



Commonwealth of Pennsylvania
Municipal Police Officers'
Education and Training Commission
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In-Service Training UPDATE (18 August 2015)

Pursuant to the Act of December 21, 1988, P.L. 1865, No 180 ("Act 180"), all Municipal Police Officers in Pennsylvania are required to attend 12 hours of mandatory in-service training every year to maintain their certification. Historically, the Municipal Police Officers' Education and Training Commission (MPOETC) has developed and mandated all 12 hours of this in-service training to meet the requirement.

In the 2015 training year, only nine (9) hours of training developed by MPOETC are required, the remaining three (3) hours of Continuing Law Enforcement Education (CLEE) for 2015 may be obtained through a variety of training sources. The intent of this change is to provide discretion to officers and agency heads to determine the specific training needs of their personnel. To receive CLEE credit, these alternative courses must be approved by MPOETC. Some possible sources of additional training include:

- Pennsylvania State Police Academy
- Pennsylvania Chiefs' of Police PaVTN
- Private training vendors
- Pennsylvania Municipal Police Training Academies
- Training developed by a Municipal Police Department specifically designed for their officers and community

Academies, Vendors, and Department Chiefs may request CLEE credit for courses by submitting them to MPOETC for approval. MPOETC will review training for approval upon submission of the following:

- **Requestor:** Must be Police Chief, Academy Director, or Training Vendor.
- **Course Title:** (e.g., *Evidence Collection Course*).
- **Course Description:** A short synopsis of the course material.
- **Instruction Hours:** Number of Classroom/Practical hours.
- **Instructional Objectives:** Should include observable, measurable standards of behavior demonstrated by the student. (e.g., *The student will properly identify and collect evidence...*)
- **Instructor Name(s):**
- **Point of Contact Information:** Requestor or designee (can be instructor)
- **Course Outline:** Should be a topical outline, listing the major points to be addressed the amount of time that will be spent on each area.
- **Instructor credentials in the form of a Resume/Curriculum Vitae**

*** MPOETC will maintain a registry of all approved courses and encourages the use of this resource to identify training for Pennsylvania's Law Enforcement Officers. All courses approved by MPOETC for CLEE credit will be listed in the CLEE section of the MPOETC website (<http://www.mpoetc.state.pa.us>). Please verify any proposed training has been approved by MPOETC before paying for or attending the course.**

**** Approval of CLEE credit for a course does not imply endorsement of the course content, training materials, or vendor by the Municipal Police Officers' Education and Training Commission; rather it verifies the training is structured to allow continuing education to occur.**

***** To submit courses for CLEE approval, submit a completed CLEE Request Form (Link), the course outline, and instructor credentials to: RA-MPOTRAINING@pa.gov. Allow a reasonable time for course review.**

For questions regarding this process, please contact the Director of Training and Curriculum Development at 717-346-7755.