

TEXAS COMMISSION ON LAW ENFORCEMENT
6330 E. Highway 290, Suite 200
Austin, Texas 78723-1035
Phone: (512) 936-7700
<http://www.tcole.texas.gov>

Training Provider Pre-screening - Instruction Sheet

To enter into a training contract with the commission, a training provider must be approved after completing all requirements for pre-screening application and eligibility. Once an applicant has met the pre-screening requirements, the applicant will be moved to the General Application and Approval Process (See TCOLE Rule Handbook; Chapter 215, Training and Educational Providers)

I. Type of Organization

- **Law Enforcement Agency** - A law enforcement unit or other entity, whether public or private, authorized by Texas law to appoint a person licensed or certified by the commission.
- **Law Enforcement Association** - Legal entity made up of members representing law enforcement
- **Alternative Deliver Trainer** - An agency or organization that delivers training instruction wholly or primarily by distance study, through virtually any media other than classroom instruction.
- **Proprietary Entity** - A training contractor who has a proprietary interest in the intellectual property delivered.

II. Type of Training Provider Program (Refer to the TCOLE Rule Handbook

<https://www.tcole.texas.gov/content/commission-rules>, Chapter 215, Training and Educational Providers

- **Academic Alternative Training Provider** - A Texas college or university that is accredited by the Southern Association of Colleges and Schools (SACS) and which has a criminal justice or law enforcement program approved by the Texas Higher Education Coordinating Board (THECB) may make application to conduct training for licensees under a training provider contract.
- **Academy Training Provider** - A school operated by a governmental entity which may provide basic licensing courses and continuing education under contract with the commission.
- **Contractual Training Provider** - A law enforcement agency or academy, a law enforcement association, alternative delivery trainer, distance education, academic alternative, or proprietary training provider that conducts specific education and training under a contract with the commission.
- **Contractual Training Provider Requirements (Online/Distance Education)** - Study, at a distance, with an educational provider that conducts organized, formal learning opportunities for students. The instruction is offered wholly or primarily by distance study, through virtually any media. It may include the use of: videotapes, DVD, audio recordings, telephone and email communications, and Web-based delivery systems.

III. Required supporting documentation must be submitted with pre-screening eligibility form. Review the TCOLE Rule Handbook Chapter 215, Training and Educational Providers for additional explanation of Rules.

- **Training Coordinator.**
 - A training coordinator must hold a valid TCOLE instructor license or certificate and must be a full-time paid employee.

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- Upon written request from the chief administrator of a training provider that does not have a full-time paid staff, the commission may, at the discretion of the executive director, waive the requirements.
- **Pictures of training facility** (i.e., classroom, parking area, breakroom, firing range, driving range, satellite locations, etc.)
- **Training Provider Advisory Board**
 - The board must have at least three members
 - The board may have members who are law enforcement personnel; however, one-third of the members must be public members. Chief Administrator and training coordinator serves as ex-officio or non-voting members
 - Board members must complete the Advisory Board Eligibility Form
<https://www.tcole.texas.gov/content/forms-and-applications>
 - The chief administrator, or head of the sponsoring organization, may appoint a board chair, or the board may elect a board member to serve as the board chair. The board may elect other officers and set its own rules of procedure. A quorum must be present in order to conduct business.
 - A board is generally responsible for advising on the development of curricula and any other related duty that may be required by the commission.
 - The Advisory Board must, as specific duties:
 - discharge its responsibilities and otherwise comply with commission rules;
 - set policies and procedures for the academy with the consent of the chief administrator;
 - advise on the need to study, evaluate, and identify specific training needs;
 - advise on the determination of the types, frequency, and location of courses to be offered;
 - advise on the establishment of the standards for admission, prerequisites, minimum and maximum class size, attendance, and retention; and
 - advise on the order of preference among employees or prospective appointees of the sponsoring organization and other persons, if any.
- **Needs Assessment**
 - **Law Enforcement Academy Training Provider.** A training needs assessment must be completed and submitted for commission approval and shall include a detail description on why there is a need. Also must include:
 - a description of whom the academy will serve, including the identity of each law enforcement agency the academy expects to serve, the number of officers the academy expects to train annually from each agency, and the basis for the academy's expectations;
 - the number and types of courses that will be offered;
 - proof of notification by e-mail to all academies within the regional planning commission or councils of governments' area of their intent to apply for an academy contract and what specific training needs the applicant intends to meet;
 - a schedule of tuition and fees that will be charged, if any;
 - the physical location and a description of the proposed training facility and any satellite sites; and
 - documentation of any contract an academy may have as cosponsor with law enforcement agencies and other entities to conduct continuing education classes or basic county corrections training.

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- **Other Training Providers (Law Enforcement Association, Distance Education, or Proprietary).** A training need assessment must be completed and submitted for commission approval and shall include a detail description on why there is a need. Also must include:
 - a schedule of tuition and fees that will be charged, if any
 - what specific training needs are to be addressed by the proposed contract; and
 - the number and types of courses that will be offered during the first quarter of the executed contract.
- **Academic Alternative Training Provider.** A training needs assessment must be submitted to the commission for approval and must include:
 - a description of whom the alternative academic provider will serve and the number of students they expect to train annually;
 - the basis for these expectations; and
 - proof of notification by e-mail to all academies within the area of the applicant's intent to apply for an academic alternative provider contract.
- **Firing range** – a proprietary interest or a written contract providing for a firing range suitable for the course of fire required in the current basic peace officer course and firearms training with safety rules clearly posted, secure storage and first aid equipment while on the premises;
- **Driving range** - proprietary interest or a written contract providing for at least one facility to conduct police driving training (if applicable), to include at least one law enforcement automobile for training. Must cover if automobiles are available with emergency equipment)
- Bio or resume on all agency designated instructors that includes skills, experience, education, teaching experience, awards, honors and affiliations.
- Letters of support from surrounding agencies that the training program will support

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Training Provider Pre-screening Eligibility Form

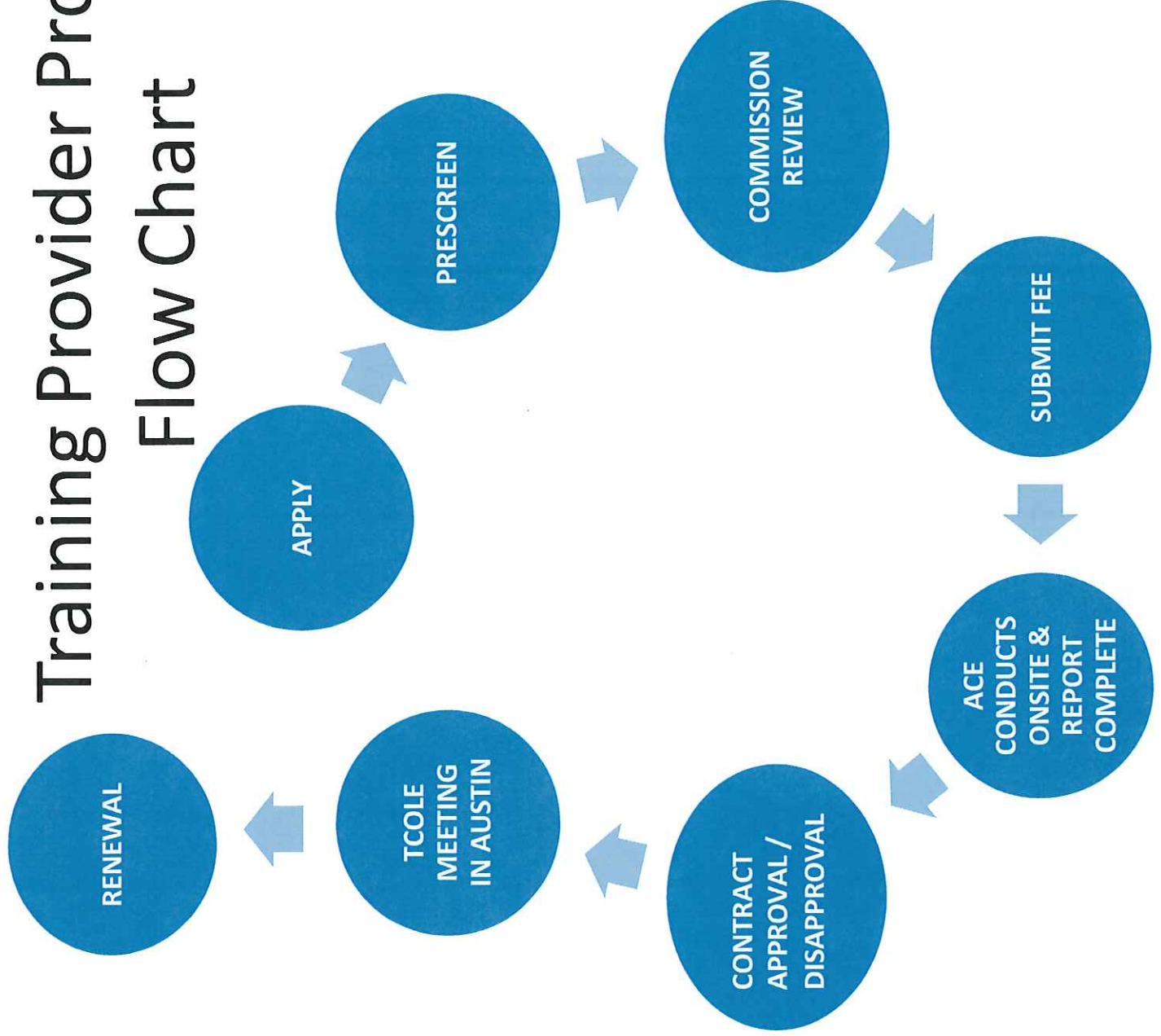
This form is to establish if your agency meets the needs assessment standards required to become a training provider. If approved, a letter with an invoice will be mailed to the agency along with a tentative date for site visit. Incomplete pre-screening applications will be returned. Please allow 7-10 days for processing.

Type of Organization (select one) <input checked="" type="checkbox"/> Law Enforcement Agency <input type="checkbox"/> Law Enforcement Association <input type="checkbox"/> Alternative Delivery Trainer (online trng.) <input type="checkbox"/> Proprietary Entity		Type of Training Provider Contract (select one) <input type="checkbox"/> Academic Alternative <input type="checkbox"/> Academy <input type="checkbox"/> Contractual <input type="checkbox"/> Classroom <input type="checkbox"/> Online	
Agency/Organization Name: League City Police Department			
Chief Administrator (individual that exercises administrative control): Gary Ratliff, Chief of Police			
Mailing Address 555 W Walker St	City/State League City, TX	Zip Code 77573	Phone No: 281-332-2566
Street Address 555 W Walker St	City/State League City, TX	Zip Code 77573	Fax No: 281-332-8244
Training Coordinator Clifford Woitena		PID:	E-mail: Cliff.Woitena@leaguecity.com
Does the coordinator hold an active commission instructor license/certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Percentage of time devoted to training:
Advisory Board Chair Timothy McCurley		Email Tim.McCurley@leaguecity.com	
Mailing Address 555 W Walker St	City/State League City, TX	Zip Code 77573	

The below documentation must be submitted with this pre-screening eligibility form.

- ☐ Pictures of training facility (i.e., classroom, parking area, breakroom, firing range, driving range, satellite locations, etc.).
- ☐ Advisory Board Minutes (Initial advisory board minutes or proof of formation (letter), list of advisory board members (identify chairperson and public members).
- ☐ Bio or resume on all members, including ex-officio (non-voting) members.

Training Provider Process Flow Chart



Apply – Submit prescreening application with supporting documents

Prescreen – All applications will be reviewed for compliance

Commission Review – All applications will be reviewed by Commission for facts and to justify need for a contract

Notification Fee Submission – needs assessment substantiated

ACE conducts onsite - onsite evaluation conducted by Academy and Contract Evaluator

Contract Approval/Disapproval – by Commission

Austin meeting – Training Coordinator & Chief Administrator will meet with TCOLE to sign acknowledgement and contract

Renewal – All training providers are required to renew their contract at the appointed time.

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- ☐ All advisory board members must complete the Advisory Board Eligibility Form which needs to be included. (A copy of the form is located at <http://www.tcole.texas.gov/content/forms-and-applications>.)
- ☐ Proof of completion of course #3003 Advisory Board Training Course
- ☐ Needs Assessment
- tell us why there is a need to become a training provider,
 - what entities in your surrounding area will your program support,
 - how will your agency becoming a training provider help the community,
 - why and what needs are not currently being met by training providers currently in your area,
 - list the academies and training providers in your location,
 - list the type the number and types of course to be offered in the 1st quarter of executed contracted
 - the physical location and a description of the proposed training facility and any satellite sites; and
 - documentation of any contract an academy may have as cosponsor with law enforcement agencies and other entities to conduct continuing education classes or basic county corrections training.
- ☐ Firing range (**proprietary interest in or must have a written contract or MOU with an agency or facility. Must cover if the firing have secure storage, first aid kit, safety rules posted**)
- ☐ Driving range (**proprietary interest in or must have a written contract or MOU with an agency or facility. Must cover if automobiles are available with emergency equipment**)
- ☐ Proof of notification to surrounding agencies of your intent to become a training provider

I certify that I am the Chief Administrator of the above named agency or the person designated by the chief administrator to sign this document.

Chief Administrator (Type or Print)

Title

Signature

Date

Training Coordinator (Type or Print)

Signature