DEPARTMENT REPORT OF TRAINING – RULE 218.1(b)

USE THIS FORM AS PARTIAL DOCUMENTATION OF TRAINING THAT WAS NOT SPONSORED AND REPORTED FOR CREDIT BY A TCOLE TRAINING PROVIDER. IF YOU ARE REQUESTING TCOLE CREDIT FOR THE COURSE, THIS COMPLETED FORM MUST BE SUBMITTED TO THE AGENCY CHIEF ADMINISTRATOR OR HIS DESIGNEE FOR TRAINING ISSUES, WITHIN 15-DAYS OF THE END OF THE COURSE.

Texas Commission on Law Enforcement (TCOLE)
Chapter 218, Rule 218.1(b) - Continuing Education Credit for Licensees

218.1(b) A law enforcement agency submitting continuing education courses under the Chief administrator’s approval through a department report of training, must have the following on file and readily accessible to the commission:
(1) lesson plans; or
(2) certificate of completion with hours indicated on the certificate;
(3) attendees' critique of the course that includes:
   (A) written evaluation of the instructor; and
   (B) an assessment of how this training was applicable to their assigned duties;
(4) number of students attending from the agency;
(5) copy of course outline (if available); and
(6) copy of available handouts.

I, ____________________________________, PID# ______________, certify that I have successfully completed (write in course name and TCOLE course # below)
________________________________________________________________________________________

for which I am seeking ____________ TCOLE hours credit and attach the following: # Hours

( ) Lesson plans; or

( ) Certificate of completion (dates and hours indicated)

( ) Attendee critique of the course: (See reverse)
   (A) written evaluation of the instructor; and
   (B) an assessment of how this training was applicable to their assigned duties;

( ) Number of students attending from the agency __________

( ) Course outline (if available)

( ) Available handouts

Signature: ___________________________ Date: ___________________________

Training Coordinator: ___________________________ Date: ___________________________
COURSE CRITIQUE

COURSE TITLE _______________________________________________________________

INSTRUCTORS _______________________________________________________________

1. Was the Instructor(s) Prepared? _____________________________________________

2. Did the Instructor(s) use their time to the best advantage to get the material across?_____

_______________________________________________________________________

_______________________________________________________________________

3. Could the class be improved? Yes / No?  If yes, how? ___________________________

_______________________________________________________________________

_______________________________________________________________________

4. How would you rate the Instructor(s) overall being prepared in relationship to subject knowledge, enthusiasm, etc.?

   Poor  Satisfactory  Good  Excellent  Outstanding

5. This training is applicable to my assigned duties:

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

6. Any other comments: _____________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

Signature: __________________________ Date: __________________________