

MISSOURI PROFESSIONAL TRAINING PARTNERSHIP

I. The Missouri Professional Training Partnership (henceforward referred to as the Partnership) was established to provide academic training to public safety communications professionals employed by state and local government agencies. The founding members are the Missouri Association of Public Safety Communications Officials (MoAPCO) and the Missouri State Highway Patrol (MSHP) Communications Division.

A. The Partnership is managed by a Committee chaired by the MoAPCO President and the MSHP Communications Division Operations Section Chief or their appointed representative(s). Partnership Committee Members will include:

1. Partnership Certified Instructors
2. MoAPCO Executive Board members
3. Others as deemed appropriate by the Committee Chairpersons

B. The Partnership Committee will hold meetings twice annually, normally in conjunction with MoAPCO Chapter meetings, or as required to manage Partnership concerns.

C. MoAPCO responsibilities

1. Registration of students
2. Collection of course material fees
3. Accounting of training line item funds
4. Purchase and delivery of course materials
5. Maintain training website

D. MSHP responsibilities

1. Maintain radio/telephone simulators

E. General responsibilities for all Partnership member instructors and/or agencies:

1. Location and scheduling of training facilities
2. Courses developed to meet the needs of regional agency personnel
3. Issue of Certificates of Training Completion

F. The Partnership Committee will act to ensure the quality of instruction is continually improving.

G. No Partner Agency is liable for any accidents occurring on or en route to and from training facilities. Any accident occurring on government property must be reported immediately to the entity controlling the property.

II. Class Schedules

A. Instructors and/or Partnership agencies will submit a calendar of scheduled courses to the Partnership Committee NLT than January 15 each year. A consolidated calendar will be posted on the MoAPCO website by January 31.

B. Instructors and/or Partnership agencies will send notices to agencies within their regions at least 90-days prior to the start date of each course. Instructors should use all available means at their disposal to include:

1. MULES administrative messages (no more than 3 total)
2. Email notices to agency communications directors
3. Flyers to organizations within the public safety communications community

III. Course Information

A. Course registration forms are available on the MoAPCO website and the MSHP CJIS/NexTEST Homepage.

1. APCO Institute course registration must be received at least 3-weeks prior to class start date to allow for ordering of materials.
2. Continuing Education course registrations must be received at least 10 days prior to class start date.

B. Material costs are listed on the MoAPCO website for each course offered.

1. Host Agencies will not be compensated for use of their facility.
2. Host Agencies receive one set of course material for one employee to attend when providing an APCO Institute course.
3. There is no material cost for host agency personnel attending Partnership continuing education courses hosted by their own agency.
4. Please ensure MULES messages state clearly "cost of materials" NOT "registration fees" to avoid conflict with guidelines on state facility and message use.

C. If unable to instruct a scheduled course, the Partnership Instructor/host agency is responsible for obtaining another certified Partnership instructor or notifying all students of the cancellation at least 24 hours in advance.

D. Partnership Instructors are compensated for their instructional time by their agency or through volunteerism. The Partnership will not reimburse instructors for time, however minimal travel expenses may be authorized.

IV. Course Certification Guidelines

A. Each course offered by members of the Partnership must be thoroughly reviewed in order to ensure only the highest quality and most accurate information is presented. The certification process will consist of:

1. Peer review and recommendation for module hour assignment
2. Partnership Committee approval
3. Submission for State Certification

B. Each Partnership course will be submitted with complete instruction guidelines that include (as a minimum):

1. Course Outline and Objectives
2. Reference materials with full source information

3. Instruction Tools

- a. PowerPoint Presentation
- b. Student Handouts
- c. Written or Practical Evaluations

C. The Partnership will maintain a library of certified course materials for Initial and Continuing education.

1. These materials may be used by any certified Partnership instructor to conduct classes.
 - a. All approved subject objectives/outlines contained in existing lesson plans will be taught during course presentations.
 - b. Instructors are encouraged to add agency, region, or current information specific to the subject matter to existing lesson plans.
 - c. Requests to change course objectives, outlines, or permanently add reference materials to an existing course will require the course be recertified.
2. A list of courses requiring specialized Instructor certification will be maintained by subject matter along with qualified instructors.
3. Instructor improvement materials owned by the Partnership will be made available to loan out to Partnership instructors.

V. Initial Certification Guidelines for Instructors

A. Minimum Qualification requirements

1. Submit a current Instructor course completion certificate (APCO, Police Instructor School, or equivalent).
2. Submit proof of criminal history background checks based on fingerprint search.
3. Present a professional appearance, conduct and demeanor

4. Submit a signed letter agreeing to meet the following minimum certification requirements:

- a. Participate in accordance with Partnership guidelines
- b. Meet state certification and recertification requirements for telecommunicators
- c. Provide a minimum of 40 instructional hours annually
- d. Attend at least one committee meeting annually

5. Include an endorsing signature from the candidate's agency head if currently employed within the law enforcement community.

B. Recommendation

1. The Partnership will accept new instructor recommendations from any certified Partnership instructor.

2. The Partnership will accept new instructor recommendations from any public safety agency qualified for membership.

3. New instructor recommendations must be accompanied by a signed letter of commitment from the potential instructor and their employer (if applicable).

C. Performance review

1. The Partnership Committee will review new instructor qualifications and recommendations.

2. When deemed necessary, the Partnership will review the potential instructor's performance in a classroom environment.

D. After successful completion of the review process, the Partnership chairpersons may endorse the qualifications of a new instructor.

VI. Recurring Certification Guidelines for Instructors

A. Instructors must renew certification every 2-years. The following information will be submitted to the Partnership Committee:

1. Current Instructor Certificates (per Issuer (APCO, PSG, etc) policy)
2. Hours and Subject Matter received for Continuing Education

3. Hours and courses instructed

4. Signed letter of agreement from the instructor and employer (if applicable).

B. Instructors will submit copies of course critiques/feedback sheets to the Partnership chairpersons upon completion of each class/course of instruction sponsored by the Partnership.

1. Copy the answer sheet critique page from APCO Institute courses.

2. Submit Partnership student critiques from Partnership courses.

C. The Partnership Chairpersons will establish a peer group of committee members to conduct continuous review of completed course critiques.

1. The peer group will make recommendations to the committee chairpersons for any necessary instructor improvement measures.

2. The peer group may recommend the Committee conduct instructor reviews and/or training sessions during scheduled courses.

3. The peer group will make recommendations to the committee chairpersons on endorsement or revocation of Instructor's continued Partnership certification.

D. Partnership Instructor Certification may be revoked by the Partnership Chairpersons when it is determined that an instructor:

1. Does not meet minimum qualification requirements as listed in Paragraph V. A. or minimum recertification requirements as listed in Paragraph VI. A above.

2. Is not responding to recommended improvement measures within a reasonable timeframe and is not presenting courses to state or Partnership standards.