



TEXAS COMMISSION ON LAW ENFORCEMENT

Technical Assistance Bulletin

To: All Texas Law Enforcement Agencies, Academies, Contract Training Providers
From: Cullen Grissom, Credentialing, Field Services and Education Services
Regarding: **TCOLE Course Documentation Requirements**
Date: August 11, 2023

For any course delivered on or after September 1, 2023, the substitution of proprietary letters in place of the lesson plan(s) required under TCOLE rules will not be accepted as appropriate training file content.

Under TCOLE Rule 215.9, training coordinators are required to maintain training files for any course reported to TCOLE for continuing education credit. At a minimum, a training file must contain: a complete lesson plan; clear learning objectives; an instructor biography indicating subject matter expertise and teaching experience; approved class roster and original sign-in sheet; and course evaluations.

A lesson plan placed in the training file for purposes of training documentation should contain clear learning objectives and sufficient course content specificity to outline the essential information to be delivered in each section of the course. Please note, the training provider is not required to maintain actual presentation materials, including PowerPoints, videos, audio files, and student handouts.

Also, TCOLE Contract Training Providers or Agencies which employ third party vendors or consultants to provide training must obtain all the required documentation from those vendors prior to reporting the training on a roster to TCOLE. Without the aforementioned documentation the training should not be reported to TCOLE for continuing education credit.

