

## TCOLE TRAINING EVALUATION PREPARATION GUIDE

*Please have the following documents prepared and ready for review prior to your evaluation.  
(Digital documentation is acceptable if able to be easily and readily viewed during the evaluation.)*

- ☐ Copy of current training contract, including any addendums such as Distance Learning (on-line) contract.
- ☐ Trainee/Cadet files with all mandatory pre-enrollment documents, including PHS (For licensure courses only).
- ☐ Documentation (copy on file) of a proprietary interest in, or an MOU to allow access to, a firearms range suitable to instruct the TCOLE minimum course of fire, or TCOLE-issued waiver document.
- ☐ Photographic or other documentation of compliance with the TCOLE guidelines on firearms range, including range rules clearly posted, secure storage area, and medical first aid bag with trauma-level equipment sufficient to treat gunshot victim, and driving facility, or TCOLE-issued waiver document.
- ☐ Documentation (copy on file) of a proprietary interest in, or an MOU to allow access to, a driving range for emergency vehicle driving training, or TCOLE-issued waiver document.
- ☐ Advisory Board Documentation.
  - List of all Advisory Board members and their contact information.
  - Bio/Resume for each Advisory Board member.
  - Advisory Board Eligibility Verification form, or similar documentation, showing proof of the following:
    - Appointed by appropriate authority and date of appointment.
    - Completion of the required TCOLE Course # 3003.
    - Eligibility to serve as either a Public or Law Enforcement representative.
  - Documentation to verify Advisory Board chairperson was either elected or appointed, and by whom.
  - Minutes of the Advisory Board meetings for past 5 years showing proof of the following:
    - Summary of discussion, motion, votes and actions by the Advisory Board.
    - Details sufficient to confirm board met and acted on all 5 areas of required action annually.
- ☐ A record of all instructors bios and their contact information (phone/email).
- ☐ A list of the primary and any regularly used secondary training sites and locations.
- ☐ A copy of the training coordinator's basic certificate or PSR showing: TCOLE-issued Instructor's License or Proficiency Certificate. (Note: The course completion certificate alone does not meet the Rule requirement.)
- ☐ Evidence of compliance with TCOLE rules regarding admission screening of applicants for BPOC and in-service.
  - Examples for licensure course: (L2, L3, Personal History Statement, Fingerprint CCH validation, etc.)
  - Examples for CE course: (attendance pre-requisites shown on training announcement, etc.)
- ☐ Documentation explaining any courses reported beyond the required 30-day reporting period.
- ☐ Documentation of posting training calendar on web "live calendar" or 30 day prior to calendar quarter/semester.
- ☐ Training folders for each roster entry on "Academy" tab in TCLEDDS. Minimum contents include the following:
  - Sign-in rosters documenting attendance for each day of the course.
  - Final approved ("processed") roster printed from TCLEDDS.
  - Documentation to show how learning objectives were distributed/presented to the students.
  - Complete up-to-date lesson plan linked to and matching the course taught. (Format examples available on TCOLE web site.) NOTE: TCOLE Instructor Resource Guides clearly state the IRG is not a "lesson plans."
  - Instructor bios/vitae/resume demonstrating subject matter expertise with written documentation from the Training Coordinator showing instructor has TCOLE-issued instructor license/certificate and subject matter familiarity or is otherwise a subject matter expert. See Rule 215.9 and 215.10 for additional information.)
  - Course Assessment Device/Method. (Eg. written test, skills pass/fail check sheet, grade matrix w/test-key.)
  - Course and instructor evaluation or critique.
- ☐ Training folders for each roster entry on "Department" tab in TCLEDDS. Minimum contents include the following:
  - Copy of course completion certificate showing date of course and number of hours attended.
  - Completed copy of the "Outside Training Checklist" available on the TCOLE web site under Training Provider Resources, or similar documentation meeting requirements of Rule 218.1, including the following:
    - Student's assessment of the course and how it applies to their current duties.
    - Identifying the number of students attending the class from the same agency.
    - Copies of any handouts or other associated training documentation.

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