

# 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.

UT System Component: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ PID#: \_\_\_\_\_

I attended and successfully completed training course provided by: \_\_\_\_\_

TCOLE Course Number and Title (General / Specific)

Actual Title of Course

for which I am seeking \_\_\_\_\_ TCOLE credit hours. I confirm and attach the following:  
# hours

The course I am seeking credit for was conducted in person or virtually that permitted two-way video and audio communication between the presenter and the participants at all times.

The course I am seeking credit for is able to confirm my presence throughout the duration of the Training.

Lesson plans; or

Attendee critique of the course: (Complete Second Page)

- (A) written evaluation of the instructor; and
- (B) an assessment of how this training was applicable to their assigned duties;

Course outline (if available)

Available handouts

**I certify that I successfully completed the above course and attended all the hours that I am claiming TCOLE credit for.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Coordinator: Ashley M. Griffin - University of Texas System Police Date: \_\_\_\_\_

# COURSE CRITIQUE

Course Title: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

1. Was the Instructor(s) prepared? YES NO

Comments: \_\_\_\_\_

2. Did the Instructor(s) use their time to the best advantage to get the material across? YES NO

Comments: \_\_\_\_\_

3. Could the class be improved? YES NO

If yes, how? \_\_\_\_\_

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

Poor Satisfactory Good Excellent Outstanding

5. Is this training applicable to my assigned duties? YES NO

If yes, how? \_\_\_\_\_

6. Any other comments? YES NO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_