

# Municipal Police Officers' Education & Training Commission

## Request for In-Service Training Equivalency Credit



## Application Packet

The Municipal Police Officers' Education and Training Commission will accept applications for equivalency credit from a political subdivision within the Commonwealth with a police department, from an entity with administrative control of a campus police or university police department, or other police departments governed by the Municipal Police Education and Training statute. A resolution certifying that the political subdivision sponsoring the training shall adhere to the rules, regulations, and training standards established by the Commission must accompany this request.

The Commission shall not provide funding for costs associated with course development and instruction. Courses approved shall be limited to a maximum enrollment of 40 students. Individual equivalency credit will be granted for approved courses based on successful completion of all instructional hours and testing. The Commission shall notify the entity submitting this application in writing of its decision. Courses taught prior to the Commission's approval will not eligible for equivalency credit.

After the Commission grants approval and prior to the initial date of scheduled training, the police department and/or training source shall provide to the Commission, immediate notification of any substantive changes. Substantive changes include: (1) significant change in approved course content or delivery; (2) a change in instructor(s), instructional content, instructional objectives, tests; or (3) other changes determined to be relevant. Failure to send notification shall result in immediate withdrawal of approval for training credit for the course.

Police officers successfully completing approved non-MPOETC developed training courses for Mandatory In-Service Training credit, are not exempt from other training mandates to include completing all MPOETC courses identified as Required and meeting all other continuous non academic in-service training requirements enumerated in 37 Pa. Code §203.52 (b) (1).

Requests submitted for approval shall be for job-related training courses. Requests for approval of firearms training, EMT (or similar) training, First Aid, CPR, or other courses identified as a continuous in-service training requirement shall not be approved.

Requests for approval that satisfy all requirements shall be assigned a number of credit hours toward the annual Mandatory In-Service Training academic requirement. This approval shall be valid for no more than three years.

Within seven (7) days of completion of training for courses approved by the Commission, the municipality shall provide to the Commission for each participant:

1. written proof of attendance
2. a copy of the test administered
3. test results
4. instructor name(s)
5. answer sheets
6. compliance with the Commission's cheating policy
7. any other materials related to attendance and completion of training.

## Notification Process.

The Commission shall notify the municipality submitting a request for Equivalency Credit notified of its decision following review by staff, the In-Service Training Committee, and full Commission. If approved, a sufficient supply of answer sheets shall be sent to the requesting entity.

## Guidelines for completing the Application

Please adhere to the following guidelines when completing a request for equivalency credit.

1. Read all sections carefully.
2. Provide complete answers for all questions before submitting the application. All statements are subject to verification. A false statement may result in rejection of your request and possible prosecution under the law.
3. All answers must be typed or printed in black or blue ink.
4. Attach additional sheets for questions #10-13 as needed.
5. Applications without appropriate signatures will be returned.
6. Attachments required for questions #14-17 must be clearly labeled.
7. Applications must be received no later than four months prior to a proposed start date for training.
8. Submitting an application does not authorize the teaching of the course. Courses taught after an application is submitted, but without written approval from the Commission, will not receive equivalency credit.
9. Courses completed **prior to** submitting this application, are not eligible for equivalency credit.
10. All approved courses are subject to audit by a member of the Commission staff.

**INCOMPLETE APPLICATIONS SHALL BE RETURNED TO THE SENDER**

<p>COMMONWEALTH OF PENNSYLVANIA Municipal Police Officers' Education &amp; Training Commission <a href="http://www.mpoetc.state.pa.us">www.mpoetc.state.pa.us</a></p> <p><b>Application for Equivalency Training Credit</b> [April 2010]</p>	For Commission use only	
	Date received	Requested start date
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Course number assigned
FROM:          Federal Identification Number: _____	Send application and attachments to:  Municipal Police Officers' Education and Training Commission <i>Attention: Director of Training</i> 8002 Bretz Drive Harrisburg, PA 17112-9748	
<b>SECTION A</b>		
1. Name of Sponsoring Municipality:	2. Police Department name:	
3. Location of Training:		
<b>SECTION B (Course Overview)</b>		
4. Course title:		
5. Start Date:	6. End Date:	7. No. of instructional hours (excluding test)
8. Course developer(s): (Resume must accompany this application.)		9. Course Instructor(s): (Resume required)
10. Course Description (attach additional sheets if needed). If course has copyright, please include copy of copyright with this application.		
11. Learning objectives (attach additional sheets if needed)		

<b>SECTION C (Course Content and Testing)</b>
12. Instructional aids planned (attach additional sheets if needed)
13. Time guidelines (Course schedule) (attach additional sheets if needed)
14. Lesson content (please submit as an attachment complete lesson content for the course described in question #10). Learning objectives corresponding to the lesson content must be annotated in a separate column. Lesson content must be stated as full text and not in outline form.
15. Test questions (please submit as an attachment to application). Three test versions with ten multiple-choice test questions per test are required. Tests with True-False statements will not be accepted.
16. Item analysis detailing test question with corresponding learning objective and lesson content page number (please submit as an attachment to application)
17. Course evaluation (please submit as an attachment to application)

Signature of Head of political subdivision –or- Individual with administrative control of  
Campus/university/other police department:

\_\_\_\_\_

(Date) \_\_\_\_\_

**RESOLUTION**

RESOLUTION NO. \_\_\_\_\_

AND now, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the

\_\_\_\_\_  
(NAME OF POLITICAL SUBDIVISION)

of \_\_\_\_\_ County, Pennsylvania, being desirous of  
(NAME OF COUNTY)

obtaining MPOETC Mandatory In-Service Training Equivalency Credit for:

\_\_\_\_\_  
(Title of proposed TRAINING COURSE(S))

for its police officers, pursuant to the training provisions of the Municipal Police Education and Training Act, hereby enacts the following RESOLUTION:

BE IT RESOLVED by the \_\_\_\_\_  
(NAME OF POLITICAL SUBDIVISION)

and it is hereby resolved of same:

THAT the \_\_\_\_\_  
(NAME OF POLITICAL SUBDIVISION)

hereby agrees to comply with the requirements of the Act 120 statute in sponsoring and ensuring the proper conduct of the

\_\_\_\_\_  
(SPECIFY TITLE OF TRAINING COURSE, DATE[S], LOCATION)

and shall adhere to the rules, regulations and training standards established by the Municipal Police Officers' Education and Training Commission.

IN WITNESS WHEREOF the \_\_\_\_\_  
(NAME OF POLITICAL SUBDIVISION)

hereby authorizes the execution and attestation of this RESOLUTION the date first above written.

by: \_\_\_\_\_  
(SIGNATURE - HEAD OF POLITICAL SUBDIVISION)

SEAL

\_\_\_\_\_  
(TYPED NAME - HEAD OF POLITICAL SUBDIVISION)

\_\_\_\_\_  
(TITLE - HEAD OF POLITICAL SUBDIVISION)

**ATTEST:**

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(TYPED NAME)

\_\_\_\_\_  
(TITLE)

## APPLICATION CHECKLIST

*Please use the following as a guide to ensure all required information accompanies this application.*

### A. CLASSROOM COURSES

#### 1. Curriculum Submittal Checklist:

- a. Lesson Plan – instructor guide and participant guide for the course
- b. Objectives – a list of competencies each student will have at the end of the course, to include the number of instructional hours devoted to each competency.
- c. Length of course: HOURS – minimum course length accepted is three instructional hours.
- d. Course schedule
- e. Instructional aids listed (videos, PowerPoint, handouts, manuals, etc.) reflect relevancy to lesson content
- f. References, resources, and any recommended readings
- g. Test items – Tests that will assess levels of competency
- h. Timeliness of lesson content. (Are procedures or practices discussed no more current?)
- i. Curriculum developer's Résumé

#### 2. Instructor Qualifications or Certifications

Submittal Checklist:

- a. Instructor resumé
- b. Work experience relevant to the instruction
- c. Instructor certifications held.

#### 3. End of Course Requirements

- a. Roster of course attendees will be submitted at the end of the course
- b. Student attendance in hours –Note: attendance requirement is 100%.
- c. Course evaluations from all attendees
- d. Certificate to Officer that includes total hours attended and completed, date of training, Course title, name of instructor