objective 2
a. Content Breakdown
b. Content Breakdown
c. Student Activity #
3. Evaluation

a. Content Breakdown
b.. Content Breakdown
c. Evaluation Activity #

(3) Matrix

Provide a matrix that shows the relationship of the objectives to the student activities and evaluation activities.

The full text of the objectives for the course shall be along one axis and the description of student activities and evaluation activities along the other axis. The nexus of the two axes should provide sufficient information to identify the portion of the course where the objective is addressed or measured. It is likely that all boxes within the matrix will not be filled in. An example follows:

	Student Activity #1 Description	Student Activity #2 Description	Student Activity #3 Description	Evaluation Activity Description
Instructional Objective #1 (full text)	Activity location			Activity location
Instructional Objective #2 (full text)	Activity location	Activity location		Activity location
Instructional Objective #3 (full text)	Activity location	Activity location	Activity location	Activity location
Instructional Objective #4 (full text)			Activity location	Activity location

(4) Self-Paced Training Subject Matter Expert Resume, POST 2-121 (03/2015), hereby incorporated by reference.

The course presenter shall submit a resume (POST 2-121) for each subject matter expert who participated in the development of the content for the course. If the course topic is defined in POST Regulation 1070 as requiring specific training for the instructor (POST Regulation 1082) at least one of the subject matter experts must meet this requirement. Attestation of this qualification must be reflected on his/her resume in the form of the course presenter's signature.

(d) **Modifications to certified self-paced courses**

After a self-paced training course is certified based on the criteria consistent with Regulation 1053 the course shall not be changed or modified without POST approval. Course presenters must report any change(s) to content, fees, technical, or instructional design to TDC staff. TDC staff will consult with LTR staff as needed if the changes or modifications impact technical or instructional design.

(e) **Decertification of self-paced training courses**

See POST Regulation 1057.

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

Additional Attachments:

Attachment B-1 – Self-paced Training Course Certification Request, POST 2-124 (Rev 03/2015)
Attachment B-2 – Self-paced Training Course Certification Request, POST 2-124 (8/26/06)
Attachment C – Self-paced Training Subject Matter Expert Resume, POST 2-121 (03/2015)
Attachment D – Course Developer Resume, POST 2-125 (Rev 8/26/06)