

## COMPREHENSIVE EVALUATION PREPARATION GUIDE

### ACADEMIES & TRAINING PROVIDERS

*Please have the following documents prepared and ready for review prior to your evaluation. (Digital copies are acceptable.)*

- Copy of current training contract, including any addendums such as on-line training contract.

---

- Personnel/Cadet files with all mandatory pre-enrollment documents including PHS (licensure courses only).

---

- Evidence of a proprietary interest in, or an MOU to allow access to, a driving range for emergency vehicle driving training. (Have a copy of a signed contract or MOU if one exists.)

---

- Evidence of a proprietary interest in, or an MOU to allow access to, a firearms range suitable to instruct the minimal (Have a copy of a signed contract or MOU if one exists.)

---

- List of all Advisory Board members along with:
  - A copy of their biographical information
  - Evidence of their receiving training in TCOLE Course #3003
  - Evidence to show how the Advisory Board member was selected/appointed, and by whom.
  - A copy of the minutes for the previous 5 years showing who attended, the motions, final vote on motions and action taken, and the Advisory Board Eligibility form located on our web site.
  - Evidence to show the Advisory Board acts on all four (4) areas required in TCOLE Rule 215.

---

- A list of all instructors and their contact information (include phone and email), and their resume, vitae or bio.

---

- A list of primary and all secondary training sites, including any applicable training locations.

---

- A copy of the training coordinator's basic instructor certificate. (Actual certificate or proof, not just the course.)

---

- Evidence of compliance with TCOLE rules regarding screening of applicants for BPOC and in-service:
  - Examples for BPOC: L-2 / L-3 / Personal History Statement / Fingerprints / CCH Check / etc.
  - Examples for in-service courses: any pre-requisites as shown in lesson plan must be listed on web posting

---

- Explanation of any courses reported beyond 30 day reporting period.

---

- Evidence of having posted a training calendar at least 30 days prior the training semester/quarter as stated in rules.

---

- Complete training folder for each roster entered. The folder must contain as a minimum:
  - Sign-in rosters evidencing attendance for each day of the course.
  - Final approved TCOLE roster (Best practice calls for retention of "pending" TCOLE roster also.)
  - A list of learning objectives. (This what the students receive as a handout at beginning of course)
  - Complete lesson plan. (Examples available on TCOLE web page.) If revised, must retain all versions.
  - Instructor biographical, vitae, or resume to show subject matter expertise. (or link to master bio file)
  - Course Assessment: (test and results, and course evaluation.)

---

- Evidence of proctoring tests. (In-service tests, unit tests, final tests, etc. / If testing center, the state exam.)

---

- Evidence of having a representative attend the latest TCOLE training conference.

---

- Evidence of having attended the "New Training Coordinators Course," if available.

---

- Photograph or other evidence of compliance with the TCOLE guidelines on firearms range, including range rules clearly posted, secure storage area, and medical first aid bag with trauma equipment to treat gunshot victim) and driving facility. Photo or other evidence of classroom, computers/library access, and other facility points.

---

- This list provides general information and is not "all-inclusive." Additional documentation or evidence of rule compliance may be requested during the evaluation. Refer to TCOLE rules for all requirements.

---