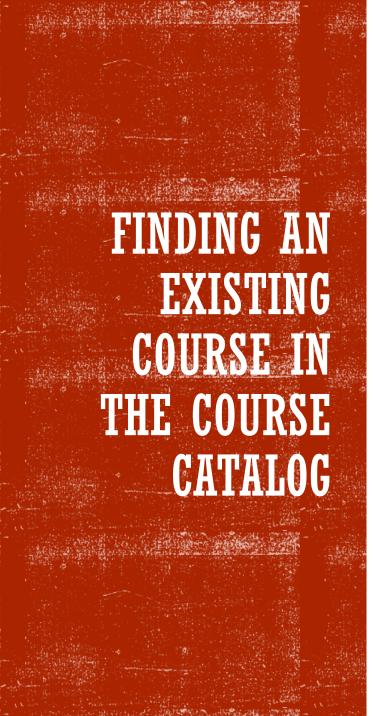
# COURSE

LISA HOLTON KAREN LOZITO Training
Managers
Course



#### The student will be able to:

- Locate existing courses in the Course Catalog
- Identify course certification regulations
- Understand the process to get a new course certified
- Describe the components of a certified course
- Modify a course
- Schedule a course presentation
- Submit a course roster
- Analyze a course



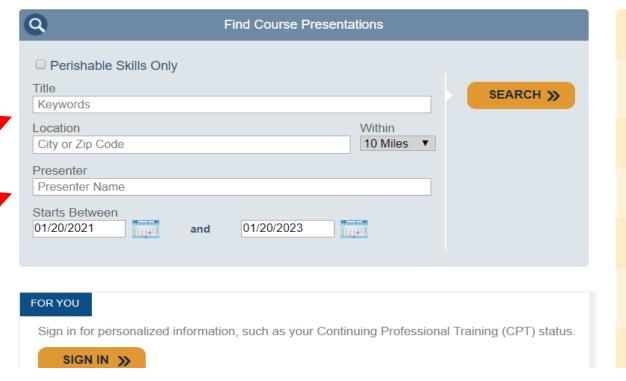
#### Look for existing training

- POST Homepage
- QUICK LINKS
- Course Catalog
- "Course Title" or "Presenter"
- Alphabetically listed

#### POST CATALOG



COMPLETE LIST OF COURSES: A~B~C~D~E~F~G~H~I~J~K~L~M~N~O~P~Q~R~S~T~U~V~W~X~Y~Z



Commission Meeting
February 24-25, 2021

In Memoriam – Sacramento
County Sheriff Deputy Adam
Gibson

Updated Learning Domains:
LD 11 and LD 15

Updated Learning Domains:
LD 27 and LD 42

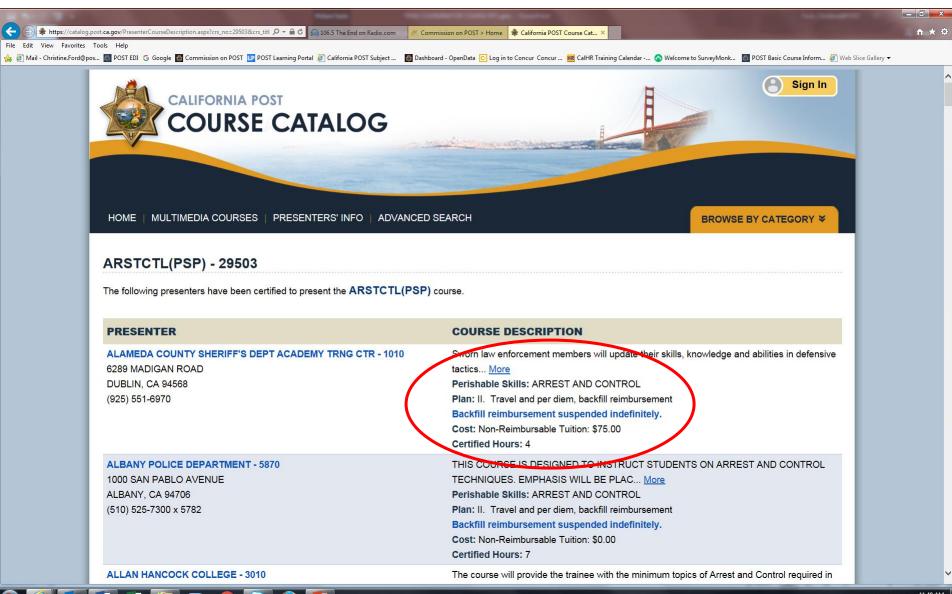
Bulletin 2021-01

Change Perception by
Increasing Your
Communication Value

December POST Monthly

Report

#### POST CATALOG — COURSE INFORMATION













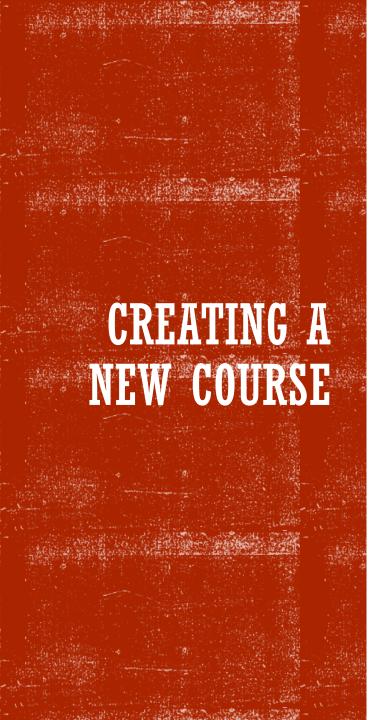












- Who will create the course components?
  - Who has expertise?
- Who will instruct the course?
  - Ideally the instructor will design the course
- Where will training be conducted?
- Does all training have to be POST certified?

#### NEW COURSE CERTIFICATION

**FIRST** contact

your consultant

#### **Evaluation of factors**

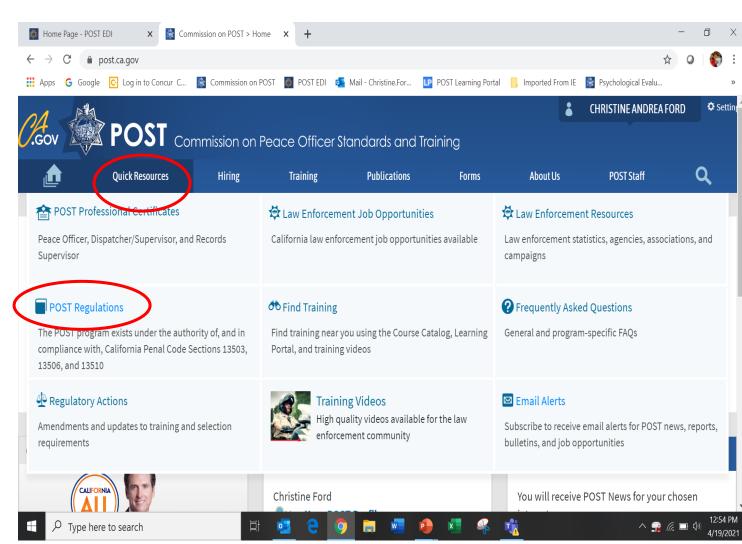
- Establish an ongoing and unmet need
- Number of presenters already certified in area
- Do you have instructors with expertise?
- Will you request a POST reimbursement plan?
- Will you be opening the course to other agencies?

#### COURSE CERTIFICATION REGULATIONS

Go to POST Homepage

QuickResources

POSTRegulations



### COURSE CERTIFICATION

#### POST REGULATIONS

- 1051. Course Certification Program
- 1052. Requirements for Course Certification
- 1053. Requirements for Self-Paced Training Course Certification
- 1054. Requirements for Course Budget
- 1055. Requirements for Course Presentation
- 1056. Annual Recertification
- 1057. Decertification
- 1058. Appeals Process



#### TEAM 1 — REGULATION 1052

 A. Development of course was approved by regional consultant based on established ongoing, unmet training need.

• NEW COURSE CERTIFICATION TRAINING NEEDS ASSESSMENT (POST 2-343) must be submitted to Regional Consultant a minimum 60 days in advance of desired course presentation date(s).



#### TEAM 1 — REGULATION 1052

 B. The presenter of a POST-certified course shall review all audio-visual training materials prior to use as a training resource.

#### Review shall:

- emphasize avoidance of materials that depict situations, tactics, and procedures that could lead a trainee to take inappropriate actions on the job
- include careful examination of depictions of law enforcement work to assure consistency with existing law and accepted practices



#### TEAM 2 - REGULATION 1052

 A. 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.



#### TEAM 2 - REGULATION 1052

• B. A course budget is required when POST provides reimbursement for training or training presentation; however, a course budget is not required when the total course tuition per student is \$125 or less per day of instruction and the reimbursement is limited to subsistence, commuter lunch, and travel (Plan IV).



#### TEAM 3 - REGULATION 1052

 A. Each training presenter of POST-certified courses involving the manipulative skills training shall implement a formal written safety policy.



#### TEAM 3 - REGULATION 1052

• B. Course presenters shall submit via EDI modifications to the budget, course content, total course hours, instructors, location, and/or number of presentations a minimum of 45 days in advance of a course presentation.



#### TEAM 4 — REGULATION 1052

• A. Hourly distribution schedule must indicate the total number of hours per course presentation, total number of days of class, and the total number of days per week.

If the course includes legislatively mandated hours, then the hourly distribution schedule must illustrate how the mandate has been met. (Refer to regulation 1081)



#### TEAM 4 — REGULATION 1052

• B. Expanded course outline; Cert I and II will include a statement of purpose. Cert I will require second level of detail, Cert II will require third level of detail or learning objectives and minimum topics.



#### TEAM 5 - REGULATION 1055

• A. A certified course, if publicized, must use the exact title as certified by POST

 No course may be publicized prior to course certification

 The POST certification number shall be shown on all materials being publicized

 Presenters shall clearly indicate on any course announcements, brochures, bulletins, or publications that POST has certified the individual course offering

#### TEAM 5 - REGULATION 1055

B. A completed Course Roster shall include all individuals and the number of hours completed by each individual, whether or not successful completion of the course was achieved.

All documents must be submitted to the Commission no later than 10 calendar days following the ending date of the presentation.



#### TEAM 6 - REGULATION 1055

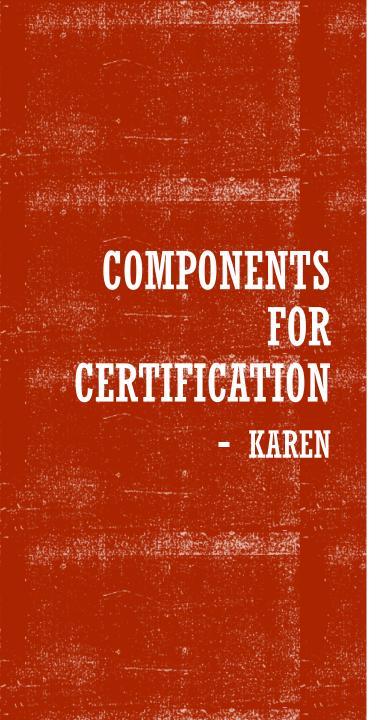
 A. POST must receive the course presentation request, via EDI, at least 30 calendar days prior to the course presentation.



#### TEAM 6 - REGULATION 1055

 B. A course that has been certified is valid for presentation only by the presenter receiving the certification and is not transferable to another presenter





- Training Needs Assessment Form (Form 2-343)
- Course Administration Information page
  - Course details; the nuts and bolts
- Course Instructors
  - Instructor Resume 2-112;
     under "Forms" tab; OR
  - Resume Builder
- Course Outline
- Hourly Distribution Schedule
- Safety Policy (if applicable)
- Budget (if applicable)

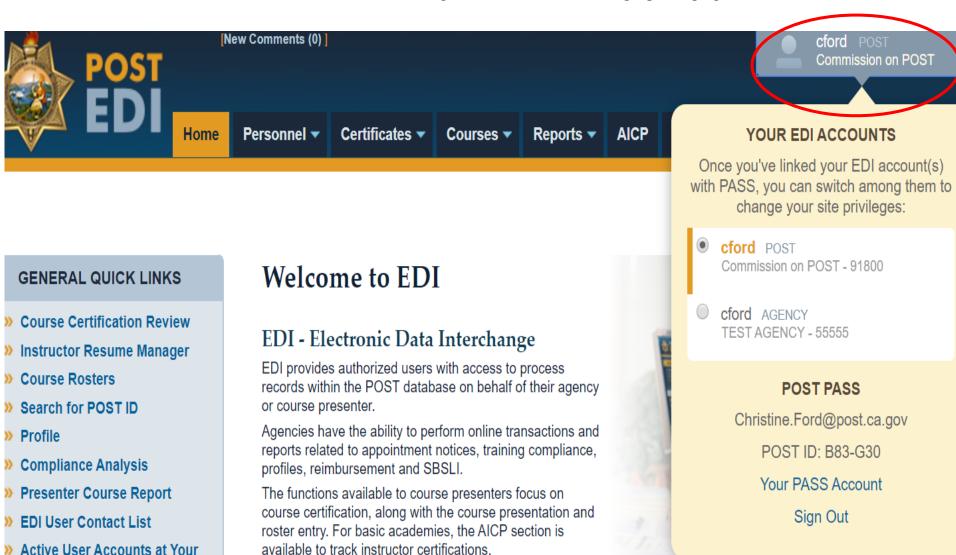
#### TRAINING NEEDS ASSESSMENT FORM

TRAINING MEETIC ACCEPTIFICATION	Commission on r Standards and Training (POST) 860 Stillwater Road, Suite 100 dest Sacramento, CA 95605-1630
This form must be submitted to your POST Regional Consultant the required minimum 60 days in advance presentation date(s). Please complete ALL portions. This does not constitute for presentation of a course of final and approval is granted.	
A. COURSE INFORMATION PROPOSED COURSE TITLE	DATE OUR WITTER WANDRAGO
PROPOSED COURSE TITLE	DATE SUBMITTED (MM/DD/YY)
SUBMITTING PRESENTER COURSE PRESENTATION DATE(S) – Use comm	nas to separate dates (MM/DD/YY)
Are you affiliated with: A law enforcement agency A So1 (c) (3) or (4) Non-Profit Organization A LLC, S-Corp, etc.	ium A College
B. CONSULTATION	
Did you consult with your regional POST Consultant prior to developing this proposed course?      a. IF YES, provide Consultant's Name:      b. IF NO, please give reason:	
C. DEMONSTRATED NEED	
Is there a demonstrated <i>unmet need</i> expressed by a survey of agencies/associations?  IF YES:	
a. Did you survey the County Chiefs & Sheriff's Association?	Y
Association Name:  b. Did you survey the training managers association and/or training association group?  Association Name(s): 1)	□Y □N
Did you survey other advisory groups (e.g., Community College Advisory Council)?	

- Be detailed
- Survey Training Manager and/or Chief/Sheriff groups
- Do your homework; this document is what your POST consultant will use in the approval process

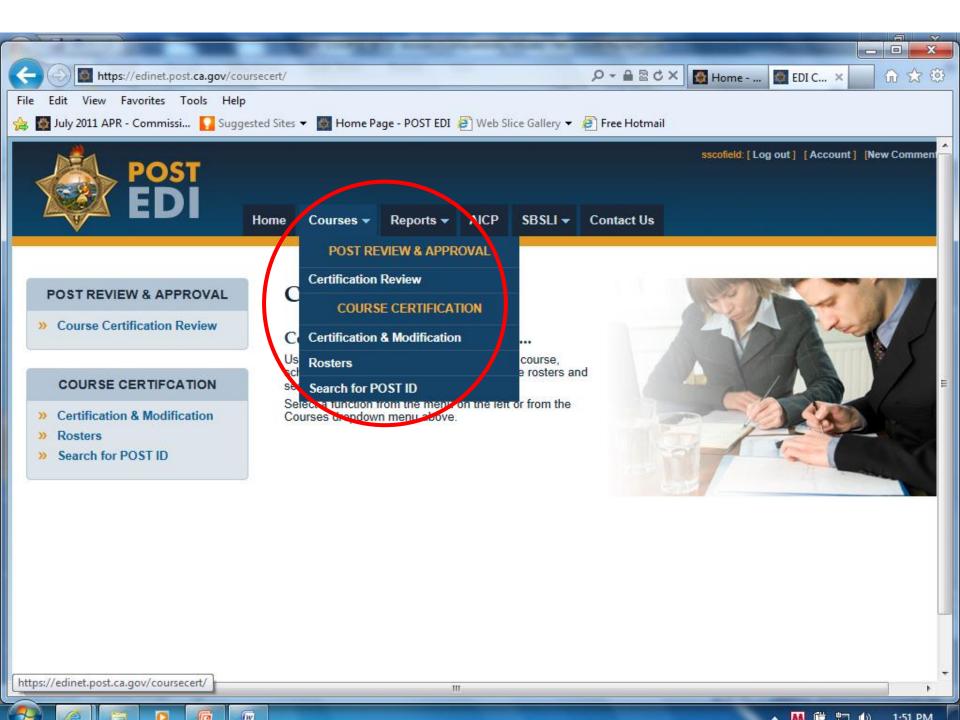


#### EDI — PRESENTER ACCESS



Agency/Presenter

Contact information is available for EDI technical support, your POST regional consultant, and program support for both AIC and SBSLI by selecting **Contact Us**.

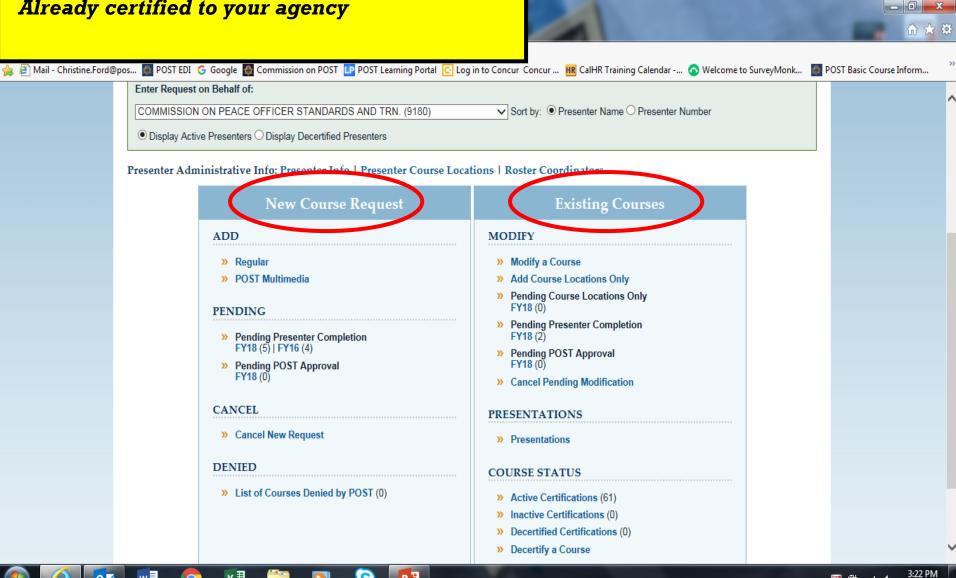


#### **NEW COURSE REQUEST**

Never been certified to your agency

#### **MODIFY EXISTING COURSES**

Already certified to your agency























#### Add a New Course - Regular

presentation.

#### Presenter preliminary course certification request checklist

Before proceeding to request certification of this proposed course, read and check "Yes" for each of the following points. By clicking the "I Agree" but hat you have done so and are prepared to address each item with your POST Regional Consultant.

Yes	Demonstrated Need		
$\checkmark$	1. There is a demonstrated ON GOING/UNMET TRAINING NEED that can be expressed by a Training Needs Assesment. I am prepare documentation upon request prior to certification of this request.		
<u>~</u>	2. There is a sufficient number of students to participate in this training.		
<u>~</u>	3. I have conducted research and am convinced that there are not existing courses available locally or that can be imported into the are		
$\checkmark$	4. I have conducted research to determine if this course is mandated (Federal, Legislative, POST Commission, other).		
<u>~</u>	5. I have inquired to determine if POST standardized curriculum is available for this proposed course.		
	Demonstrated Capability		
<u>~</u>	6. There is sufficient number of instructors with proper qualifications to teach this proposed course.		
$\checkmark$	7. There are adequate and safe training facilities for this proposed course.		
$\checkmark$	8. This proposal has been reviewed and approved by the agency Training Manager, Chief/Sheriff, or equivalent manager.		
$\checkmark$	9. The agency Training Manager and or staff members have attended the POST Course Administrator's Training. (If not, I have discuss POST Regional Manager)		
	Consultation		
<u>~</u>	10. I contacted the POST Regional Consultant before developing/submitting this proposed course.		
	Consultant Name: Christine Ford Date: 07/29/2019		
	Approval Submission		
$\checkmark$	11. This proposed course request is being submitted a minimum of 90 days in advance of the desired presentation dates.		
	Course Administration Requirements		
	12 Lunderstand my responsibility to submit the COURSE ROSTER and TRAINING REIMBURSEMENT REQUEST forms 10 days after		



# NAME THAT COURSE!!!! Option 1 Type in topic and search for existing titles This is usually the easiest way

Option 1	
1. Search course titles & keywords Search	ah l
Searc	
Option 2	
2. Search by course number Search	sh
Option 3	
3. Search by subject category	
Select a Category	
Option 4	
4. Enter a new proposed title (*)	Submit
*Subject to POST Approval	Capitite

### **BEFORE** selecting title in **EDI**

- Go to Course Catalog
- Read course descriptions
- Use an existing title when possible



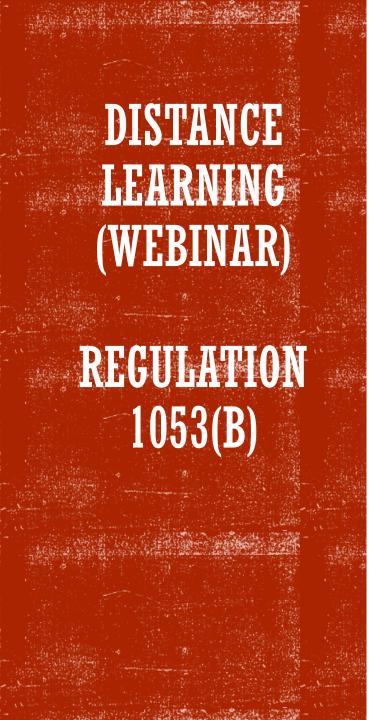


## VARIABLE FORMAT

- Same topic
- Different amount of time
  - 4, 6, 8, webinar, etc.
- Each contains additional and/or different information
  - Not just teaching faster or slower
- Must have at least two variations to enter in EDI

#### EXAMPLE OF VARIABLE FORMAT

Document	Status	
Course Administration Information	No Change	
Course Instructors	No Change	
Format: 2-Day 16-Hour Format		
Course Outline	No Change	
Hourly Distribution Schedule	No Change	
Format: 12 Hour Format		
Course Outline	No Change	
Hourly Distribution Schedule	No Change	
Format: 8-Hour (One Day)		
Course Outline	No Change	
Hourly Distribution Schedule	No Change	
Format: 4-hour on-line version		
Course Outline	No Change	
Hourly Distribution Schedule	No Change	



#### Answer these questions at your table:

- What are the requirements for Course Administration?
- What are the requirements for Course Delivery?
- If a course is longer than four hours, what are the instructional methods that shall be included in the course and identified in the expanded course outline?
- How many of the instructional methods listed in (B)(1)-(5) shall be included in the course and identified in the course outline?
- What are the requirements for and types of Learning Verification?
- Why is POST CPT credit not given for recorded courses?

Participating Agencies & Target Audience:	Police and professional law enforcement personnel	
		• Participating / Target Audience: • who are you training?
	(maximum 1000 ch	•Is it for dispatchers
Is this course specifically job related for dispatchers?:	● Yes ○ No *	•Published in catalog
Do you wish to publish this course in the catalog?:	O Yes ○ No *	•Contracts •PSP
Does the course have a contract?	○ Yes ○ No *	•Legislative Mandate
If yes, what is the contract number?		
Mandated Information		
Do you want to request perishable skills approval?:	○ Yes ○ No * N	More Info
If yes, choose one or more perishable skills categories:	☐ Tactical Firearm ☐ Driver Training/ ☐ Arrest & Contro ☐ Strategic Comm ☐ Use Of Force	Awareness
Does this course meet a legislative mandate?: (except PSP/CPT)	○ Yes <b>○</b> No *	More Info
If yes, list legislative mandate(s):	Select Mandate(s	

Does this course meet a post regulation training mandate?: (except psp/cpt)	© Yes © No *	More Info	•POST Regulation mandate •Standardized curriculum
If yes, list post regulation(s):	Select Regulation	on(s)	*Revisited content/ Update course
			•Safety policy; clicking yes will add that component in EDI
			•College financial support; FTE
Course Information Details			•Prerequisites
Course Information Details			
Does this course require standardized curriculum?:	O Yes O No *	More Info	
Does this course revisit content from prior core course(s)?: (i.e. refresher course)	© Yes © No *	More Info	
Is this an update course?: (i.e. material changes over time)	O Yes O No *	More Info	
Does this course require a safety policy?: (e.g. Arrest and Control, Defensive Tactics, Firearms, etc.)	© Yes © No *	More Info	
Are there subventions or college financial support?:	O Yes O No *		
Does this course require prerequisite(s)?: (e.g. Basic Course)	O Yes O No *		
If yes, list prerequisite(s):			

Does this course have enrollment restrictions?:	© Yes	© No *	•Enrollment Restrictions; why?
If yes, list enrollment restrictions:			College Affiliation
Project(s) description (if required):			•Maximum Enrollment
		.d.	•Maximum Presentations per year
Is there a college affiliation?:	© Yes	;	•Estimated annual trainees
If yes, enter the college name:			•On-site/off-site
Semester/Quarter Indicator:	Semester Quarter		•Course Addresses
No. of units granted:			
Presentation Information			
Maximum enrollment for each presentation:	0	* (normal class enrollment: 25 students)	
Maximum no. of presentations per year:	0	*	
Maximum annual trainees:	0		
Estimated annual trainees:			
Indicate course on-site/off-site presentations:	🔲 Onsite 🕅 Offsite *		
Course address(es):	Add Lo	ocation(s)	

# Course Administration Information

Course: C SANDOVAL -

Presenter: COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (9180) [Preparer POST]

Please provide the following information that will be used to properly evaluate, approve and administer this proposed course. Information submitted is subject to modification prior to course approval. \* = required fields

# Course Locations (pick one or more)

Can't find an address?

Add one from POST's list of locations

Can't uncheck a location?

Locations that are used in presentations cannot be removed from the course.





Number and size of classroom facilities:		•Classroom facilities •Presentation methods
Presentation methods (indicate all techniques used):	Lecture Demonstration Simulation Role playing Conference Learning activities Exercises Other (please list):	•Training Aids •Methods of assessing learning goals
Training aids:		
Methods of assessing learning goals and objectives: (indicate all methods used)	* Oral Exam Pre Test Post Test Exercise/Activities Skills Demonstration Other (please list):	

Financial Information				•Reimbursement Plans
Reimbursement Plan (choose one):  >>> Plans Information >>> Backfill Information >>> Backfill Approved Course Topics	<ul><li>Plan II - Travel</li><li>Plan III - Travel</li><li>Plan IV - Travel</li><li>Plan V - Travel</li></ul>	and per diem, tuition, backfill reiml and per diem, backfill reimbursem and per diem, tuition reimburseme and per diem reimbursement and per diem reimbursement, train POST financial reimbursement	ent ent (requires budget)	BE COMPLETED TO
Non-reimbursable Tuition:	\$ If no	o tuition, enter zero.		"SAVE COMPLETE"
General Information				
Course coordinator name:	first *	middle	last	*
Course Coordinator Telephone:	(	Ext. *		
Email:		*		
	<< Cancel	Save Draft Save Comple	ete	

# COURSE CERTIFICATION: ANALYZING A COURSE

- Work as a group at your table to answer the questions about the new course packet when directed
- Use POST Regulations as a resource
- You may make notes in your packet
- Disregard POST Consultant Review box on Course Administration Information page



# COURSE ADMINISTRATION INFORMATION

# LEARNING ACTIVITY



- Review the Course Administration
   Information page and answer Questions
   #1 and 2
- You have 5 minutes

# COURSE ADMINISTRATION INFORMATION

- #1 What required information is missing?
  - Participating agencies & target audience (potential clientele)
  - Number and size of classroom facilities
  - Training aids
  - Coordinator's email



# COURSE ADMINISTRATION INFORMATION

# #2 What information is incorrect?

- Onsite training but it is an off-site location
- Estimated annual trainees (500, not 300)
- Maximum enrollment for each presentation (normal class enrollment is 25, not 100)
- Tuition amount on Course Admin page is \$150
   budget page shows \$171



# **Course Summary**

Course: STRESS AWARENESS -

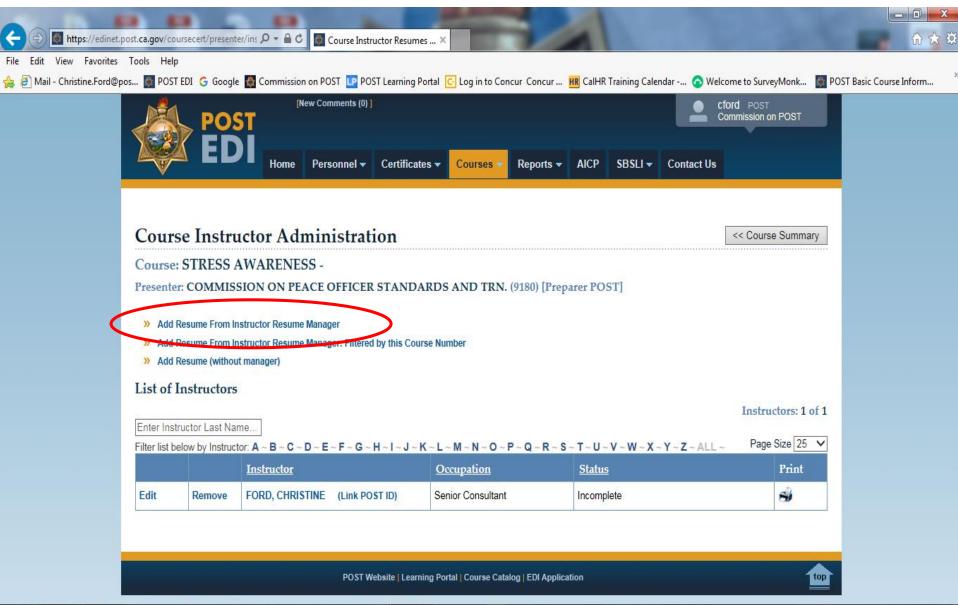
Presenter: COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (9180) [Preparer POST]

Documents	Comments (1)	Revision History				
	Course Overall S	Status: Request Returned by POST				
-	achieve POST certification of your proposed course the following applicable documents must be completed. During to may save in progress work and continue at a later time.					
Training Needs Assessm	ent	Status				
Course TNA		Complete				
Document		Status				
Course Administration Inform	nation	Complete				
Course Instructors		Incomplete				

# COURSE INSTRUCTORS - LISA



# ADD RESUME FROM RESUME MANAGER





















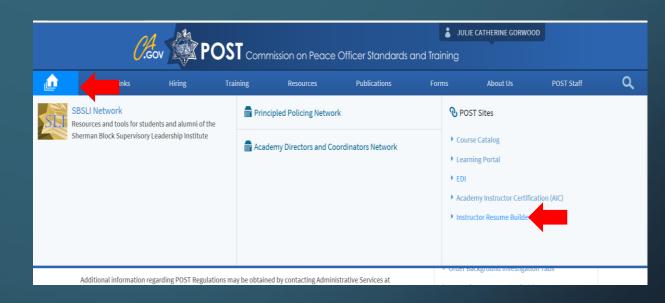




# LINKS TO RESUME BUILDER

Option 1: Click or hover over the "Home" icon. Under POST Sites

Option 2: Click on "Training" tab, select "Training Resources" tab, select "Instructors and Presenters". Scroll down until you see 'Instructor Resume Builder".



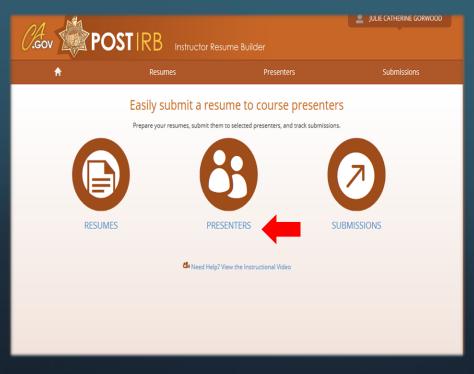


# HOW TO CREATE A NEW RESUME

# Step 1:

Log into Instructor Resume Builder. Click on Presenters. Create a presenter in the "Add a Presenter" box.

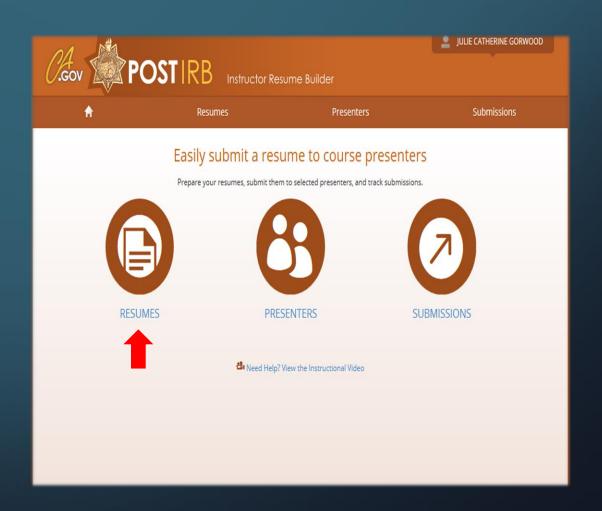
\*You can only submit resumes to presenters in your list.



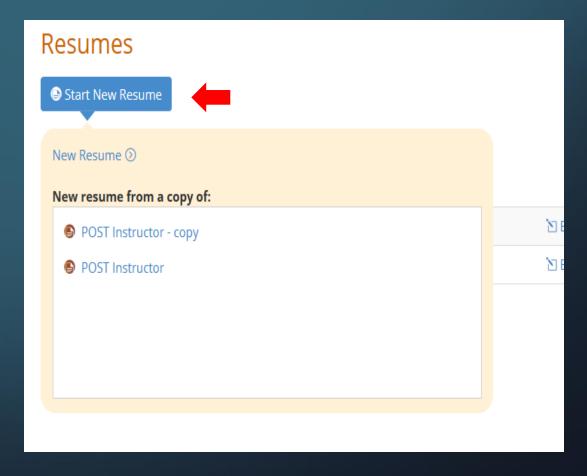


Step 2:
To build your
original instructor
resume (Instructor
Resume Builder).

Click on "Resumes."



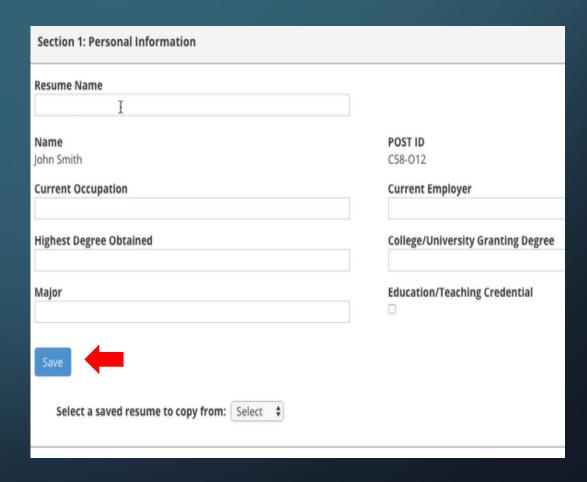
Step 3: Click on the blue "Start New Resumes" tab.



# <u>Step 4:</u>

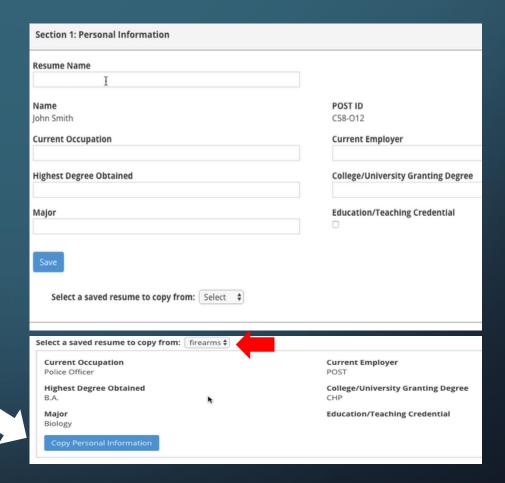
Complete resume by filling in the boxes.
Click the blue
"Save" button.

There are four sections for the instructor resume that need to be completed.



Copying Information From Other Resumes TIP:

\*\*Once you have created an initial instructor resume, resume information can be copied over by clicking on the "Select a saved resume to copy from" box only if there are other resumes listed.



Completing Section 4

You can copy instructor courses from your POST Profile.

\*\* Check 1070(b) for POST Specialized Instructor Training or 1070(c) for the equivalency.

Once complete with this section, click on the blue "Return" tab to take you back to your resume page.

DRIVER AWARENESS INSTR.	2320-21815-17-002	24	02/16/2018	Х		Edit Delete
DRIVER TRAINING INSTR	2320-21675-17-002	40	02/23/2018	Х		Edit Delete
FORCE OPTIONS-SIMULATOR INSTR	6440-21075-03-006	40	10/10/2003	Х		Edit Delete
ACADEMY INSTRUCTOR CERT COURSE T4T	9070-21734-14-001	32	02/19/2015			Edit Delete
						Add
+ Add Instructor Development Training from:	POST Profile V					
+ Add instructor Development Haining Iron.	FOST FIGURE V					Close
Course Title	Course Control Number (or Presenter Name if not POST-Certified)	Total Hours	Date Completed (mm/dd/yyyy)	1070(b)	1070(c)	
BASIC COURSE-INTENSIVE	2310-00100-94-002	850	08/10/1995			Сору
SKILLS & KNOWLEDGE MODULAR TRN	2310-29900-95-069	16	05/23/1996			Сору
ADVANCED OFFICER COURSE	2310-00300-96-034	24	06/26/1997			Сору
CULTURAL AWARENESS	2310-23260-97-001	16	09/30/1997			Сору
ADVANCED OFFICER COURSE	2310-00300-97-001	24	10/03/1997			Сору



	View Favorites Tools Help 2011 APR - Commissi	age - POST EDI 🞒 Web Slic	e Gallery 🔻 🧧 Free Hotm	nail				
Sectio	on 3: Course Information							
List s	ubjects instructor teaches in this course (e.g., firearn	ns, legal update)	Check subject(s) r	elevant to i	instructor in this	s course		
<b>1)</b> Tra	aining Administrators Course							
2)								
» Ad	ld subject							
Sectio	on 4: Instructor Development Training							
		4 4 11 11 15 15 4	4.1					
List inst	tructor development instructor has received including structor teaches one or more of the Specialized Subjects	g that which is specific to s (click for list) listed in Cor	othis course. nmission Regulation 107(	) (for exam	ole, Chemical Ag	ents. Arrest &	Control or	
				` '			Control, or	
	s) check the box for 1070(b) or 1070(c) as appropriate.			` '	_	,	Control, of	
	s) check the box for 1070(b) or 1070(c) as appropriate.		se Control Number		Date		Control, or	
Firearms		(or Pi	resenter Name	Total	Completed	$\bigcap$		
Firearms	urse Titles	(or Pr if not	resenter Name POST-certified)	Total Hours	Completed (mm/dd/yyyy)	<u>1070(b)</u>	1070(c)	
Firearms	urse Titles	(or Pr if not	resenter Name	Total	Completed	$\bigcap$		
Firearms	urse Titles	(or Pr if not	resenter Name POST-certified)	Total Hours	Completed (mm/dd/yyyy)	<u>1070(b)</u>		
Cou 1 AIC	urse Titles	(or Pr if not	resenter Name POST-certified)	Total Hours	Completed (mm/dd/yyyy)	<u>1070(b)</u>		
Cou 1 AIC	urse Titles	(or Pr if not	resenter Name POST-certified)	Total Hours	Completed (mm/dd/yyyy)	<u>1070(b)</u>		
Cot 1 AIC 2 Acad	urse Titles CC Id training Idemy Instructor Certification Course (AICC) Certified	(or Prif not	resenter Name POST-certified) 21612-05-011	Total Hours 32	Completed (mm/dd/yyyy) 02/16/2006	<u>1070(b)</u>		=
Cot 1 AIC 2 Acad	urse Titles CC	(or Prif not	resenter Name POST-certified) 21612-05-011	Total Hours 32	Completed (mm/dd/yyyy) 02/16/2006	<u>1070(b)</u>		
Cot 1 AIC 2 Acad Regular	Id training  Idemy Instructor Certification Course (AICC) Certified Basic Course instructors shall complete the AICC, Regul	(or Prif not	resenter Name POST-certified) 21612-05-011	Total Hours 32	Completed (mm/dd/yyyy) 02/16/2006	<u>1070(b)</u>		
Cot 1 AIC 2 Acad Regular Sectio	urse Titles CC Id training Idemy Instructor Certification Course (AICC) Certified	lnstructor lation 1082, or pass the AlC	resenter Name POST-certified) 21612-05-011  CC Equivalency Process,	Total Hours 32 Regulation	Completed (mm/dd/yyyy) 02/16/2006 1009(c)(4).	1070(b)	1070(c)	



- Instructors in specialized subjects listed shall complete the corresponding training course, or complete equivalency process in 1070(c)
- Primary instructors vs. non-primary instructors
- Guest speakers are exempt
- Other required topics not listed in 1070
  - AICC Basic Course (POST REG 1009)
  - Academy Dir/Coord (POST REG 1071)
  - Recruit Training Officer (POST REG 1071)
  - Scenario Mgr / Eval (POST REG 1071)

# REGULATION 1070 SPECIALIZED TOPICS

Specialized Subject	Training Course (must meet minimum content requirements specified in Commission Regulation 1082).
Arrest and Control Techniques	Arrest and Control Instructor or Defensive Tactics Instructor
Baton/Impact Weapons	Baton/Impact Weapons Instructor or Defensive Tactics Instructor
Chemical Agents	Chemical Agents Instructor
Defensive Tactics	Defensive Tactics Instructor or Arrest and Control Instructor
Diversionary Devices	Diversionary Devices Instructor
Driver Training (low speed maneuvers)	Driver Awareness Instructor
Driver Training (performance driving, code 3, pursuit)	Driver Awareness Instructor and Driver Training Instructor
Electronic Weapons	Electronic Weapons Instructor
Firearms (all firearms types)	Firearms Instructor (corresponding firearm type)
First Aid/CPR	First Aid/CPR Instructor
Hazardous Materials	Hazardous Materials Train-the-Trainer
Institute of Criminal Investigation	Institute of Criminal Investigation Instructor
Less Lethal Weapons	Less Lethal Force Instructor
Motorcycle Training	Motorcycle Training Instructor
Physical Training (Basic Course)	Physical Training Instructor
Supervisory Course	Supervisory Course Instructor
Supervisory Leadership Institute	Supervisory Leadership Institute Instructor
Racial Profiling	Racial Profiling Instructor
Terrorism & Weapons of Mass Destruction (WMD) Awareness	Basic Course for Response Personnel (SEMS/NIMS/ICS)
Terrorism & Weapons of Mass Destruction (WMD) Awareness	ICS 300 & 400 Train-the-Trainer (SEMS/NIMS/ICS)
Terrorism & Weapons of Mass Destruction (WMD) Awareness	Law Enforcement Response to Terrorism (LERT) Instructor
Terrorism & Weapons of Mass Destruction (WMD) Awareness	Public Safety Communications Terrorism Awareness Instructor Course (PSC-TAG

# \*Must meet minimum content in Regulation 1082



A completed Instructor resume will look like this, all 4 sections have been completed.

### Section 1: Personal Information

scume Name Scenario Manager

Optional: Course Number
POST ID B5

POST ID B53-146 View Profile Instructor First Name JULIE

Instructor Middle Name CATHERINE

Instructor Last Name GORWOOD Name 8uffix

Current Occupation POST Consultant

Current Employer Commission on POST Highest Degree Obtained Bachelor of Arts

Major Criminal Justice Management

Education/Teaching Credential

### License and Certificates

College/University Granting Degree

List professional licenses or certificates relevant to this course

### License/Certificate

### Law Enforcement Experience

List law enforcement experience directly related to this instructional assignment

Law Enforcement Experience	Number of Years
Los Angeles Police Department	8
San Anseimo Police Department	9
Rio Vista Police Department	3

Union Institute and University

### Section 2: Instructor Experience (courses you have taught)

### Subjec

Mental Illness for First Responders

POST Regulation & TTS for Scenario Manager Course

### Section 3: Course Information

List subjects instructor teaches in this course (e.g., firearms, legal update)

### Subjec

POST Regulations

### Section 4: Instructor Development Training

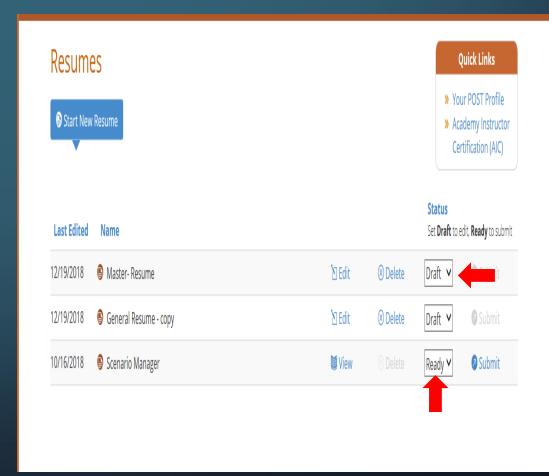
List oourses the proposed instructor has completed in instructor development and topics which are specific to this course if this instructor teaches one or more of the appealatized audients (click for list) listed in Commission Regulation 1070 (for example, Chemical Agents, Arrest & Control, or Pirearms) check the box for 1070(b) or 1070(c) as appropriate.

Course Title	Course Control Number (or Presenter Name if not POST-Certified)		Date Completed (mm/dd/yyyy)	1070 (b) more infe	(c) more tnfe
B.C. SCENARIO MANAGEMENT TRNG	9180-23602-17-002	27	02/16/2018		
POST TRAINING SEMINAR	9180-28010-16-001	3	11/08/2016		
PRINCIPLED POLICING TRAIN THE TRAINER	1261-12426-17-001	24	02/28/2018		
INSTRUCTOR DEVELOPMENT	1850-21700-02-001	64	07/17/2002		
ACAD DIRECTOR/COORDINATOR TRNG	9180-40720-17-001	27	10/20/2017		

# <u>Step 5:</u>

Once you are done with the new resume, click on the drop down and change from "Draft" to "Ready" and click on "Submit."

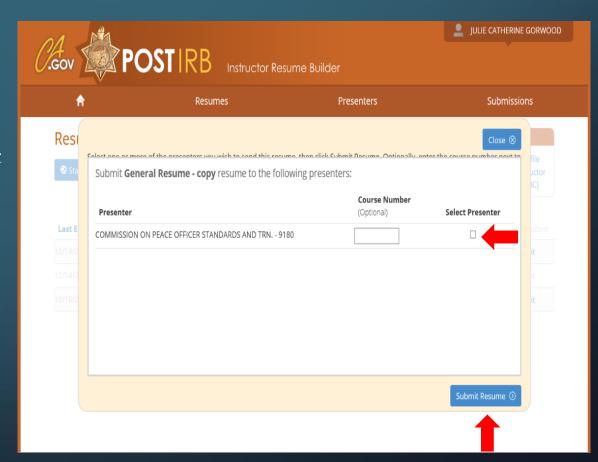
This will take you to the next page where you can select which presenter to send your resume to.



<u>Step 6:</u>

Click the "Select Presenter" box for the presenter you wish the resume to go to, and then click on the blue "Submit Resume" button.

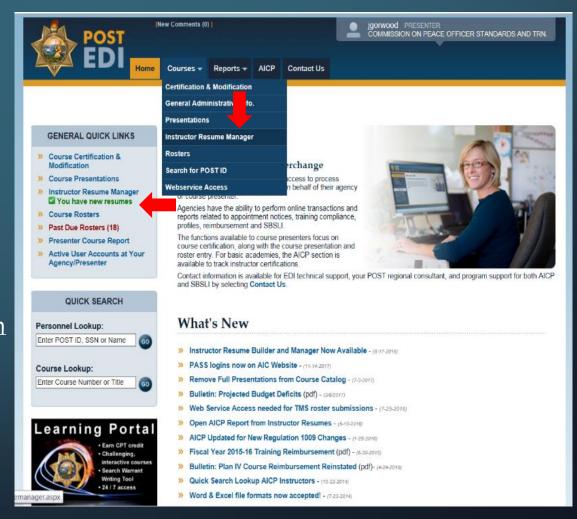
\* You must have already added the presenter to your list.



# Resume Manager

Log into EDI. You can see if "You have new resumes" from instructors in the box for "General Quick Links."

You can access
"Instructor Resume
Manager" by clicking on
the quick link or
clicking on the
"Courses" tab and
selecting "Instructor
Resume Manager."



When you open Resume
Manager, it will show the list of instructor resumes you are managing.

"New Resumes" are highlighted in green.

N	NEW: Resume manager will now automatically add instructors resumes submitted from the Instructor Resume Builder				
Instructor Resu	nstructor Resume Manager				
Presenter: COMMIS	SION ON PEACE OFFICER	STANDARDS AND	TRN. (9180)	Need Help?	
Click "View" to see the resur	mes for an instructor.				
Instructors who submit resur	mes to you through their Resume Builder a	utomatically populate this list.			
Click "Add Instructor" to imp	ort an instructor from one of your active co	urses or from a POST ID Sea	rch.		
Filter the instructor list by typ	oing in a POST ID, first name, or last name	or checking the "Instructors v	vith New Resumes" checkbox.		
Add Instructor			You	ı have received new resumes!	
Filter by POST ID:	First Name:	Last Name:	☐ Instruc	ctors with New Resumes	
POST ID	<u>First Name</u>	Middle Name	<u>Last Name</u>	View	
C30-V23	KENNETH	SCOTT	STEELE	View (New Resumes)	
B53-I46	JULIE	CATHERINE	GORWOOD	View	
B31-I57	JAMES	ROBERT	HYDE	View	
C70-W39	CHRISTOPHER	R	GROSHONG	View	

Here is a list of resumes for the instructor submitted through Resume Builder

You may send a resume directly to a course that's pending new or under modification. Start by clicking "View Courses"

You may send a resume directly to a course that's pending new or under modification. Start by clicking "View Courses"

Add Resume

Filter by Resume Name: ☐ Show Archived

Resume Name	<u>Last Updated</u>	Course No.	Edit	Сору	Archive	Send to Course
Training Manager's Course - Ford	06/21/2019		Edit	Сору	Archive	View Courses
Training Manager's Course - Ford	04/10/2019		Edit	Сору	Archive	View Courses
TRAINING MANAGER COURSE - copy	11/01/2018		Edit	Сору	Archive	View Courses

Remove Instructor

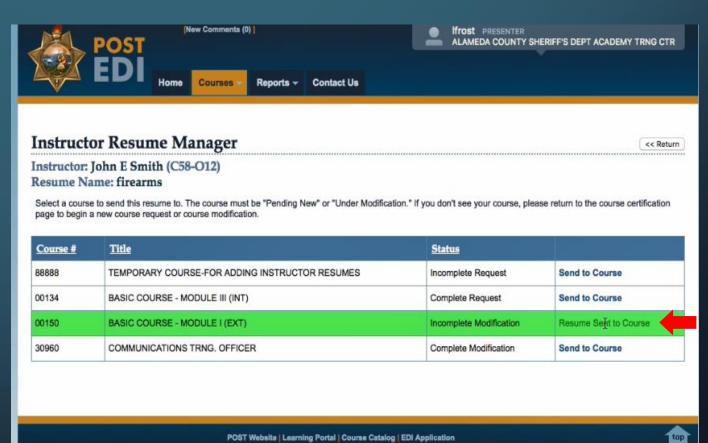
Select a course to send this resume to. The course must be "Pending New" or "Under Modification."

If you don't see your course, please return to the course certification page to begin a new course request or course modification.

Select a course to send this resume to. The course must be "Pending New" or "Under Modification." If you don't see your course, please return to the course certification page to begin a new course request or course modification.

Course #	<u>Title</u>	<u>Status</u>	
32075	FIREARMS/TACTICAL RIFLE	Incomplete Request	Send to Course
00401	SUPERVISORY FACILITATOR TRNG. MOD 1	Incomplete Request	Send to Course
00402	SUPERVISORY FACILITATOR TRNG. MOD 2	Incomplete Request	Send to Course
29501	FIREARM(PSP)	Incomplete Request	Send to Course
88888	TEMPORARY COURSE-FOR ADDING INSTRUCTOR RESUMES	Incomplete Request	Send to Course
	SAMPLE	Incomplete Request	Send to Course
	STRESS AWARENESS	Incomplete Request	Send to Course
	J DUNN	Incomplete Request	Send to Course
	BASIC COURSE-SAMPLE TRAINING	Incomplete Request	Send to Course

A green highlight will appear once a resume is successfully sent to a course.



Go to your course, which should be in Modification

Select Course Instructors, which should show "INCOMPLETE"

Status
Complete
Status
Complete
Incomplete

Then you should see all the resumes you sent over to the course; which should show "incomplete"

Select "EDIT" and review all information in resume and COMPLETE SECTION 5

- Add Resume From Instructor Resume Manager
- Add Resume From Instructor Resume Manager: Filtered by this Course Number
- Add Resume (without manager)

### **List of Instructors**

**Instructors: 2 of 2** 

Enter Instructor Last Name..

Filter list below by Instructor: A ~ B ~ C ~ D ~ E ~ F ~ G ~ H ~ I ~ J ~ K ~ L ~ M ~ N ~ O ~ P ~ Q ~ R ~ S ~ T ~ U ~ V ~ W ~ X ~ Y ~ Z ~ ALL ~ Page Size 25 ~					
		Instructor	Occupation	<u>Status</u>	Print
Edit	Remove	DUNN, MELANIE (Link POST ID)	AGPA	No Change	<b>3</b>
Edit	Remove	FORD, CHRISTINE ANDREA (B83-G30)	Senior Law Enforcement Consultant	Incomplete	Š

Select your name as the approver; or edit resume approvers on this page

# Complete Section 5; and hit Save Complete

ection 5: Presenter Approval
ased upon my evaluation, I attest that this instructor is qualified to teach this course and has met the requirements fe egulation 1070 in compliance with Regulation 1082 (if applicable). Documentation of instructor courses listed above
resenter/Designee: Choose one   Edit Resume Approver List
Presenter/Designee (person authorized to approve instructor)
First Name
Middle Name
Last Name
Presenters Contact Information
Office Phone
Cell Phone
Fax
Email
<< Return   Save Incomplete   Save Complete

Complete all the steps and section 5 for all resumes sent to this course

Once complete, Course Instructors should show "COMPLETE"

Training Needs Assessment	Status	
Course TNA	Complete	
Document	Status	
Course Administration Information	Complete	
Course Instructors	Complete	
Course Outline	Complete	
Hourly Distribution Schedule	Incomplete	

# HELPFUL REMINDERS

# Accepting Updated Resume

- \* An instructor can send an updated resume to you and it will show in your presenter list.
- \* Accepting a new resume and sending it to the course will replace the old resume with the new version.
- \*Always review instructor resumes for completeness and relevancy.
- \* Double check boxes for 1070 (b) and (c).
- \* If your course is not new, your course MUST be in modification to move the resumes over to course.

# LEARNING ACTIVITY INSTRUCTOR RESUME

- Review the two resumes and answer Question #3
- You have 5 minutes



# INSTRUCTOR RESUME

#3 What information is missing from the instructor resumes?

# John Smith

 Subject instructor teaches in course (Section 3) did not list what topics John was teaching



### INSTRUCTOR RESUME

#3 What information is missing from the instructor resumes?

### Jane Doe

- Education (Section 1) missing information
- Instructor Experience (Section 2) is blank
- Joe Schmoe's phone (Section 5) missing



# EXPANDED COURSE OUTLINE - KAREN





#### • Who creates?

Should be expert or instructor

### Who reviews?

- Internal training approval system (typically Training Manager/Coordinator)
- Your training reflects agency philosophy

# EXPANDED COURSE OUTLINE CERTIFICATION I

- Developing a CERT I course:
  - Statement of Purpose (required)
  - Learning Outcomes (optional)
  - Expanded outline to the second level of detail
  - Each page must have presenter name/#, course title, page #
  - Revision Date

#### Example:

#### <u>Statement of Purpose – should broadly define what the course will do for the student</u>

The purpose of this course is to provide officers with the tools to respond safely and effectively to incidents involving persons in crisis who have a mental illness, co-occurring disorder, or intellectual disability.

#### <u>Learning Outcomes – what the student will be able to do at the end of the course</u>

When responding to incidents involving persons with mental illness, graduates from this course will be able to use officer safety skills to help stabilize and secure the scene, employ de-escalation, etc...

### CERTIFICATION I SAMPLE



Crisis Intervention Training CCN #1234 - Commission on POST (9180)



Course Purpose - The purpose of this course is to provide officers with the tools to respond safely and effectively to incidents involving persons in crisis who have a mental illness, co-occurring disorder, or intellectual disability.

Learning Outcomes (Optional) - When responding to incidents involving persons with a mental illness, co-occurring disorder, or intellectual disability, graduates of this course will be able to use officer safety skills to help stabilize and secure the scene, employ de-escalation when circumstances allow, and provide appropriate resources and referrals.

#### Registration, Introduction, Orientation, and Course Overview

#### I. Stigma

- A. The role stigma plays in creating barriers to effective treatment
- B. The differences between cultures



### Outline to the second level

#### II. Mental Illness/Intellectual Disabilities/Substance Use Disorders

- A. Cause, nature, and indicators of mental illness
- B. Cause, nature, and indicators of intellectual disabilities
- C. Cause, nature, and indicators of substance use disorders

#### III. Resources

- A. Resources community and other
- B. Community partnerships and problem solving

#### Review and Evaluations



1

Revision Date: 01/15/2021

# EXPANDED COURSE OUTLINE CERTIFICATION II

- Developing a CERT II Course:
  - Statement of Purpose (required)
  - Learning Outcomes (optional)
  - Learning Objectives\* (outline to 3<sup>rd</sup> level may be substituted for objectives)
  - Minimum Topics
  - Learning Activities
  - Assessment Tool
  - Each page must have presenter name/#, course title, page #
  - Revision Date

Any course may qualify for Certification II.

#### The following courses **require** Certification II;

- Plan I, II, III, and V, VI, VII
- Perishable skills
- Legislative mandates
- POST regulatory mandates



# CERTIFICATION II — LEARNING OBJECTIVES

<u>Learning Objectives</u> – this supports the statement of purpose and outcomes – each learning objective is a small step towards the achievement of what the learner is supposed to know or able to do at the conclusion of the course.

#### Types of Learning Objectives:

- Cognitive intellectual or thinking skills
  - "Given the description of an incident involving a person in crisis, the officer will be able to apply course concepts, etc..."
- Psychomotor physical skills or actions
  - "Given a scenario involving a person in crisis, the officer will be able to demonstrate safety and de-escalation techniques, etc..."
- Affective Domain attitudes or values
  - "As a result of this course, the student will describe how they will respond differently to future incidents involving person in crisis, etc..."



# LEARNING OBJECTIVES SAMPLE

#### Learning Objectives

#### 1. Stigma

Learning Objective: At the conclusion of this section, students will be able to summarize in writing the main ideas of how stigma is perpetuated, how it creates barriers to treatment, and how to overcome it.

#### 2. Mental Illness, Co-occurring Disorder, and Intellectual Disability

Learning Objective: Given a video of a person in crisis, the student will be able to verbally identify four behaviors indicative of mental illness, co-occurring disorder, or intellectual disability.

#### 3. Resources

Learning Objective: Given a description of a call for service involving a person with a mental illness, co-occurring disorder, or intellectual disability, student will be able to locate an appropriate referral or resource.

#### 4. Safety

Learning Objective: Given a scenario involving a person in crisis, the student will be able to articulate actions they can take to help create a safe response.

#### 5. De-Escalation

Learning Objective: Given a scenario involving a person in crisis, the student will be able to demonstrate de-escalation skills by using appropriate language and rapport building strategies.

Each learning objective uses simple, actionable verbs directly related to the learning outcome and course purpose. Concrete verbs such as / "define," "apply," or "analyze" are more



Revision Date: 01/15/2021

# CERTIFICATION II — MINIMUM TOPICS

<u>Minimum Topics -</u> Each course will have minimum topics to address and fulfill both the purpose and the learning outcomes for the student. In the Crisis Intervention Course example, the following general topics were generated from the learning outcomes;

- 1. Stigma
- 2. Information on mental illness, co-occurring disorder, and intellectual disability
- 3. Resources
- 4. Safety
- De-escalation



# MINIMUM TOPICS SAMPLE

#### Minimum Topics

#### 1. Stigma

Learning Objective: At the conclusion of this section, students will be able to summarize in writing the main ideas of how stigma is perpetuated, how it creates barriers to treatment, and how to overcome it.

#### **Minimum Topics**

- . Meaning of stigma and how it is perpetuated
- Cultural influences
- · Barriers to treatment
- Solutions

#### 2. Mental Illness, Co-occurring Disorder, and Intellectual Disability

Learning Objective: Given a video of a person in crisis, the student will be able to verbally identify four behaviors indicative of mental illness, co-occurring disorder, or intellectual disability.

#### **Minimum Topics**

- Cause
- Nature
- Symptoms

5

 Distinguishing between mental illness, intellectual disability, and co-occurring disorder



Revision Date: 01/15/2021

# CERTIFICATION II — LEARNING ACTIVITIES

<u>Learning Activities-</u> Adults learn best when they are actively engaged in their learning process. Meaningful learning activities align with learning objectives and learning outcomes to facilitate the development of student skills, knowledge, understanding, and application as they progress through the course.

It isn't necessary to insert learning activities into every topic. Strategic application takes into account critical learning junctures as well as available resources and time constraints.

#### **CRISIS INTERVENTION COURSE EXAMPLE**

#### Mental Illness, Co-Occurring Disorders, and Intellectual Disabilities

• **Learning activity** — Students will be shown a variety of videos depicting individuals with mental illness, co-occurring disorder, or intellectual disability. Students will work in pairs to identify the indicators. Class discussion to follow.

#### Safety

Learning Activity – Students will be shown a video depicting an incident involving a
person in crisis with a mental illness, co-occurring disorder, or intellectual disability. In
small groups students will work out a safe response.

# CERTIFICATION II — ASSESSMENT TOOL

Assessment (test) and Criteria (passing score)- Assessment and criteria are ways to measure the effectiveness of training.

- Assessments may be given both at the beginning and end of the course to measure improvement.
- Assessment can take many forms; written test, role play, scenario, etc.
- Criteria determines what is the minimum performance needed to qualify or pass

#### Example:

<u>Written Exam:</u> Students will be given the same written exam at the beginning and end of the course. The exam will consist of multiple choice, matching and fill in questions.



# OUTLINE TO 3RD LEVEL IN LIEU OF LEARNING OBJECTIVES

- I. POST EDI Training (Main Topic)
  - A. Course certification process
    - 1. Course administration page 2. Course Instructor resumes

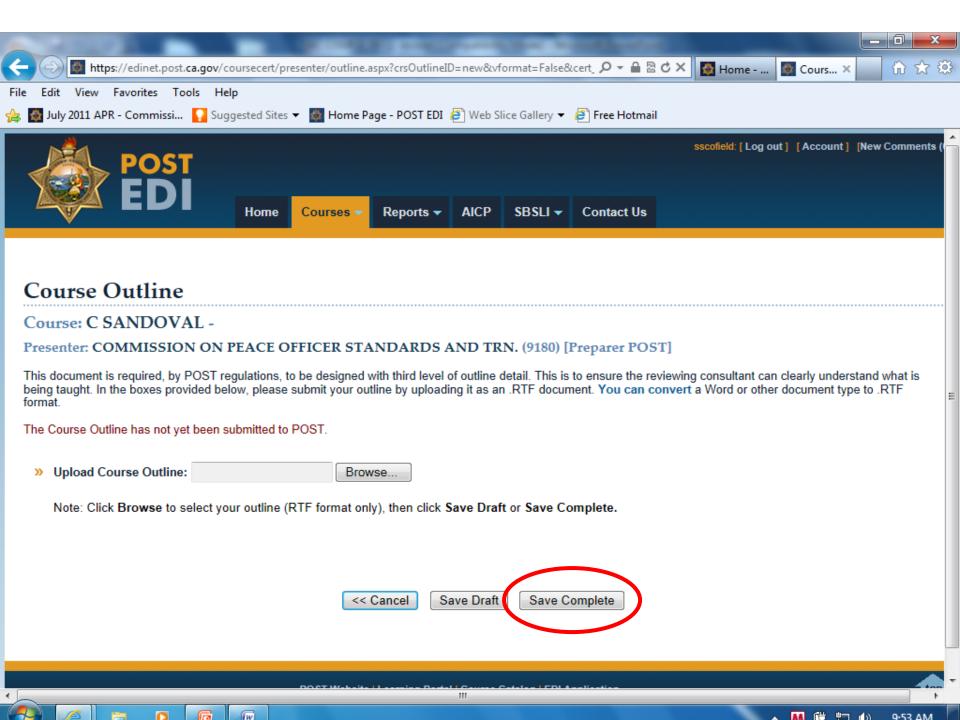
    - 3. Expanded course outline
    - 4. Hourly distribution schedule
  - B. Modifications
  - II. Compliance Analysis Report (Main Topic)
    - A. Peace Officer compliance
      - 1. Basic Certificate
      - 2. Supervisor Course
      - 3. Management Course
    - B. Dispatcher compliance

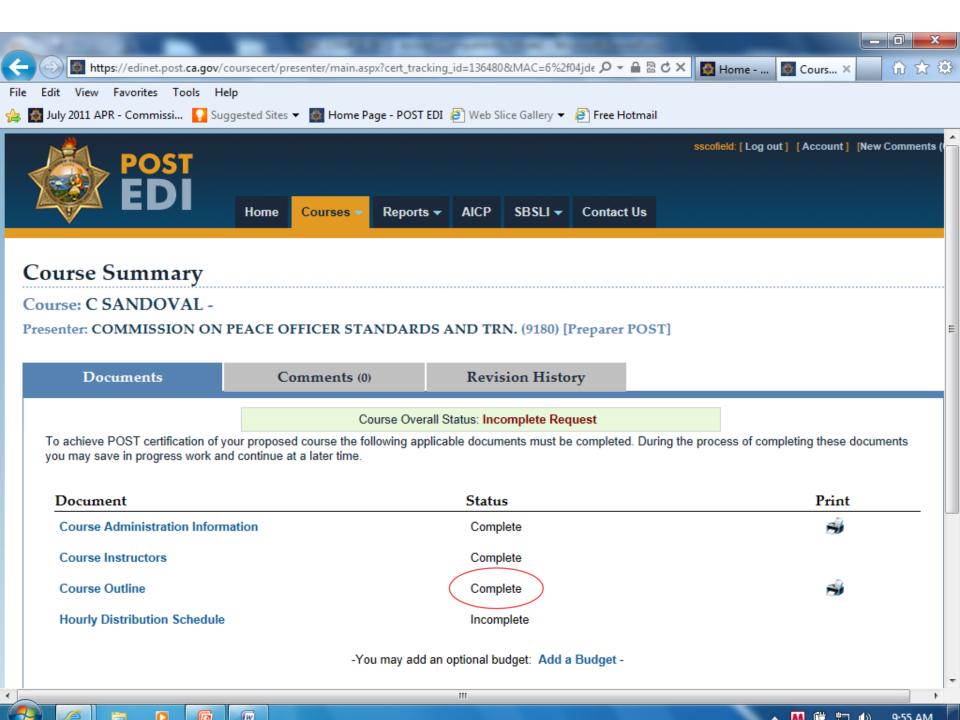




### POST Regulation 1053 requires:

- Method in which trainee registration, identification, attendance, and course completion is verified
- Method in which the course will be delivered, and instructor/trainee interaction occurs
- Instructional methods included in the course and identified in the course outline
- Method in which instructor evaluates trainee performance and verifies the learning took place





# REDACTING OUTLINES — SB 978 01/01/20

#### **Course Outline**

Course: TEST TYPES -

Presenter: COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (9180) [Preparer POST]

This document is required, by POST regulations, to be designed with third level of outline detail. This is to ensure the reviewing consultant can clearly understand what is being taught. In the boxes provided below, please submit your outline.

Note: Click **Browse** or **Choose File** to select your outline (.DOC, .DOCX, .RTF, .XLS, or .XLSX), then click **Upload**. This will replace your current outline and delete your redacted outline if you have uploaded one.

#### **Upload Outline:**

**Upload Redacted Course Outline:** 

Choose File No file chosen

Choose File No file chosen Upload	
File Name	Download
outline.docx	Download
Check if you would like to upload a redacted expanded course outline. If you uncheck this box, this course's outline	ne will be available for public perusal!
Upload Expanded Course Outline Redaction Request Form:	
Choose File No file chosen Upload	

<< Return

Upload

Save Draft

Save Complete

## REDACTION PROCESS

When a presenter requests redaction to their ECO in EDI, the following steps should be followed:

- The presenter will submit their ECO with their requested redactions highlighted in yellow as their first and original outline.
- The presenter will upload a redacted version of their ECO as the redacted course outline. The highlighted areas must be replaced with:

\*\*\*Redacted per to Government Code 6254(f)\*\*\*

#### Example:

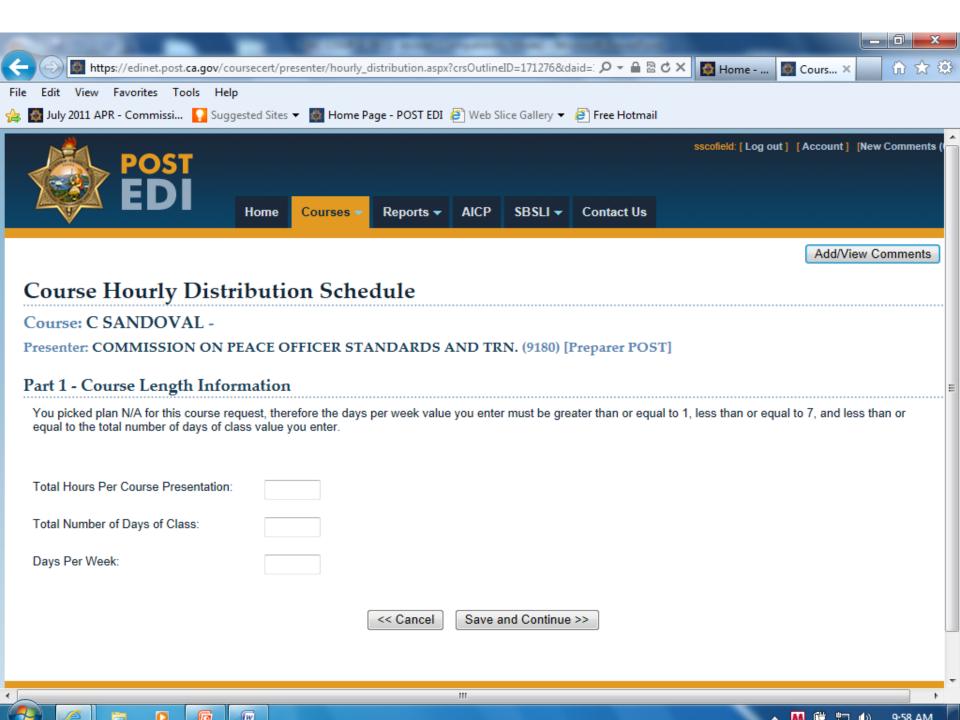
#### B. Rapid Deployment Training Exercises

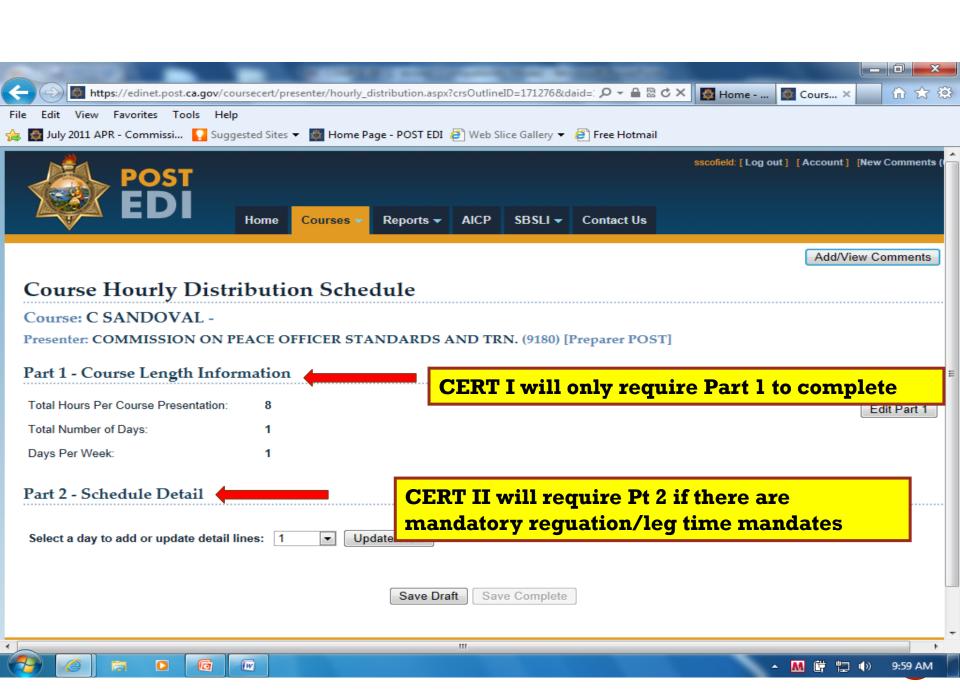
- Practice Team Movements
  - a. Contact Team (LE)
    - 1. \*\*\*Redacted per Government Code 6254(f)\*\*\*
    - 2. \*\*\*Redacted per Government Code 6254(f)\*\*\*
    - 3. \*\*\*Redacted per Government Code 6254(f)\*\*\*
      - a. \*\*\*Redacted per Government Code 6254(f)\*\*\*
      - b. \*\*\*Redacted per Government Code 6254(f)\*\*\*
      - c. \*\*\*Redacted per Government Code 6254(f)\*\*\*
      - d. \*\*\*Redacted per Government Code 6254(f)\*\*\*

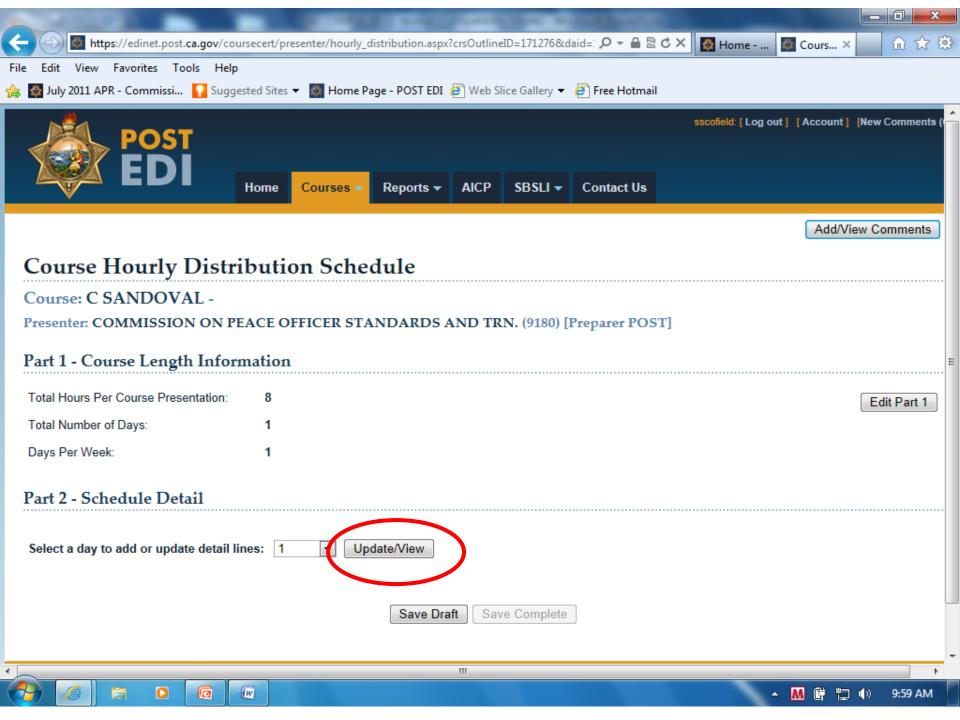


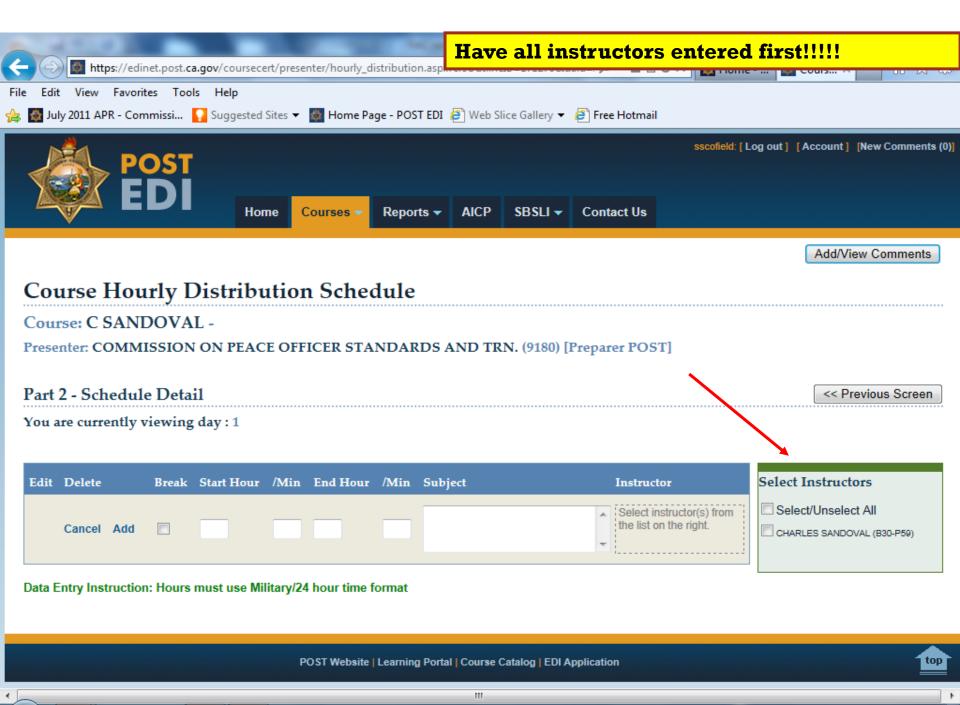
# HOURLY DISTRIBUTION SCHEDULE - LISA

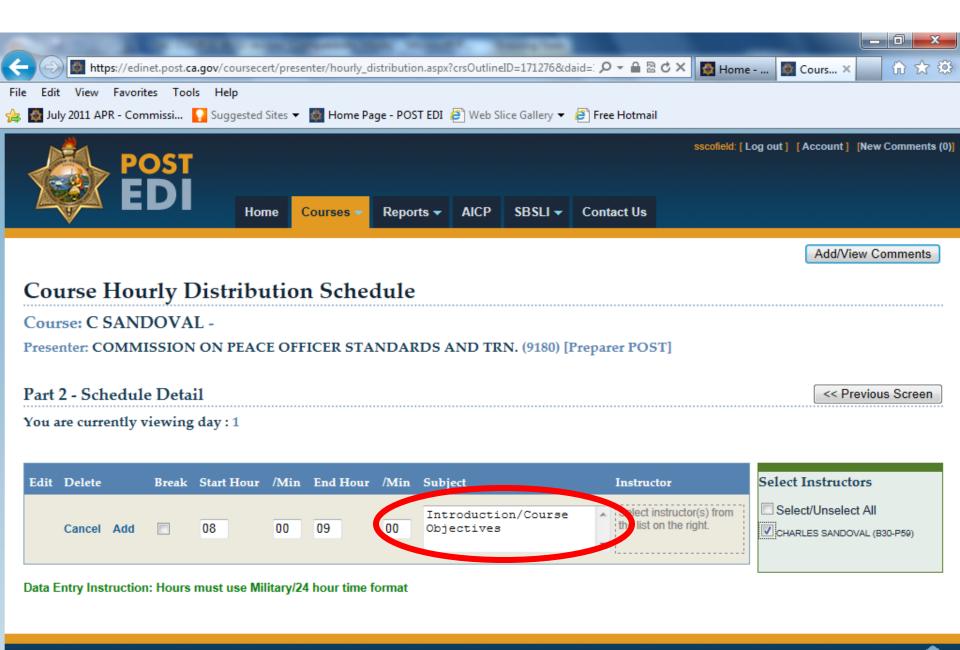












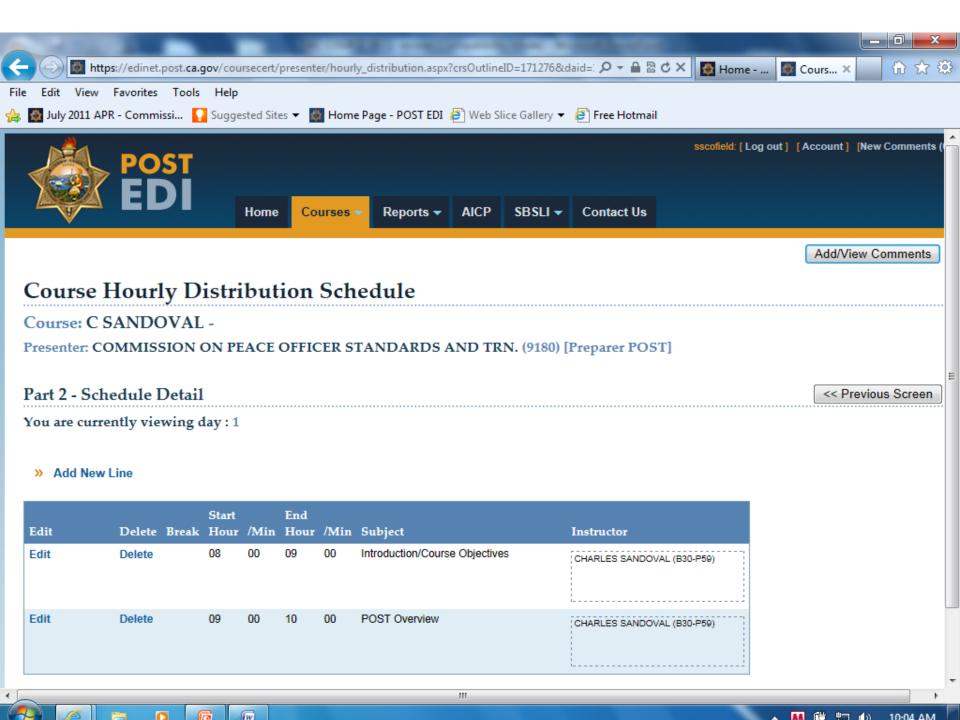
POST Website | Learning Portal | Course Catalog | EDI Application

## HOURLY DISTRIBUTION SCHEDULE

Reflects the MAIN topics from outline (Roman numerals)

I. Stigma A. The role stigma plays in creating barriers to effective treatment B. The differences between cultures II. Mental Illness/Intellectual Disabilities/Substance Use Disorders A. Cause, nature, and indicators of mental illness B. Cause, nature, and indicators of intellectual disabilities Cause, nature, and indicators of substance use disorders III. Resources A. Resources – community and other Community partnerships and problem solving IV. Safety A. Tactical Response; assess, stabilize, and secure scene B. Minimize exigency and excitation V. De-Escalation A. Appropriate language and rapport building B. Gaining compliance

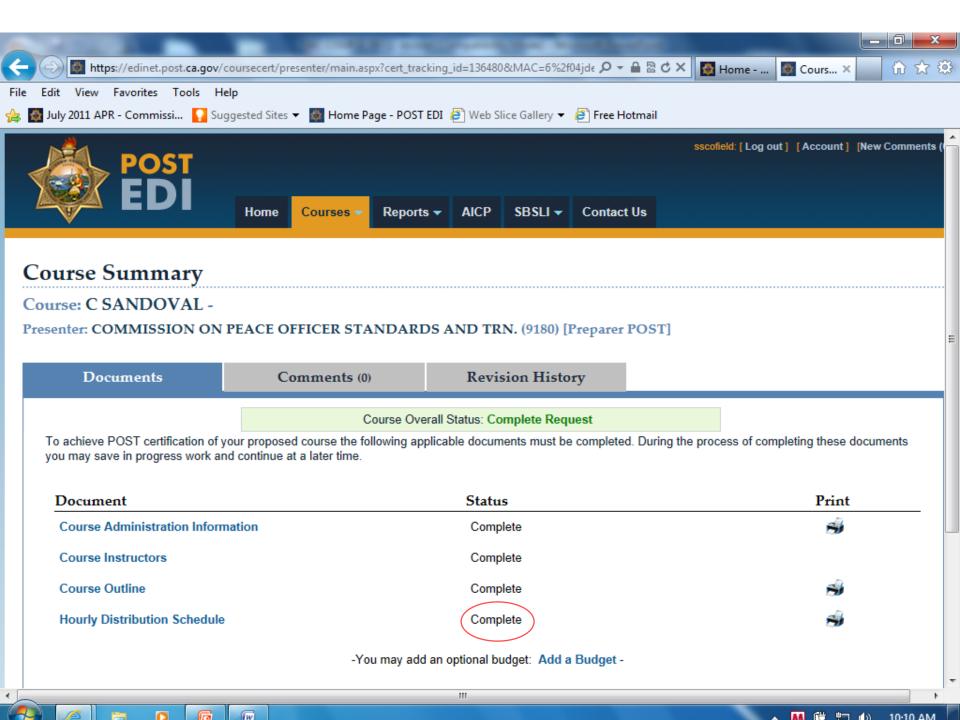
C. Offer resources

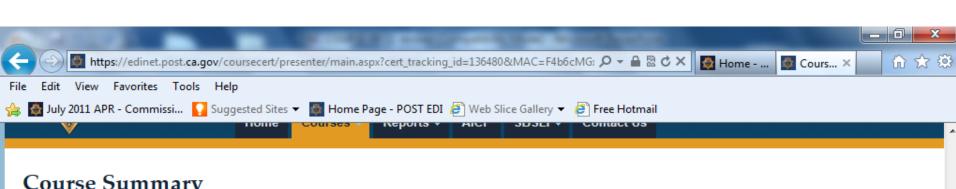


## HOURLY DISTRIBUTION SCHEDULE

- Amount of time to EFFECTIVELY instruct each block
- Include lunch break, but do not list other breaks
- Topics should mirror expanded course outline
- Common errors:
  - Not including all your instructors on hourly
  - Including 10-minute breaks on hourly







#### Course Summary

Course: C SANDOVAL -

Presenter: COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (9180) [Preparer POST]

**Documents** Comments (0) **Revision History** 

Course Overall Status: Incomplete Request

To achieve POST certification of your proposed course the following applicable documents must be completed. During the process of completing these documents you may save in progress work and continue at a later time.

Document	Status	Print
Course Administration Information	Complete	S
Course Instructors	Complete	
Course Outline	Complete	S
Hourly Distribution Schedule	Complete	\$
Safety Policy	Incomplete	
Budget	Incomplete	
resenter Actions:		
Exit Course Send to POST		

# SAFETY POLICY - KAREN



# SAFETY POLICY

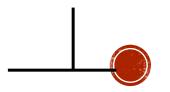
- If answered "yes" on Course Administration Information page, system will require safety policy download
- When do you need a safety policy?
  - Manipulative skills training
  - Can someone get hurt?
- Must minimally address:
  - Rules of safety and conduct
  - Reporting and handling of injuries
    - more than minor, reporting to POST within 5 days
  - Ratios of instructors to students
  - Name, location, phone # of nearest emergency facility
  - Physical address/phone of training site must be listed



### POST GUIDELINES FOR STUDENT SAFETY

- Go to the POST Homepage
- Hover over Publications Tab
- Select Publications and Guidelines
- Go to Student Safety in Certified Courses
  - Use this manual as your guide
  - Manual last updated on Oct 1, 2020



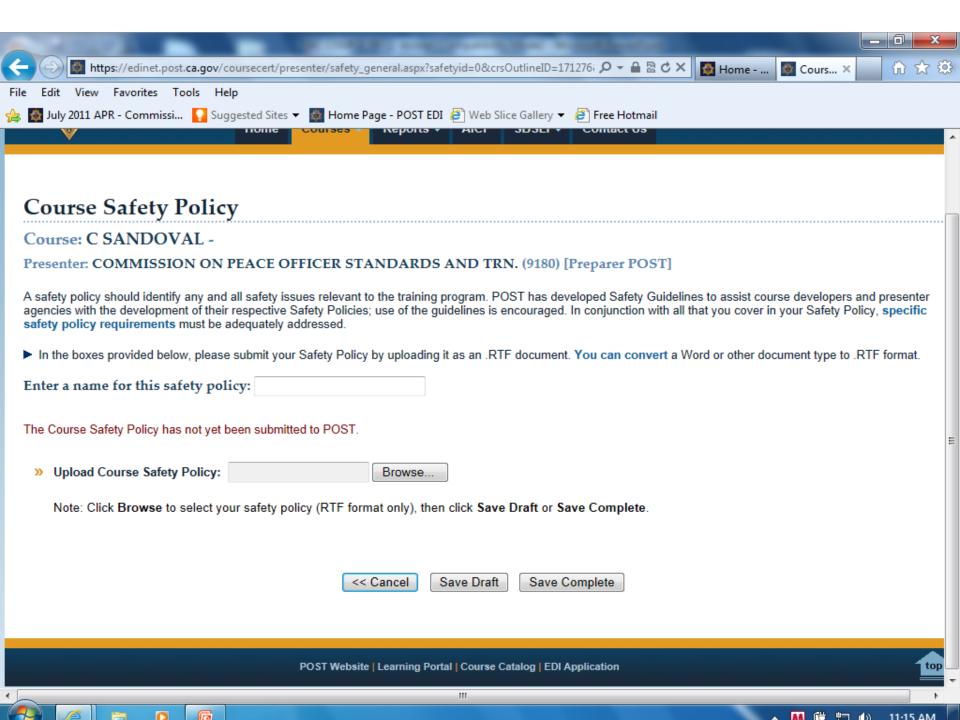


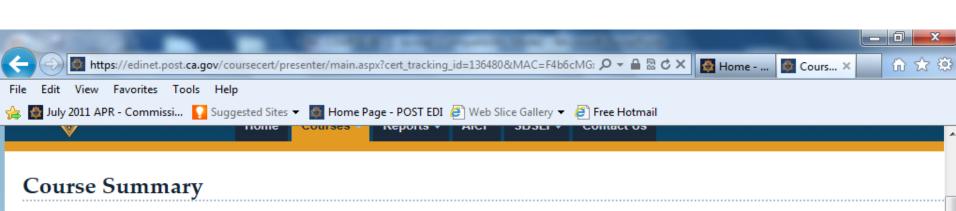
# SAFETY POLICY

- Instructor-to-Student ratio
  - Will vary for different activities
    - Static line, moving line, combat course
    - Take downs, control holds, ground-fighting
    - Use common sense









Course: C SANDOVAL -

Presenter: COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (9180) [Preparer POST]

Documents Comments (0) Revision History

Course Overall Status: Incomplete Request

To achieve POST certification of your proposed course the following applicable documents must be completed. During the process of completing these documents you may save in progress work and continue at a later time.

Document	Status	Print
Course Administration Information	Complete	8
Course Instructors	Complete	
Course Outline	Complete	\$
Hourly Distribution Schedule	Complete	S
Safety Policy	Complete	S
Budget	Incomplete	
resenter Actions:		
Exit Course Send to POST		

# BUDGET - KAREN



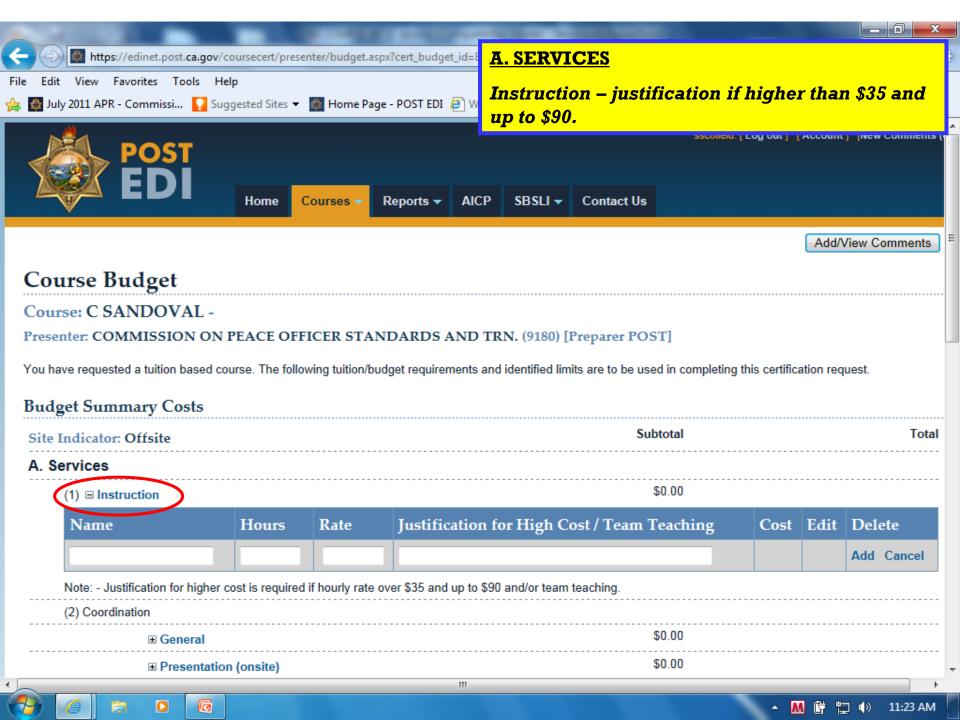
# WHEN IS A BUDGET REQUIRED?

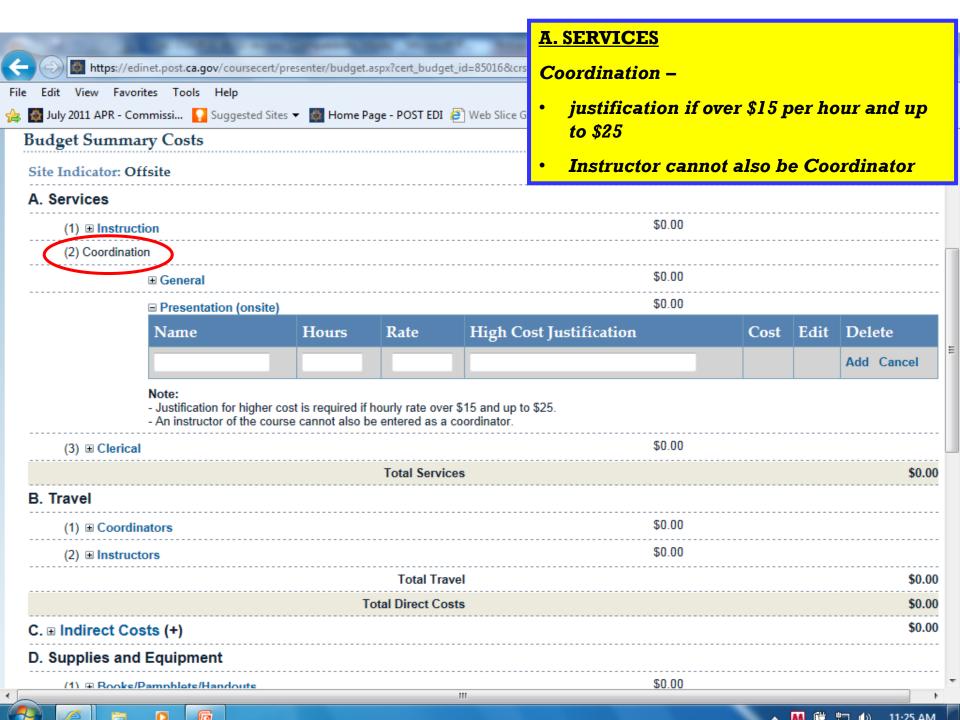
- Plan I, II, III, V, VI, VII budget always required
- Plan IV budget required if tuition is over \$125 per day
- Plan N/A courses do not require a budget
- POST Bulletin 2019-40 List of Reimbursable Training Courses -

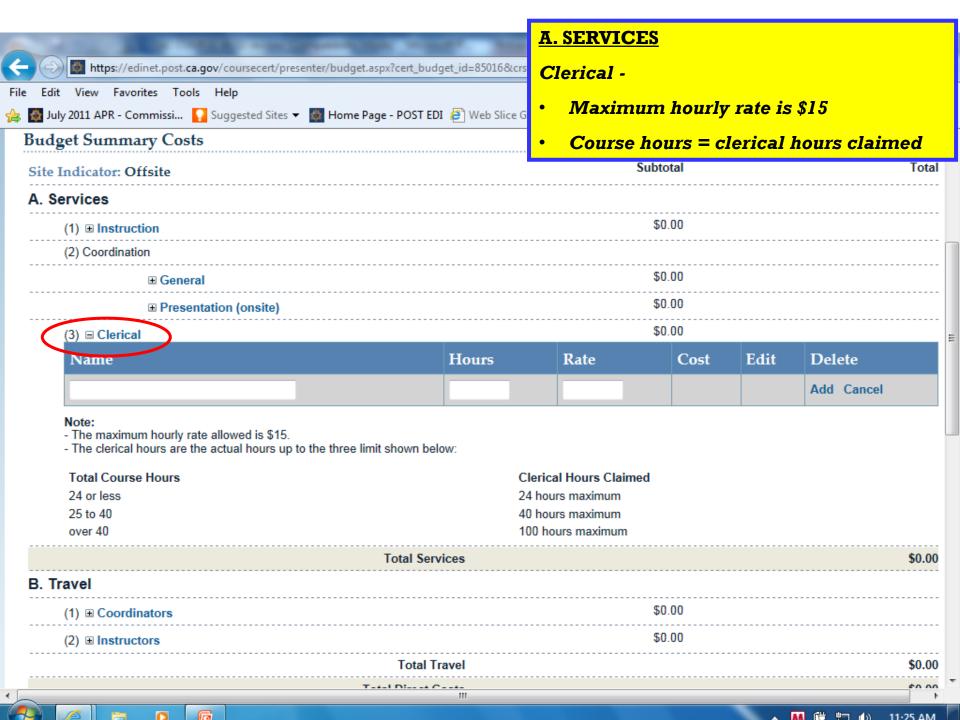
https://post.ca.gov/Reimbursable-Training-Courses

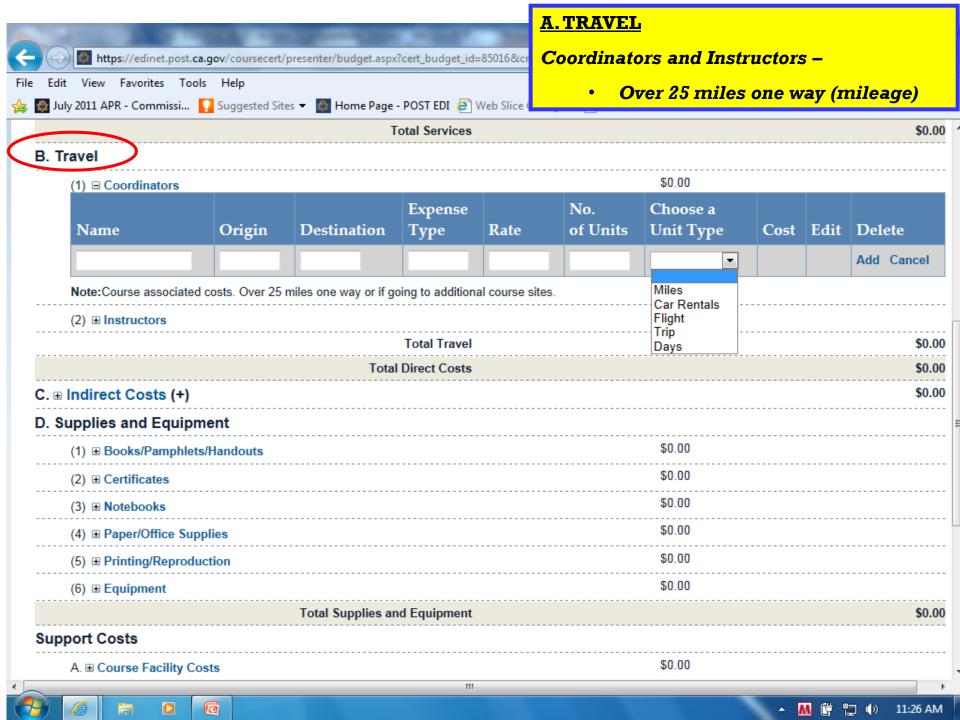
Commission Regulation 1015, Reimbursements

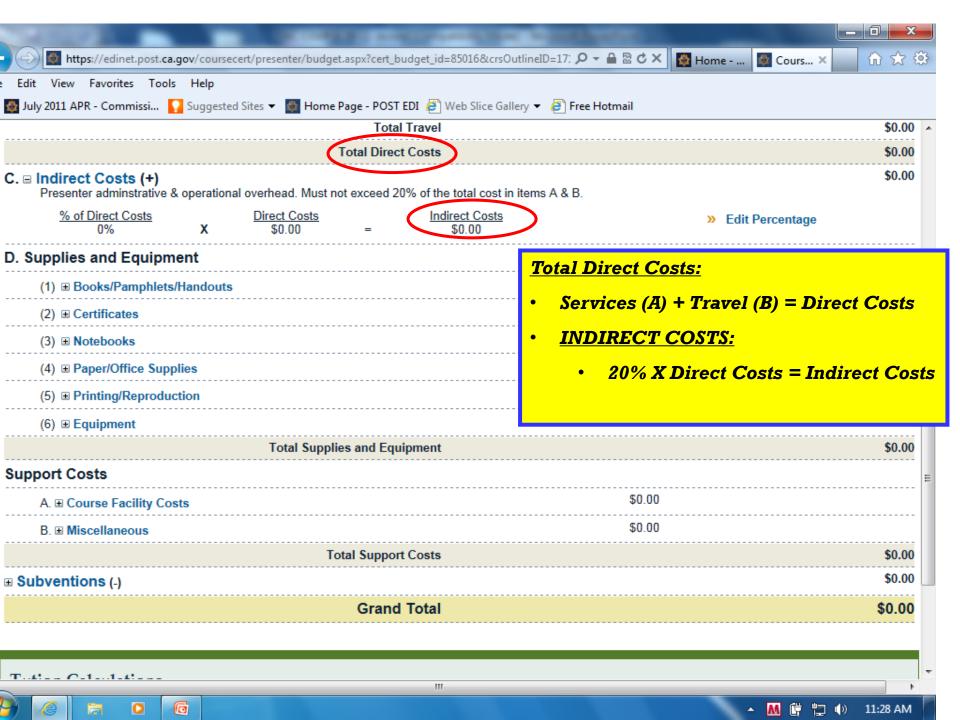


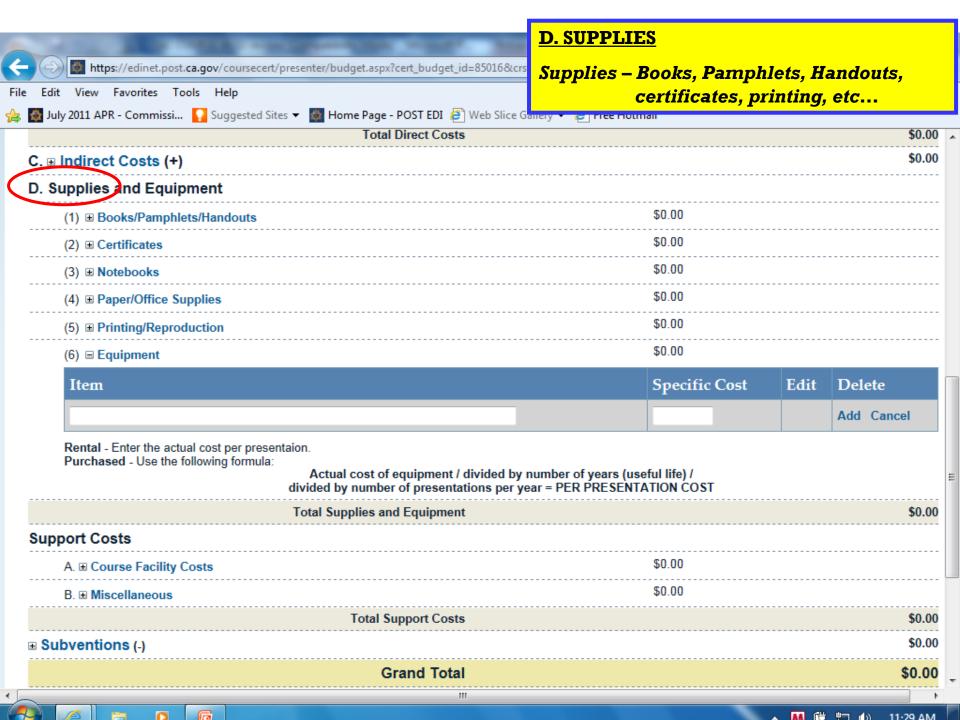


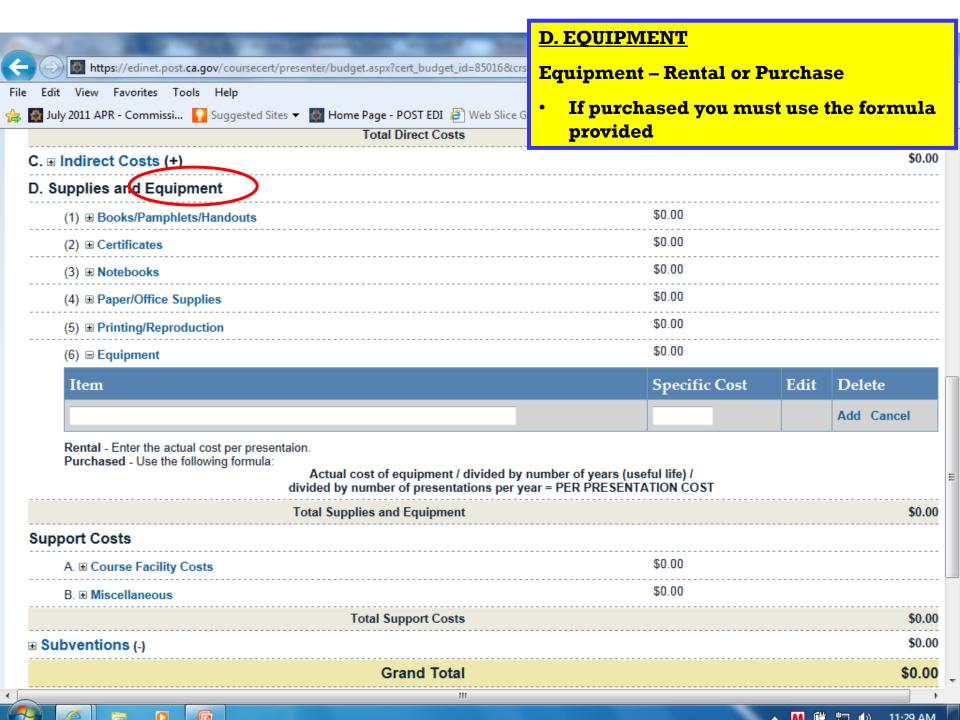


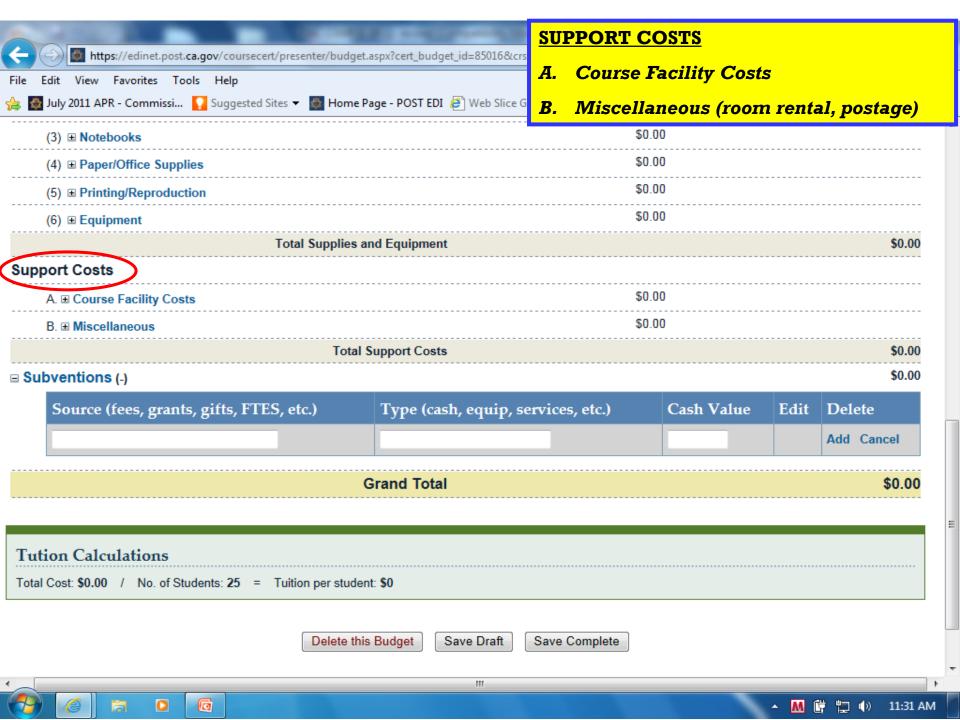


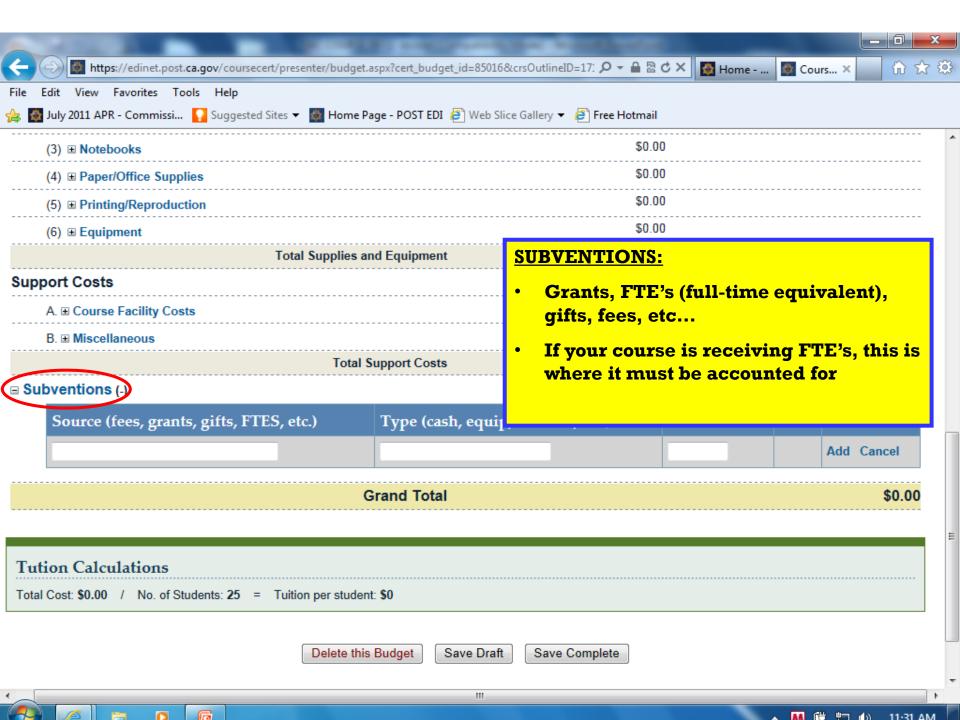






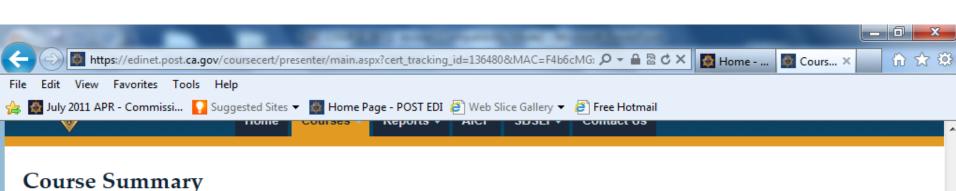






\$900	.00		
\$775	.00		
	Cost	Edit	Delete
	\$775.00	Edit	Delete
GRAND TOTAL			
Add all components together, then minus			
Subventions = Gi	RANDTO	ТАЬ	\$1,070.00
			\$0.00
			\$3,411.25
TUITION CALC	CULATIO	<u>NS</u>	
			_
grand total is co	1-1-1		
	GRAND TOTAL  Add all compone Subventions = GI  TUITION CALC  Grand Total ÷ N	GRAND TOTAL  Add all components togetle Subventions = GRAND TO  TUITION CALCULATION  Grand Total ÷ No. of Studients	\$775.00  Cost Edit  \$775.00 Edit





Course: C SANDOVAL -

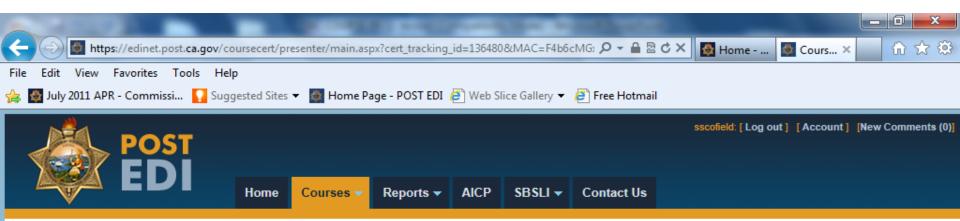
Presenter: COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (9180) [Preparer POST]

**Documents** Comments (0) **Revision History** 

Course Overall Status: Complete Request

To achieve POST certification of your proposed course the following applicable documents must be completed. During the process of completing these documents you may save in progress work and continue at a later time.

Status	Print
Complete	8
Complete	
Complete	Ś
Complete	Ś
Complete	S
Complete	<b>∌</b>
	Complete Complete Complete Complete Complete



#### Course Summary

Course: C SANDOVAL -

Presenter: COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (9180) [Preparer POST]

#### CONFIRMATION

Your course has been successfully submitted to POST for review. To track the status of your course certification, return to the course summary for status and comments from POST.

Return to the Course Certification Home page.

# CERTIFICATION PROCESS

Submit 60-90 days BEFORE presentation!





#### **POST Course Certification Requirements**

Effective July 1, 2019	CERTIFICATION I	CERTIFICATION II
Training Needs Assessment	YES	YES
POST Plans	N/A	ALL
Type of Training	Conferences Agency specific	All others including legislative mandates, PSP, manipulative skills
Instructor Resumes	YES	YES
Expanded Course Outline	Presenter name and identification number, course title on each page, page numbers, statement of purpose Level of Detail Minimum 2 <sup>nd</sup> level of detail	Presenter name and identification number, course title on each page, page numbers, statement of purpose  Level of Detail  Minimum 3 <sup>rd</sup> level of detail OR learning objectives (desired)
	Learning Activities Recommended  Assessment of Learning Recommended	Learning Activities YES  Assessment of Learning YES
Minimum Topics	Recommended	YES = legislated mandates YES= if learning objectives used
Hourly Distribution	Part 1 only	Parts 1 and 2 = when a legislated or regulation minimum time established Part 1 = other courses
Budget	Plan N/A = NO	YES = if any POST reimbursement (including student travel and per diem) AND tuition exceeds \$125/day* NO = if course does not receive funding or reimbursement from POST
Safety Plan	NO	YES = manipulative skills courses

<sup>\*</sup>Amendment to regulation scheduled for Commission approval in October 2019 > A course budget is required when POST provides reimbursement for a course; however, course budget is not needed when the tuition is \$125 or less a day and the reimbursement is limited to subsistence, commuter lunch, and travel.

Plan I, II, III, V = budget always required

Plan IV = budget required if tuition is over \$125 per day



# COURSE MODIFICATION - LISA

# WHEN DO YOU HAVE TO MODIFY A COURSE?

- Any updates and/or changes to any component
- Addition or removal of instructor(s)
- Effective date is the date modification is complete
- You can future date but not back date
- All the course components may be reviewed when you place it in modification, even if you only added an instructor



# COURSE MODIFICATION

- You cannot update Word documents in EDI
- Make changes in document, then download
- Hit the Save as Complete button in EDI
- EDI saves past versions under Revision History
- "Add course location only" to add a new location; still puts the course into modification





#### **Modification of existing course**

🚳 July 2011 APR - Commissi... 🚺 Suggested Sites 🔻 🚳 Home Page - POST EDI 🐉 Web Slice Gallery 🔻 🎒 Free Hotmail

#### Presenter: COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (9180) [Preparer POST]

Enter Request on Behalf of:

COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (9180) 

▼ Sort by: 

Presenter Name 

Presenter Number

Oisplay Active Presenters Display Decertified Presenters

Presenter Administrative Info: Presenter Info | Presenter Course Locations | Roster Coordinators

#### New Course Request

#### ADD

- » Regular
- » POST Multimedia

#### PENDING

- Pending Presenter Completion FY11 (2) | FY10 (1) | FY09 (3) | FY08 (2)
- Pending POST Approval FY11 (0)

#### CANCEL

» Cancel New Request

#### DENIED

» List of Courses Denied by POST (0)

#### Existing Courses

#### MODIFY

- Modify a Course
- » Add Course Locations Only
- Pending Course Locations Only FY11 (0)
- Pending Presenter Completion FY11 (0) | FY09 (1)
- Pending POST Approval FY11 (0)
- » Cancel Pending Modification

#### PRESENTATIONS

» Presentations

#### COURSE STATUS

» Active Certifications (67)

#### Select course you want to modify

Favorites Tools Help

July 2011 APR - Commissi... Suggested Sites ▼ B Home Page - POST EDI B Web Slice Gallery ▼ B Free Hotmail

#### Course Modification

<< Course Certification Process

#### Presenter: COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (9180) [Preparer POST]

Click the title of the course you would like to modify. To show courses from past or future fiscal years, select a fiscal year from the dropdown list at the top of the table.

Enter Number... (Filter results below by course number)

Filter Results By: A ~ B ~ C ~ D ~ E ~ F ~ G ~ H ~ I ~ J ~ K ~ L ~ M ~ N ~ O ~ P ~ Q ~ R ~ S ~ T ~ U ~ V ~ W ~ X ~ Y ~ Z ~ ALL FISCAL YEAR: 2011

Cert #	Title	Status	6	Effective Date	Cert End Date
9180-40720-11	ACAD DIRECTOR/COORDINATOR TRNG	Active		07/01/2011	06/30/2012
9180-10841-11	ADA/FEHA ACT UPDATE	Active		07/01/2011	06/30/2012
9180-23602-11	B.C. SCENARIO MANAGEMENT TRNG	Active		07/01/2011	06/30/2012
9180-40726-11	BASIC COURSE ACADEMY EVALUATOR	Active		07/01/2011	06/30/2012
9180-25557-11	BEST PRACTICES OF GOOD TRAINING (WEB)	Active		07/01/2011	06/30/2012
9180-32811-11	CALIFORNIA HOMICIDE INVESTIGATORS TRAINING	Active		07/01/2011	06/30/2012
9180-25554-11	COMMUNICATION: KEEPING YOUR EDGE (WEB)	Active		07/01/2011	06/30/2012
9180-21735-11	COURSE/INSTRUCTOR EVALUATOR	Active		07/01/2011	06/30/2012
9180-71010-11	DEFINING THE FUTURE	Active		07/01/2011	06/30/2012
9180-71030-11	ENHANCED LEADERSHIP	Active		07/01/2011	06/30/2012







Home Courses ▼

Reports ▼

**AICP** 

SBSLI ▼

Contact Us

#### **Existing Courses - Modification**

Course: TRAINING ADMINISTRATOR COURSE - 40721

Presenter: COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (9180) [Preparer POST]

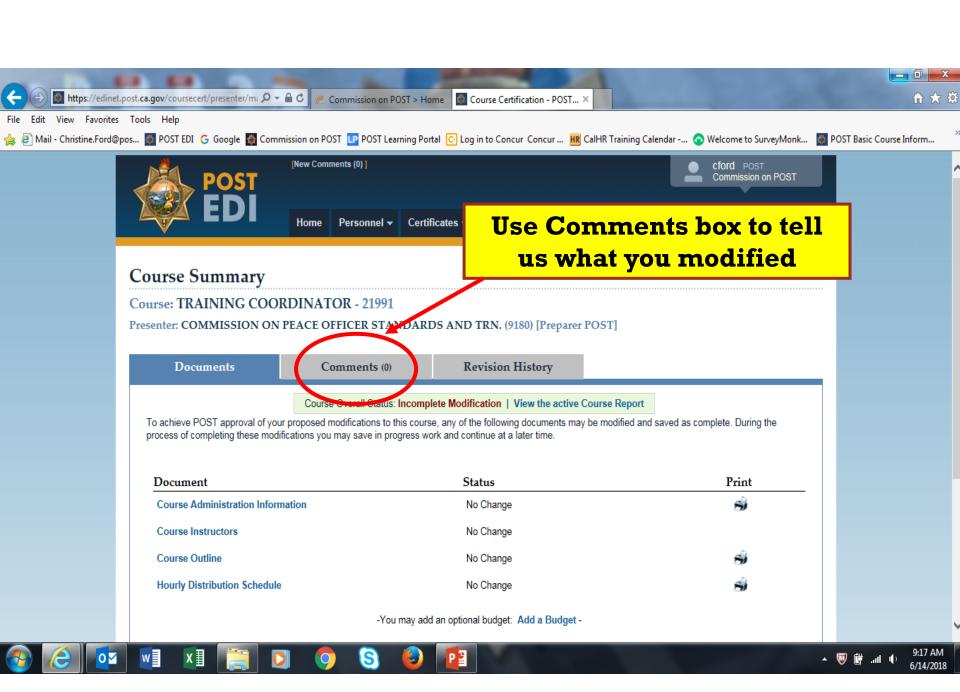
When would you like your proposed changes to take effect?

Effective date: 04/24/2014

Continue...

Cancel

NOTE: To modify a course certification, the effective date must be on or after today's date.

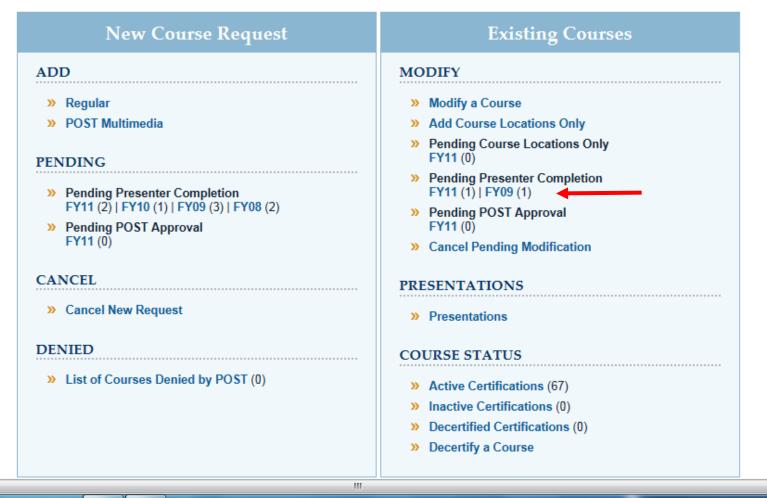




# Puts it into Pending Presenter Completion, if modification is not complete

July 2011 APR - Commissi Suggested Sites ▼ Mome Page - POST EDI  Web Sic	e Gallery ▼ 🙋 Free Hotmail
COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (9180)	▼ Sort by:   Presenter Name   Presenter Number
Display Active Presenters Display Decertified Presenters	

Presenter Administrative Info: Presenter Info | Presenter Course Locations | Roster Coordinators



















# ADDITIONAL PRESENTATIONS

- Click on MODIFY A COURSE
- Course Administration Page
- Change number of presentations to desired number
- Save as Complete
- Comment Section
  - Requesting increase from \_\_\_\_\_ to \_\_\_\_
- Send to POST



# COURSE CERTIFICATION CHECKLIST



- ✓ COURSE GETS CERTIFIED BY POST CONSULTANT
- ✓ COMPLETE ANY MODIFICATIONS IF NEEDED
- **ENTER PRESENTATION DATES IN EDI**

\*How many days must you enter the presentation

before the course?



# ENTERING A PRESENTATION

Enter Request on Behalf of:	
COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (9180)	✓ Sort by:   Presenter Name   Presenter Number
● Display Active Presenters ○ Display Decertified Presenters	

Presenter Administrative Info: Presenter Info | Presenter Course Locations | Roster Coordinators



#### SELECT THE CORRECT FISCAL YEAR

#### **Course Modification**

<< Course Certification Process

#### Presenter: COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (9180) [Preparer POST]

Click the title of the course you would like to modify. To show courses from past or future fiscal years, select a fiscal year from the dropdown list at the top of the table.

Enter Number... (Filter results below by course number)

Filter Results By: A ~ B ~ C ~ D ~ E ~ F ~ G ~ H ~ I ~ J ~ K ~ L ~ M ~ N ~ O ~ P ~ Q ~ R ~ S ~ T ~ U ~ V ~ W ~ X ~ Y ~ Z ~ ALL FISCAL YEAR: 2020 ▼

Cert #	Title	Status	A	Effective Date	Cert End Date
9180-55000-20	AB:392 CALIFORNIA'S NEW USE OF FORCE STANDARDS	Active		07/01/2020	06/30/2021
9180-40720-20	ACAD DIRECTOR/COORDINATOR TRNG	Active (Under Modification)*		07/01/2020	06/30/2021
9180-23602-20	B.C. SCENARIO MANAGEMENT TRNG	Active		03/23/2021	06/30/2021
9180-30330-20	BACKGROUND INVEST. UPDATE	Active		01/14/2021	06/30/2021
9180-40726-20	BASIC COURSE ACADEMY EVALUATOR	Active		07/01/2020	06/30/2021
9180-25557-20	BEST PRACTICES OF GOOD TRAINING (WEB)	Active		07/01/2020	06/30/2021
9180-25588-20	CALLERS IN CRISIS: SUICIDAL CALLERS (WEB)	Active		07/01/2020	06/30/2021
0100 71010 20	COMMAND COLLEGE 4 DEFINING THE FITTIBE	Activo		07/07/2020	<b>DEI2DI2D24</b>

#### Presentations

Course: TRAINING ADMINISTRATOR COURSE - 40721

Presenter: COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (918 4. View a Presentation

- 1. Add a New Presentation
- 2. Change a Presentation
- 3. Cancel a Presentation

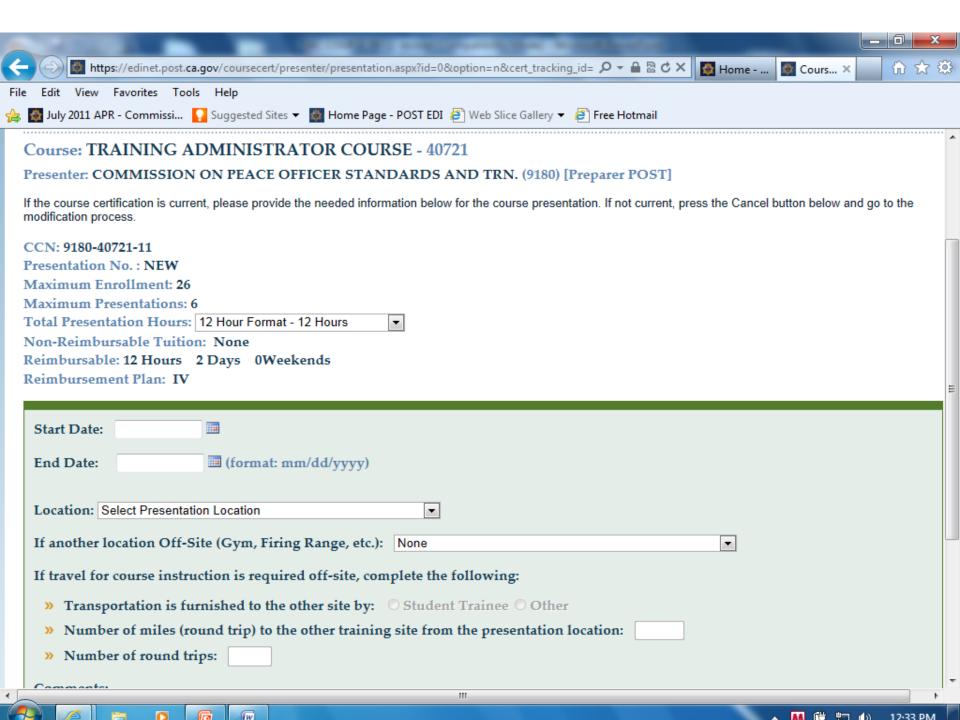
Before using the course presentation process, the course certification must be current. If necessary, you may view the current course certification. If the course certification is not current, you need to go to the certification modification process and make the appropriate changes.

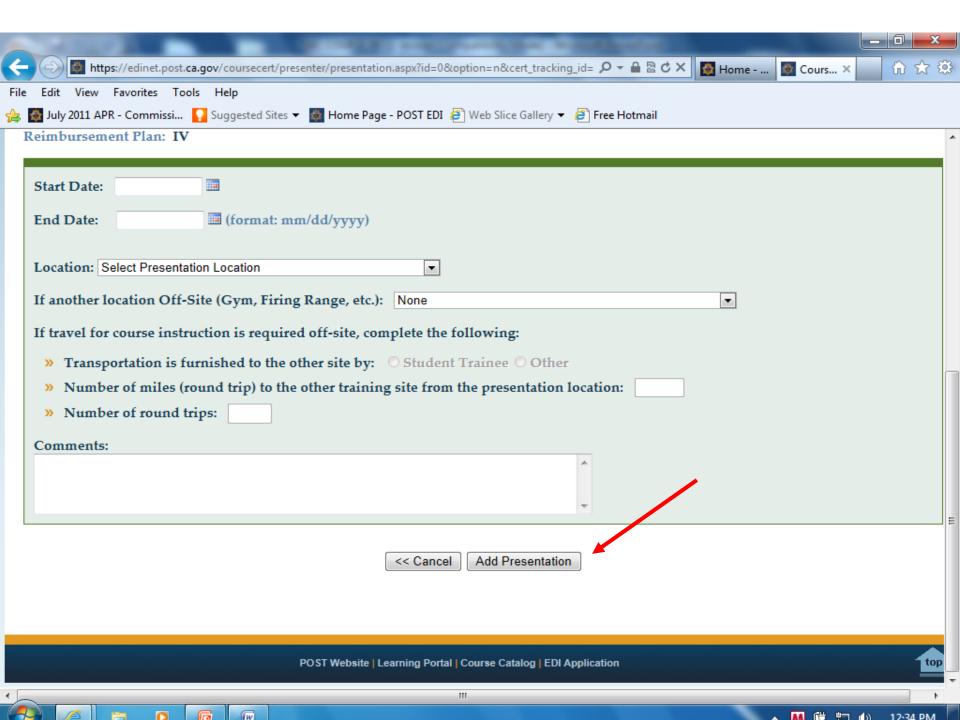
Option 1	Option 2	Option 3	Option 4
Add a New Presentation	Change a Presentation	Cancel a Presentation	View a Presentation

Maximum Number of Presentations: 6

Presentations Remaining: 4

Pres. No.	Start Date	End Date	Hours	Address	City	Status	Roster Rec'd
001	9/24/2013	9/25/2013	12	7450 HAZARD CENTER DRIVE	SAN DIEGO	Active	10/8/2013
002	1/14/2014	1/15/2014	12	7450 HAZARD CENTER DRIVE	SAN DIEGO	Active	1/18/2014





### REMOVING COURSE FROM CATALOG WHEN "FULL"

Option 1	Option 2	Option 3	Option 4
Add a New Presentation	Change a Presentation	Cancel a Presentation	View a Presentation

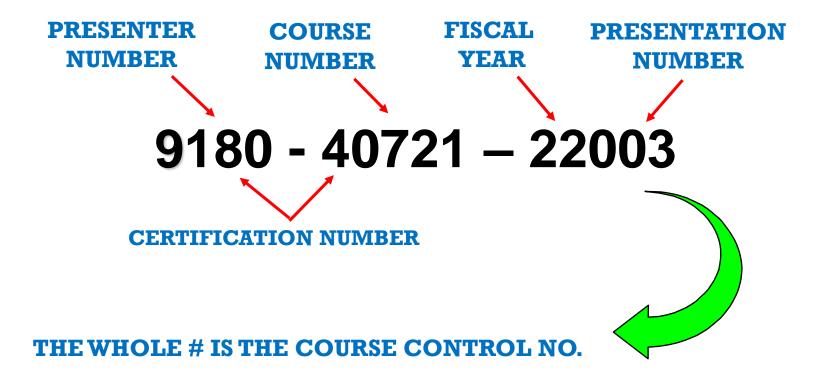
Maximum Number of Presentations: 4
Presentations Remaining: 0

Pres. No.	Start Date	End Date	Hours	Address	City	Status	Roster Rec'd	Full*
001	10/25/2017	10/25/2017	8	1300 CALIFORNIA STREET	KINGSBURG	Active	11/27/2017	
002	11/29/2017	11/29/2017	8	777 CYPRESS AVENUE	REDDING	Active	11/30/2017	<b>✓</b>
003	11/15/2017	11/16/2017	8	1300 CALIFORNIA STREET	KINGSBURG	**Cancelled**		
004	1/10/2018	1/10/2018	8	2642 COLONEL DURHAM ST	SEASIDE	Active	1/16/2018	<b>✓</b>
005	4/10/2018	4/10/2018	8	1045 JEFF TUTTLE DRIVE	SAN ANDREAS	Active		

<sup>\*</sup>Checking this option will hide this presentation from the Course Catalog website. The presentation will not show up in search results or upcoming presentations. Please allow up to 30 minutes for changes to take affect.



# Course Presentation Number





## REMEMBER

Must enter a minimum 30 days BEFORE presentation!







Do not present the course until approved by POST and the presentation request is submitted.





# HELPFUL TIPS

"COURSE PRESERVER"

- Ensure what is approved in EDI is what is being taught
- Instructors shall get copies of approved outline
- Get copy of course handouts and videos
- Quality assess your course
- Review and update your courses annually

# ANNUAL RE-CERTIFICATION — REG 1056

Each POST-certified course shall be reviewed prior to July 1st by the presenter; EDI will auto place courses in modification

Courses originally certified by POST in even years will be reviewed in even years and courses originally certified in odd years will be reviewed in odd years.



## HOW TO FIND YEAR OF CERTIFICATION

□Go to REPORTS tab
☐Select PRESENTER COURSE REPORT
☐Select Presenter

#### **Presenter Course Information Report**

Print Rep

Presenter: COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (9180)

04/19/2

Fiscal Year: 2020 ▼

#### » View report of all courses

Course #	Course Title	Status	# of Pres.	Plan	Max Hours	Tuition	Orig Cert D
55000	AB:392 CALIFORNIA'S NEW USE OF FORCE STANDARDS	Active	365	NA	1		10/22/2019
40720	ACAD DIRECTOR/COORDINATOR TRNG	Active	4	IV	24	\$0.00	07/01/2006
23602	B.C. SCENARIO MANAGEMENT TRNG	Active	4	IV	24	\$0.00	07/01/2006
30330	BACKGROUND INVEST. UPDATE	Active	15	IV	4	\$0.00	04/27/2018
40726	BASIC COURSE ACADEMY EVALUATOR	Active	3	IV	12	\$0.00	07/01/2008
25557	BEST PRACTICES OF GOOD TRAINING (WEB)	Active	365	NA	2		10/19/2007
25588	CALLERS IN CRISIS: SUICIDAL CALLERS (WEB)	Active	365	NA	4		01/22/2019
71010	COMMAND COLLEGE 1 DEFINING THE FUTURE	Active	3	IV	40	\$0.00	07/01/1996
71020	COMMAND COLLEGE 2 SOCIAL ISSUES & FUTURES RESEARCH	Active	2	IV	36	\$0.00	07/01/1996
71030	COMMAND COLLEGE 3 ENHANCED LEADERSHIP & POLITICS	Active	2	IV	36	\$0.00	07/01/1996
71040	COMMAND COLLEGE 4 ECONOMICS & STRATEGIC PLANNING	Active	2	IV	36	\$0.00	07/01/1996

## COURSE CERTIFICATION CHECKLIST



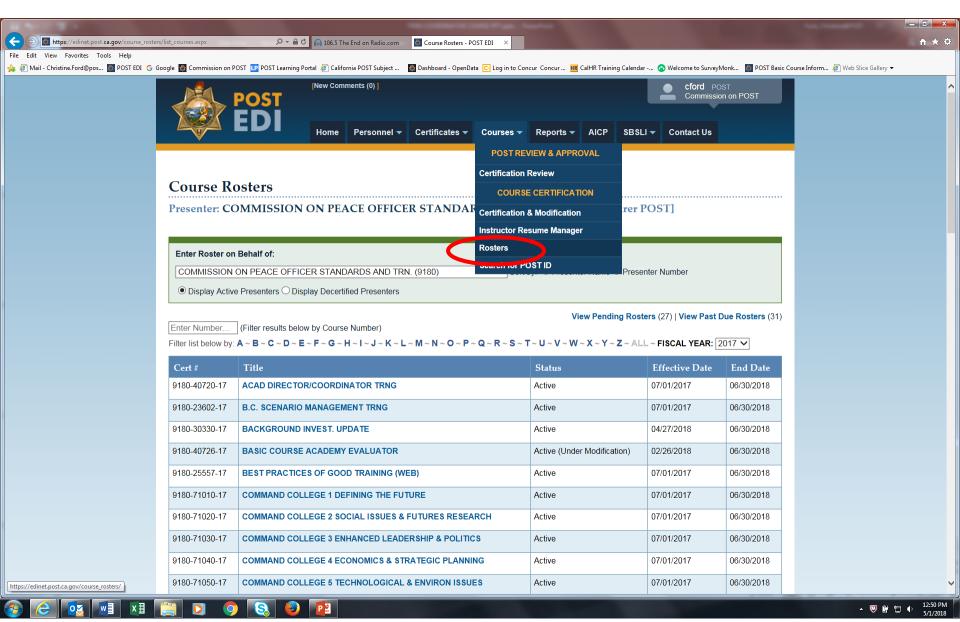
- ✓ COURSE GETS CERTIFIED BY POST CONSULTANT
- **✓ COMPLETE ANY MODIFICATIONS IF NEEDED**
- **✓ ENTER PRESENTATION DATES**
- **✓** PRESENT THE COURSE

ENTER ROSTER

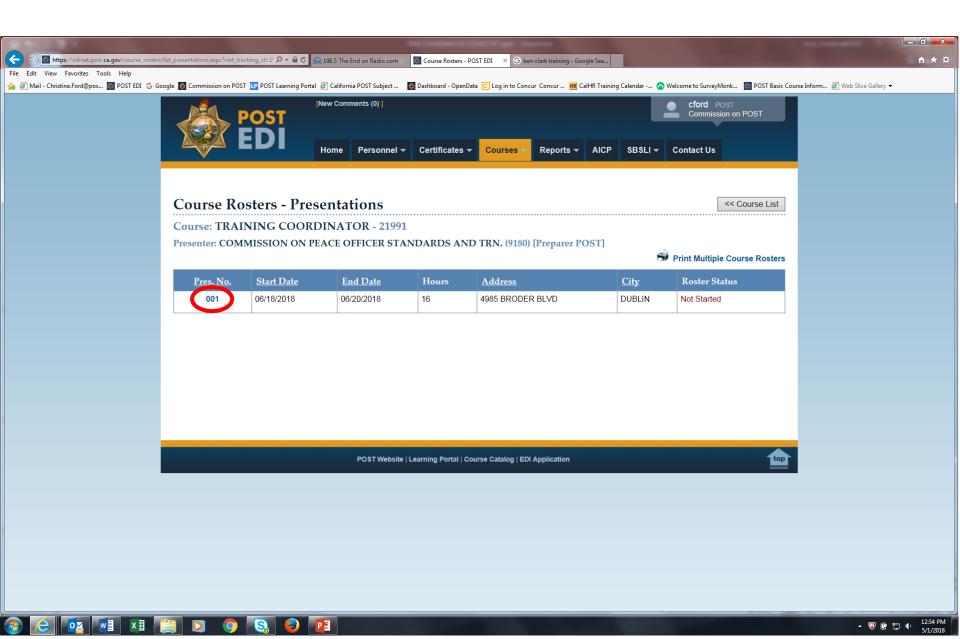
\*How many days must you complete the roster?



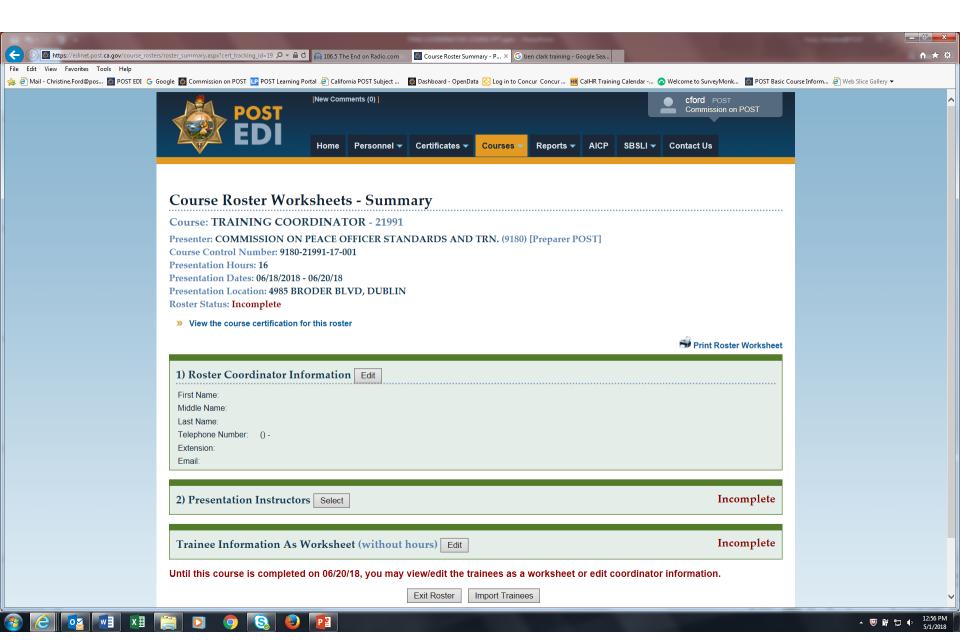
## ROSTERS - LISA



## SELECT THE PRESENTATION



## COMPLETE COORDINATOR, INSTRUCTOR SECTIONS



#### ADDING EXIGENT INSTRUCTOR, WHY WOULD YOU?

#### **Course Rosters - Presentation Instructors**

Course: TRAINING MANAGERS COURSE - 41520

Presenter: COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (9180) [Preparer POST]

Course Control Number: 9180-41520-17-004

**Presentation Hours: 8** 

Presentation Dates: From 01/10/2018 To 01/10/2018

Presentation Location: 2642 COLONEL DURHAM ST, SEASIDE

» View Hourly Distribution Schedule

#### SELECT PRESENTATION INSTRUCTORS

	Instructor Name
	DUNN, JEFFREY EDWARD (A64-A57)
<b>✓</b>	FORD, CHRISTINE
<b>✓</b>	LOZITO, KAREN
	PICONE, MARTY
	ROGERS, RAYANNE M
<b>✓</b>	WILSON, VALNA

**Add Exigent Instructors** 

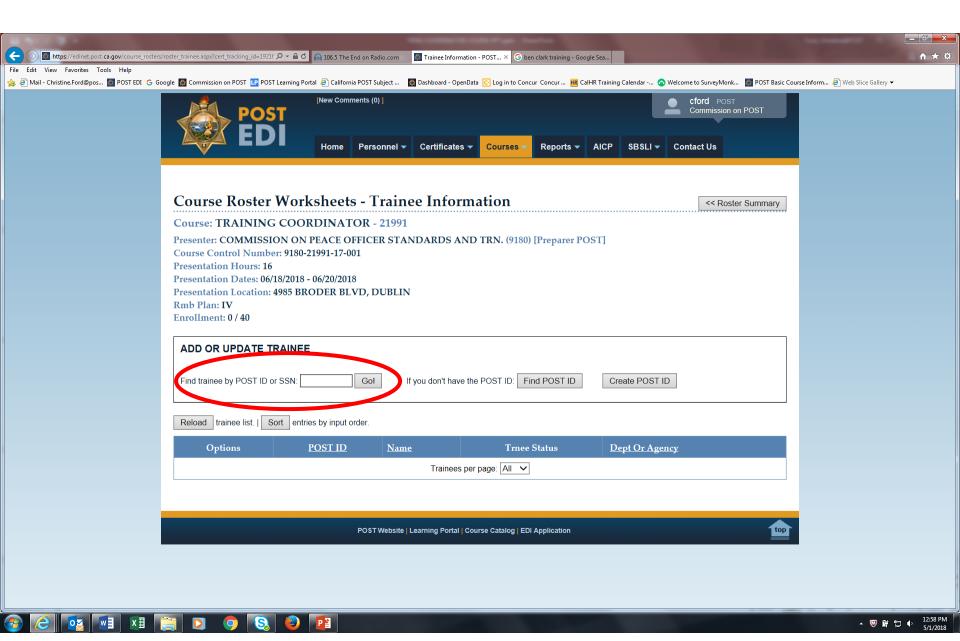
Cancel

Save Incomplete

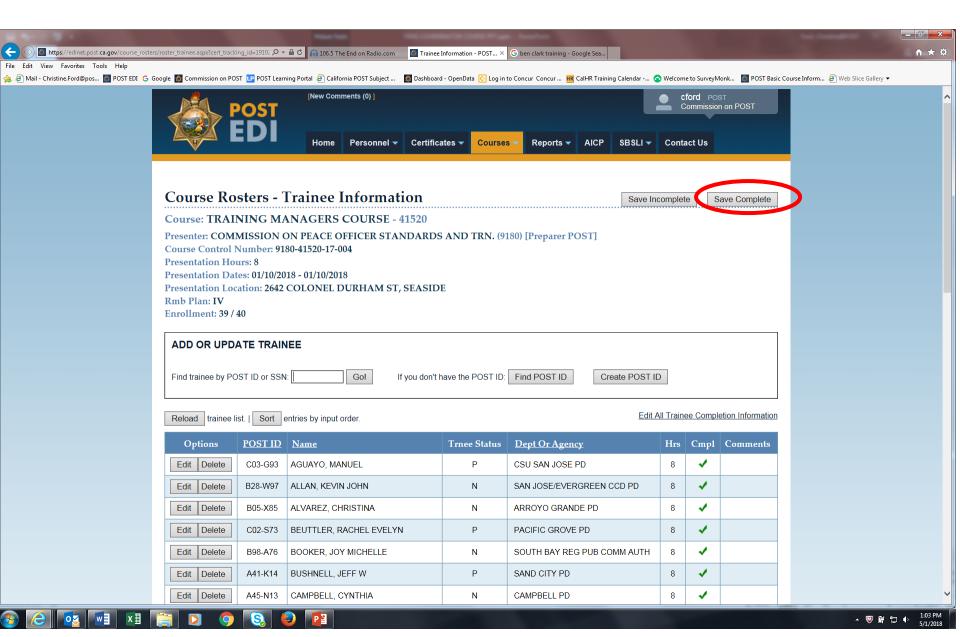
Save Complete



#### COMPLETE TRAINEE INFO USING POST ID #



## ONCE COMPLETE, CLICK SAVE COMPLETE



#### REGULATION 1055

A completed Course Roster shall include all individuals and the number of hours completed by each individual, whether or not successful completion of the course was achieved

Presenter: COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (9180) [Preparer POST]

**Course Control Number: 9180-28010-20-018** 

**Presentation Hours: 3** 

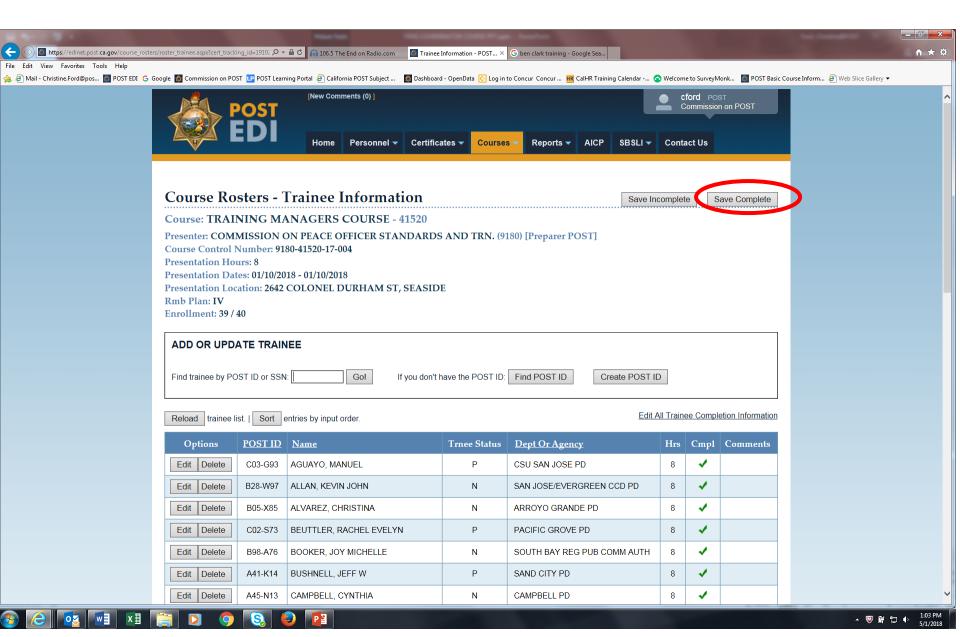
Presentation Dates: 03/17/2021 - 03/17/2021 Presentation Location: INTERNET, WEBINAR

Rmb Plan: NA Enrollment: 21 / 100

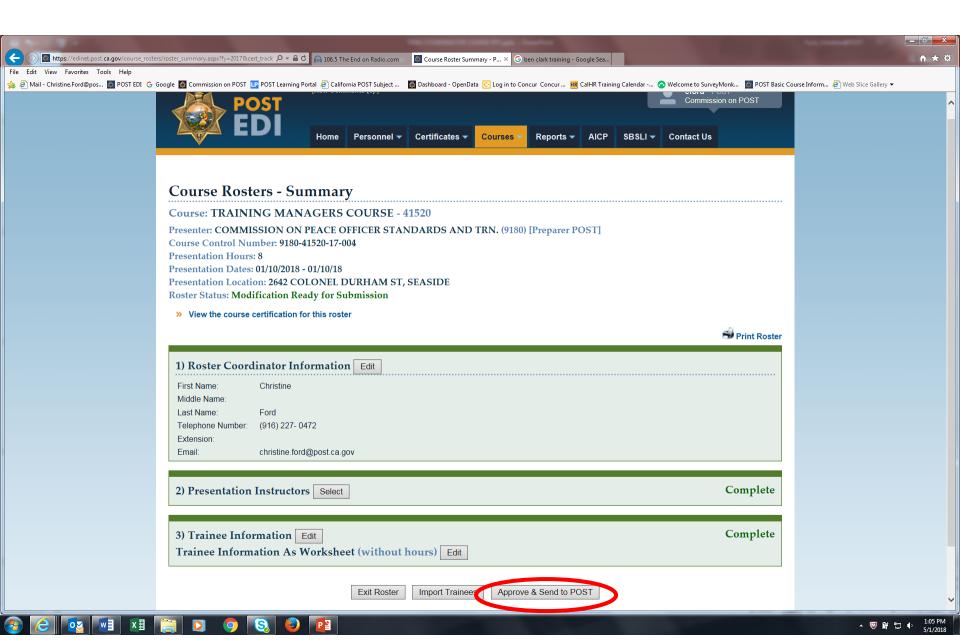
Reload trainee list. | Sort entries by input order.

POST ID	<u>Name</u>	Trnee Status	<u>Dept Or Agency</u>	Hrs	Cmpl	Comments
		Р		2	×	Trainee missed more than 10% of the course/was not on camera
		N		3	1	
		Р		3	1	
		N		3	*	Not on camera as required
		N		3	1	
		Р		3	1	
		Р		3	1	

## ONCE COMPLETE, CLICK SAVE COMPLETE



#### SEND TO POST WITHIN 10 DAYS OF COURSE END



#### COURSE CERTIFICATION CHECKLIST

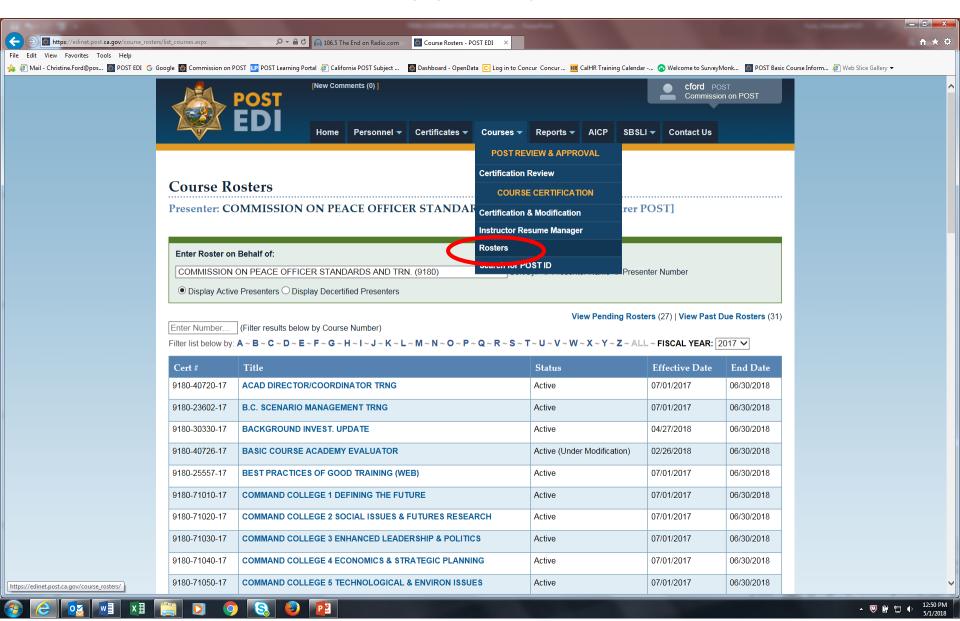


- ✓ COURSE GETS CERTIFIED BY POST CONSULTANT
- **✓ COMPLETE ANY MODIFICATIONS IF NEEDED**
- **✓** ENTER PRESENTATION DATES
- ✓ PRESENT THE COURSE
- **✓ COMPLETE ROSTER WITHIN 10 DAYS OF COURSE**
- **✓** ASSESS AND UPDATE COURSE ANNUALLY



# MULTI-MEDIA ROSTER ENTRIES - KAREN

#### ROSTERS



#### SELECT POST MULTI-MEDIA COURSE

Enter Number... (Filter results below by Course Number)

Filter list below by: A ~ B ~ C ~ D ~ E ~ F ~ G ~ H ~ I ~ J ~ K ~ L ~ M ~ N ~ O ~ P ~ Q ~ R ~ S ~ T ~ U ~ V ~ W ~ X ~ Y ~ Z ~ ALL ~ FISCAL

YEAR: 2017 ∨

Cert #	Title	Status	Effective Date	End Date
9180-13200-17	POST DEVELOPMENT WORKSHOP	Active	07/01/2017	06/30/2018
9180-29000-17	POST MULTI-MEDIA COURSE	Active	07/01/2017	06/30/2018
9180-28010-17	POST TRAINING SEMINAR	Active	01/02/2018	06/30/2018

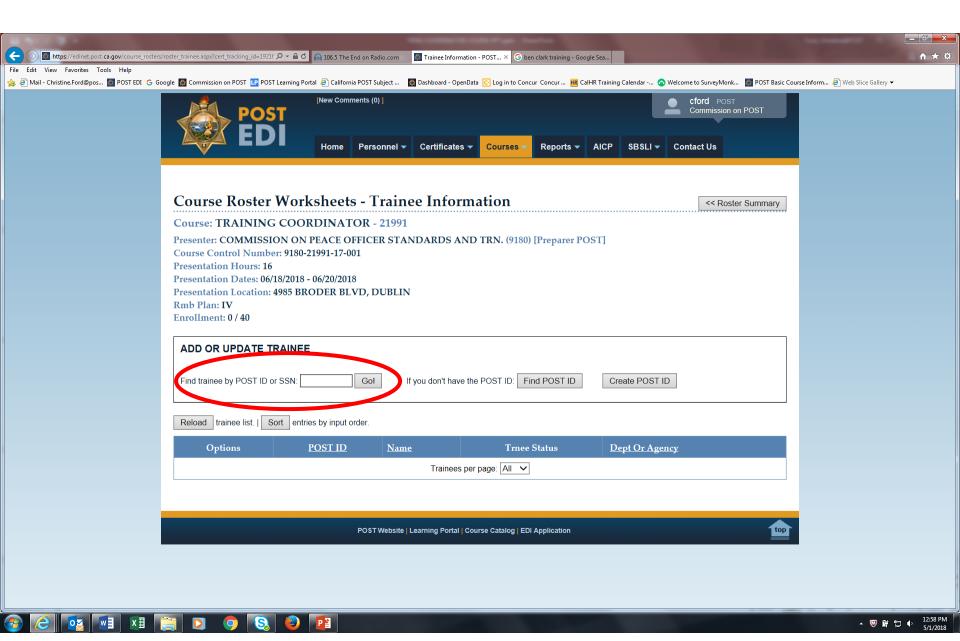


# FIND THE COURSE BY ID NUMBER OR BY TITLE

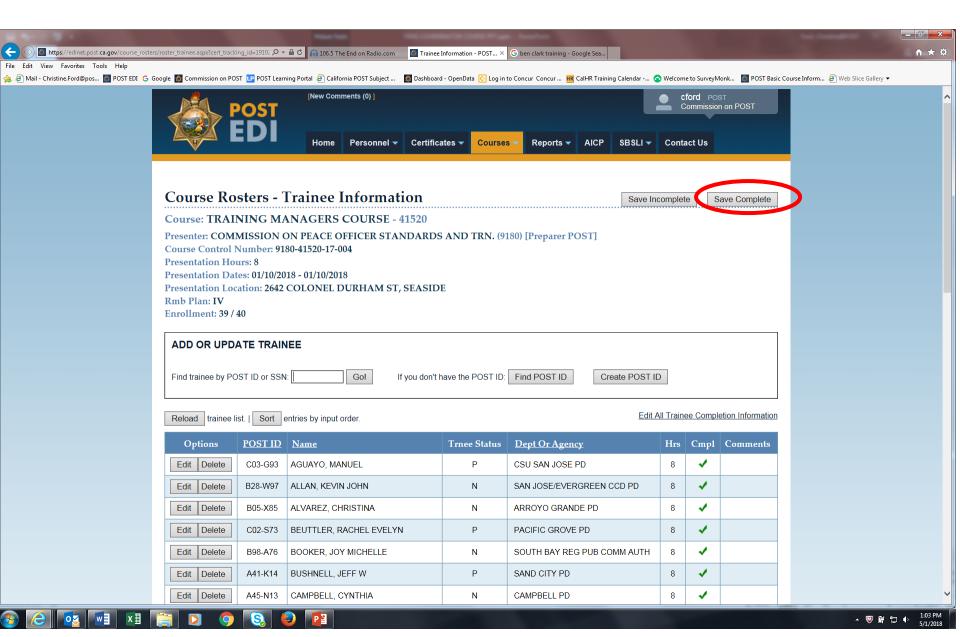
193	07/01/2017	06/30/2018	2	GANGS & DRUGS: HOW GANGS OPERATE	DVD	Video	Not Started
194	07/01/2017	06/30/2018	2	GANGS & DRUGS: DEALING WITH GANG MEMBERS	DVD	Video	Not Started
195	07/01/2017	06/30/2018	2 (	HATE CRIMES	DVD	Video	Incomplete
208	07/01/2017	06/30/2018	2	SIDS: RESPONSE TO INFANT DEATH	DVD	Video	Not Started
209	07/01/2017	06/30/2018	2	CORONER'S ROLES AND RESPONSIBILITIES	DVD	Video	Not Started

#### **Course Rosters - Summary** Course: POST MULTI-MEDIA COURSE - HATE CRIMES - 29000 Presenter: COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (9180) [Preparer POST] Course Control Number: 9180-29000-17-195 Presentation Hours: 2 Presentation Dates: 07/01/2017 - 06/30/18 Presentation Location: 860 STILLWATER RD. STE. #100, WEST SACRAMENTO Roster Status: Incomplete Print Roster 1) Roster Coordinator Information Edit First Name: Middle Name: Last Name: Telephone Number: () -Extension: Email: Incomplete 3) Trainee Information Edit Trainee Information As Worksheet (without hours) Edit You may Approve & Send to POST after Coordinator & Trainee infomation is complete. Exit Roster Import Trainees Approve & Send to POST

#### COMPLETE TRAINEE INFO USING POST ID #



## ONCE COMPLETE, CLICK SAVE COMPLETE



#### SEND TO POST WITHIN 10 DAYS OF COMPLETION

#### **Course Rosters - Summary** Course: POST MULTI-MEDIA COURSE - HATE CRIMES - 29000 Presenter: COMMISSION ON PEACE OFFICER STANDARDS AND TRN. (9180) [Preparer POST] Course Control Number: 9180-29000-17-195 Presentation Hours: 2 Presentation Dates: 07/01/2017 - 06/30/18 Presentation Location: 860 STILLWATER RD. STE. #100, WEST SACRAMENTO Roster Status: Incomplete Print Roster 1) Roster Coordinator Information Edit First Name: Middle Name: Last Name: Telephone Number: () -Extension: Email: Incomplete 3) Trainee Information Edit Trainee Information As Worksheet (without hours) Edit You may Approve & Send to POST after Coordinator & Trainee infomation is complete. Import Trainees Approve & Send to POST Exit Roster

#### SOME STREAMING VIDEOS MAY NEED ROSTER

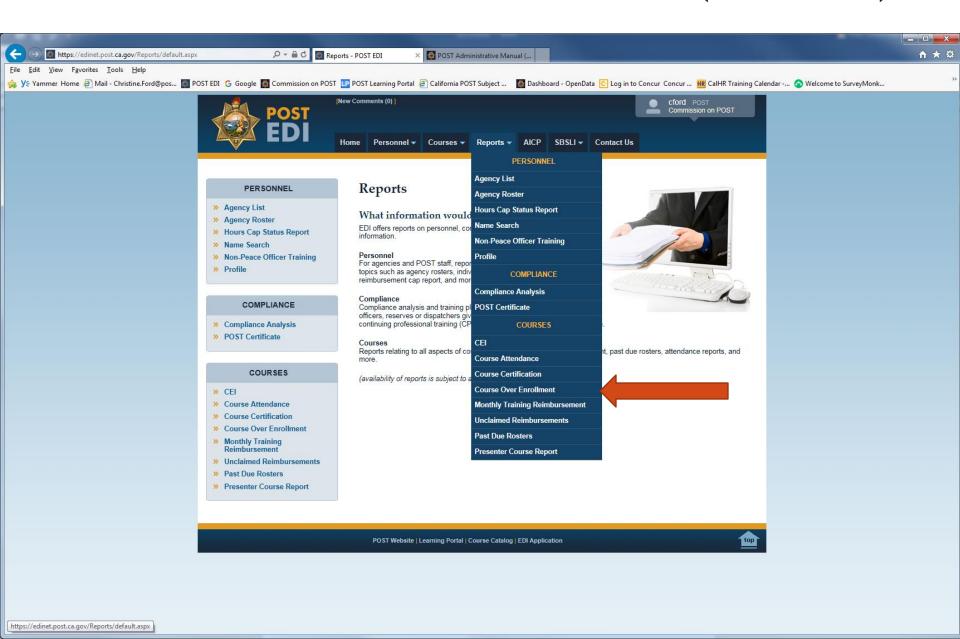
- Student completes course and received an email notification stating "verification of viewing"
- The Training Manager must verify the student completed the course; (asking questions, using facilitator guide, etc...)
- TM completes a roster in EDI for student to receive credit

uocument (FDF) is uowinoauable.

Instructions: Videos do not receive automatic CPT because an agency is required to facilitate discussion of the video before submitting an EDI course roster for credit. Only when facilitation is conducted by a qualified Racial Profiling instructor will course credit for this video be recorded in each officer's or dispatcher's POST Training Profile. After viewing the video, you will see an "Email Notification" link that will generate a "Verification of Viewing" that you may email to your Racial Profiling-qualified training manager/facilitator to let them know you have completed viewing the video and are ready to discuss it.



## COURSE OVER ENROLLMENT REPORT (consultants)



# OVER ENROLLMENT REPORT

#### DO YOU SEE ANY ISSUES HERE?

#### Course Over Enrollment

Enter date range and select region:
Show Presenters with rosters over maximum enrollment entered or updated from 02/01/2018 iii to 02/22/2018 iii for
Get Presenters
Select a Presenter:
All Sort by: ● Presenter Name ○ Presenter Number
Generate Report or start over with a New Presenter Query

Course Control #	Presenter	Title	Enrollment Current / Max	Start Date	End Date	Roster Last Updated
10207-17-015		BALLISTIC SHIELD OPERATOR	42 / 40	1/16/2018	1/16/2018	2/1/2018
21155-17-037		DRIVER TRAINING (EVOC) UPDATE	17 / 15	2/20/2018	2/20/2018	2/20/2018
-29502-17-088		DRIVING(PSP)	46 / 30	2/8/2018	2/8/2018	2/14/2018
31725-16-002		FIELD TRAINING OFFICER	33 / 25	9/12/2016	9/16/2016	2/15/2018
-21647-17-083		FIREARMS/TACTICAL- ADVANCED	68 / 60	2/14/2018	2/14/2018	2/22/2018
-21647-17-081		FIREARMS/TACTICAL- ADVANCED	67 / 60	2/7/2018	2/7/2018	2/16/2018

6 Presentations Found

# OVER ENROLLMENT CAN CAUSE SAFETY CONFLICTS WITH YOUR POLICY AND RATIOS

#### Course Over Enrollment

Course Control #	Presenter	Title	Enrollment Current/Max	Start Date	End Date	Roster Last Updated
10207-17-015		BALLISTIC SHIELD OPERATOR	42 / 40	1/16/2018	1/16/2018	2/1/2018
21155-17-037		DRIVER TRAINING (EVOC) UPDATE	17 / 15	2/20/2018	2/20/2018	2/20/2018
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-21647-17-083		FIREARMS/TACTICAL- ADVANCED	68 / 60	2/14/2018	2/14/2018	2/22/2018
-21647-17-081		FIREARMS/TACTICAL- ADVANCED	67 / 60	2/7/2018	2/7/2018	2/16/2018

6 Presentations Found

# DON'T RE-INVENT THE WHEEL POST "COURSES IN A BOX"

PSP Firearms

PSP Arrest and Control

**PSP** Driving

PSP Strategic Communications

**PSP** Use of Force

Rifle Course

First Aid/CPR/AED (POST website)

Mental Health (POST website)

Basic Tactical Dispatch Course (Learning Portal) Public Safety
Dispatcher Refugee
Integration Course
(LP)

