



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 ICTD Operations Section Director 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. The Partnership is responsible for assisting Instructors to provide quality initial and continuing educations training by:

1. Managing student registration and collection of course material fees.
2. Purchasing course materials for scheduled initial courses.
3. Maintaining up-to-date schedules of all courses on training websites.
4. Reviewing and certifying continuing education materials in accordance with the Missouri Training Standards Act.
5. Maintaining specialty equipment purchased for use in Partnership courses.

E. General responsibilities of Partnership instructors and/or agencies:

1. Plan and schedule training events for host and other agencies within your area.
2. Plan and schedule adequate space to host scheduled events.
3. Develop and submit courses to the Partnership for certification.
4. Issue Partnership Certificates of Training Completion.
5. Submit attendance rosters and student critiques to Partnership chairs.

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

G. No Partner Agency or Instructor 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. Partnership Instructor Certification

### A. Minimum Qualification requirements

1. Submit a current Instructor course completion certificate (APCO, Police Instructor School, or other equivalent course work).
2. Present a professional appearance, conduct and demeanor.
3. 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 20 instructional hours annually.
  - d. Attend at least one Partnership committee meeting annually.
5. Include an endorsing signature from the candidate's agency head if currently employed within the public safety community.
  - a. The agency of a certified Partnership instructor will be designated as a Host Agency.
  - b. Host agencies will receive no compensation for their support and/or endorsement of a Partnership instructor.

### B. Recommendation

1. The Partnership will accept new instructor recommendations from any certified Partnership instructor or public safety agency qualified for membership.
2. Qualified instructors may nominate themselves with agency approval.
3. New instructor recommendations must be accompanied by a signed letter of commitment (sample letter Appendix 1) from the potential instructor and their employer (if applicable). Employer endorsement will qualify the agency as a Partnership Host Agency.

C. Initial Performance review

1. The Partnership chairpersons will review new instructor qualifications and recommendations.
2. If deemed necessary, a Partnership Instructor will review the potential instructor's performance in a classroom environment.
2. After successful completion of the review process, the Partnership chairpersons will endorse the qualifications of a new instructor.

III. Recurring Partnership Instructor Certification

- A. Instructors must renew certification and their commitment to the Partnership every 2 years.
- B. Instructors will submit a completed renewal of commitment letter (sample letter, Appendix 2) to the Partnership Co-Chairs.
- C. Minimum Instructor qualification requirements:
  1. Complete Missouri continuing education requirements for telecommunicator re-certification (24 hours every 3 years).
  2. Present no less than 20 instruction hours annually.
- D. The Instructor's employer (if applicable) will submit a signed letter renewing their commitment to the Partnership guidelines (sample letter, Appendix 2). This endorsement will renew their status as a Host Agency.

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

- A. does not meet minimum initial or recurring Partnership Instructor qualification requirements as listed in these guidelines.
- B. is not responding to recommended improvement measures within a reasonable timeframe and is not presenting courses to state or Partnership standards.

V. Class Scheduling/Cancellation

- A. Instructors and/or Partnership agencies will submit a calendar of scheduled courses to the Partnership Committee no later than January 15 each year.
- B. A consolidated calendar will be posted on the MOAPCO website by January 31.

C. Instructors and/or Partnership host 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 (maximum of 3).
2. Email notices to agency communications directors.
3. Flyers to organizations within the public safety communications community.

D. Instructors may request to sign-out telephone/radio simulators from the Patrol Communications Division at any equipped Troop Headquarters. Equipment owned by the Partnership which is intended to supplement or enhance training is also available for sign-out.

1. Equipment requests may be submitted directly to the Partnership co-chairs if a Partnership Instructor or specific equipment is not available locally.
2. Instructors signing out equipment will conduct a thorough inventory to ensure accountability of all equipment items. Equipment will be returned in the same condition in which it was signed out.
3. Instructors will notify the Partnership co-chairs of any equipment loss or malfunction immediately.

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

## VI. 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 for attendees and for Host Agency attendees are listed on the MOAPCO website for each course offered.

1. Partnership host agencies will not be compensated for use of their facility.
2. Please ensure MULES messages state clearly "cost of materials" NOT "registration fees" to avoid conflict with guidelines on state facility and administrative message use.

C. Partnership Instructors may be compensated for their instructional time by their agency or through volunteerism. The Partnership will not reimburse instructors for time.

1. Requests for minimal travel expenses (mileage and meal) may be approved by the Partnership co-chairs. Such approval must be granted prior to travel.
2. No compensation will be granted for lodging or conference expenses.
3. A MOAPCO Expense report must be submitted to the MOAPCO Treasurer in order to receive compensation. Include mileage ("from" and "to" locations) for travel, receipts, and any other pertinent information.

D. 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. The Partnership co-chairs will review completed course critiques to ensure Instructors maintain a high standard of instruction.
2. The Partnership co-chairs may schedule additional instructor reviews and/or training sessions during scheduled courses as warranted.

## VII. 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. Creation/Review by the Partnership Instructor and recommendation for module/hour assignments.
2. Review by the Partnership co-chairs and approval of module/hour assignments.
3. The course will be added to the Partnership certified course list and submitted to DPS in accordance with requirements for approved CEU providers.

B. Each Partnership course will be submitted with complete instructional 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 and ensure all certified Partnership Instructors have access to the full library.

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 rewritten and recertified by the Partnership.
2. A list of courses requiring specialized Instructor certification will be maintained by subject matter along with qualified instructors. The specialized Instructors will maintain these course materials.
3. A list of instructor improvement materials owned by the Partnership will be maintained and materials made available to loan out to Partnership instructors.

SIGNED COPY ON FILE  
ROGER D. MARTIN, MOAPCO

SIGNED COPY ON FILE  
J. COREY CHANEY, MSHP

*[AGENCY LETTER HEAD]*

Submit to:  
 Missouri Professional Training Partnership  
 P.O. Box 722  
 Jefferson City, MO 65109

To: Missouri Professional Training Partnership

Subject: Partnership Instructor Commitment

Instructor:	[Name]
Instructor Qualifications:	[List basic instructor certificates held (i.e. APCO Instructor, Police Instructor School, or equivalent courses) and currency DATES] [List specialized instructor certificates held (i.e. EMD, CTO, Fire, Supervisor, WMD, or other courses) and currency DATES] [Attach a resume of full qualifications and DATES if extensive]

I agree to maintain instructor certification requirements and participate in the Professional Training Partnership in accordance with Partnership guidelines. In addition to instructor certifications, I am current and will maintain currency as a public safety telecommunicator in accordance with the Missouri Training Standard Act.

I understand that this commitment requires me to present a minimum of 20 training hours and attend at least one Partnership committee meeting each year. I have read the Missouri Training Partnership guidelines and further understand that I must renew my Instructor certification with the Partnership every 2 years. Please share my email address, *[email@serviceprovider]* and other contact information with Partnership instructors.

*[Instructor Signature]*

Date: *[date]*

1st Endorsement:

I also recommend *[Instructor's name]* to the Missouri Professional Training Partnership. They maintain a high level of professionalism and are well qualified to instruct other public safety answering point professionals in their role and responsibilities. On behalf of our agency, I will fully support their commitment to conduct at least 20 training hours and attend one meeting each year over the next 2 year period.

*[Agency Supervisor Signature]*

Date: *[date]*

*[Title and/or Position within the Agency]*

*[AGENCY LETTER HEAD]*

Submit to:

Missouri Professional Training Partnership  
 P.O. Box 722  
 Jefferson City, MO 65109

To: Missouri Professional Training Partnership Committee

Subject: Partnership Instructor Commitment Renewal

Instructor:	<i>[Name]</i>
Instructor Qualifications:	<i>[List basic &amp; specialized instructor certificates held &amp; expiration dates]</i> <i>[Attach copies of current Instructor Qualification certificates]</i>

Hours	Continuing Education Completed
<i>[Hours per]</i>	<i>[List names of courses completed]</i>

Hours	Instructor Hours Presented
<i>[Hours per]</i>	<i>[List titles of courses presented]</i>

I agree to maintain instructor certification requirements and participate in the Professional Training Partnership in accordance with Partnership guidelines. In addition to instructor certifications, I am current and will maintain currency as a public safety telecommunicator in accordance with the Missouri Training Standard Act.

I understand that this commitment requires me to present a minimum of 20 training hours and attend at least one Partnership committee meeting each year. Please share my email address, *[email@serviceprovider]* and other contact information with the Partnership instructors.

*[Instructor Signature]*Date: *[date]*

1st Endorsement:

I also recommend *[Instructor's name]* to the Missouri Professional Training Partnership. They have maintained a high level of professionalism and are well qualified to continue instruction of other public safety answering point professionals in their role and responsibilities. On behalf of our agency, I will continue to support their commitment as a Partnership Instructor for the next 2 years.

*[Agency Supervisor Signature]*  
*[Title and/or Position within the Agency]*

Date: *[date]*