



MISSOURI PROFESSIONAL TRAINING PARTNERSHIP

April 16, 2021

- I. The Missouri Professional Training Partnership (henceforward referred to as the Partnership within this document) 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).
 - B. Additional Partnership Committee Members will include:
 1. Partnership Certified Instructors
 2. Host Agency Representatives
 3. All members of the MOAPCO Board of Officers and the Communications Division (GHQ) of the Missouri State Highway Patrol are ex-officio members of the Missouri Professional Training Partnership.
 - C. The Partnership Committee will hold meetings twice annually, normally in conjunction with MOAPCO Chapter meetings, or as required to manage Partnership concerns. The Partnership Co-Chairs may call committee meetings as needed to conduct Partnership business.
 1. Partnership Committee Members present at a scheduled meeting will constitute a voting Quorum
 2. The Committee will act to ensure the quality of instruction provided by the Partnership is continually improving.
 3. The Committee will provide an annual report, normally presented at the first MOAPCO meeting of the year, detailing training conducted in the previous calendar year.
- II. The Partnership will assist Partner Instructors to provide quality initial and continuing education training
 - A. The Partnership Co-Chairs will ensure the following actions are completed:

1. Manage student registration and collection of course material fees.
2. Purchase course materials for scheduled initial training courses.
3. Maintain up-to-date schedules of Partnership courses and courses offered by other training providers (when applicable and with notification) on the MOAPCO website.
4. Review and certify continuing education materials in accordance with the Missouri Training Standards Act for approved training providers.
5. Purchase and maintain specialty equipment for use in Partnership courses.
6. Maintain a library of shared lesson plans created by Partnership instructors and reference materials owned by the Partnership.

B. General responsibilities of Partnership instructors and/or host agencies:

1. Plan and schedule training events for host and other agencies.
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.
6. Ensure MULES messages state clearly "cost of materials" NOT "registration fees" to avoid conflict with guidelines for state facility and administrative message use.

III. Partnership Financial Management

A. The Partnership Co-Chairs hold authority for the disbursement of funds in support of Partnership training efforts.

1. Payments for course materials provided by the Partnership will be submitted to the MOAPCO Treasurer and maintained as a separate line-item within the MOAPCO financial account.
2. Student material costs for non-Partner attendees and for Host Agency attendees are listed on the MOAPCO website under each course announcement.
3. Partnership host agencies will not be compensated for use of their facility.

B. The Partnership will not compensate instructors for their time. Instructors may be compensated for their time by their agency or through volunteerism.

C. Minimal travel expenses may be approved for reimbursement BUT such expenses must be approved prior to travel by the Partnership co-chairs.

1. Approved travel expenses will be submitted to the MOAPCO Treasurer on the MOAPCO expense report to receive compensation. Miles traveled by private vehicle must include location traveled from and to.
 2. Receipts must be submitted for reimbursement of meals, commercial travel (i.e. air, taxi, other), and lodging. If a receipt is lost, the per diem rate for an approved expense may be authorized by the co-chairs.
- D. No Host 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.

IV. Partnership Instructor Certification

A. Qualification requirements

1. Submit a current Instructor course completion certificate
 - a. Instructor Course (APCO, PSTC, PSG, PEI, etc.)
 - b. Public Safety Instructor (Police Instructor, POST Academy)
 - c. Equivalent course work (college or other community courses)
2. Submit a recommendation from any certified Partnership instructor or public safety agency qualified for Partnership membership (meaning your agency head can recommend you for instructor certification).
3. Qualified instructors may recommend themselves with agency approval.
4. Maintain Missouri continuing education requirements for telecommunicator re-certification in accordance with the Training Standards Act.

B. Instructor Commitment

1. Submit a signed letter (Attachment 1) 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 16 instructional hours every 2 years.
 - d. Attend at least one Partnership committee meeting every 2 years.
2. 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.
 - c. Agencies who support Partnership events with facilities will be designated as Host Agency.
 - C. The Partnership chairs will review new instructor qualifications and recommendations.
 - 1. If deemed necessary, a Partnership Instructor will be assigned to review the potential instructor's performance in a classroom environment.
 - 2. After successful completion of the review process, the Partnership chairpersons may endorse the qualifications of a new instructor.
 - D. All partnership instructors are expected to present a professional appearance and to conduct themselves as professionals with proper classroom demeanor.
- V. Recurring Partnership Instructor Certification
 - A. Instructors must renew certification and their commitment to the Partnership every two years.
 - 1. Instructors will submit a signed renewal of commitment letter (Attachment 2) to the Partnership Co-Chairs.
 - 2. An endorsement from the Instructor's agency must accompany the renewal. This endorsement will renew status as a Host Agency.
 - B. Minimum Instructor recertification requirements:
 - 1. Complete Missouri continuing education requirements for telecommunicator re-certification in accordance with the Training Standards Act.
 - 2. Present no less than 16 hours every two years. This training presented may include in-house training, conference sessions, partnership courses, and other academic sessions conducted.
 - 3. Recertification with a known training provider (APCO, PSTC, etc.) can be used as Partnership recertification. Submit renewal certificates and the agency head approval letter (Attachment 2).
- VI. Partnership Instructor Certification may be revoked by the Partnership Chairs 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.

- C. Fails to present a professional appearance and/or does not conduct themselves as professionals with proper classroom demeanor.

VII. Class Scheduling and Training Equipment

- A. Instructors and/or Partnership agencies will submit scheduled courses to the Partnership Committee no later than 90 days before the planned event.
- B. Events will be posted on a consolidated calendar available on the MOAPCO website.
- 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 community.
- D. Instructors may request to sign-out Partnership equipment.
 - 1. Available equipment includes:
 - a. Telephone/radio simulators (STARZ)
 - b. Projectors and slide advancers
 - c. Sound equipment (speaker systems)
 - d. Other equipment owned by the Partnership which is intended to supplement or enhance training.
 - 2. Equipment requests may be submitted directly to the Partnership co-chairs if specific equipment is not available within your region.
 - a. Instructors signing out equipment will conduct a thorough inventory to ensure accountability of all equipment items.
 - b. Equipment will be returned in the same condition in which it was signed out.
 - c. 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 to take their place or notifying all students of the cancellation at least 24 hours in advance.

VIII. Course Information

- A. Online Course registration is available on the MOAPCO website under the training page and on each course announcement. Printable forms are also available on the website.
 - 1. APCO PST-1 course registrations should be received at least 15 days prior to class start date to allow for transfer of materials.
 - 2. Continuing Education course registrations should be received at least 10 days prior to class start date.
- B. Instructors will submit copies of course critiques/feedback sheets to the Partnership co-chairpersons upon completion of each Partnership class/course of instruction.
 - 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.
 - 3. The Partnership co-chairs will compile a list of course requests received in critiques semi-annually.
 - 4. The Partnership co-chairs may waive course critique submissions when an instructor has consistently shown exceptional ability.

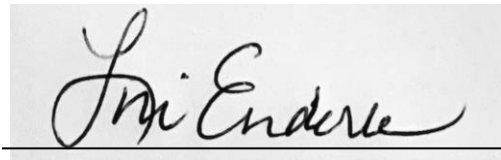
IX. Course Certification Guidelines

- A. Each course offered by members of the Partnership must be thoroughly reviewed 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 maintained in accordance with state 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 when available:
 - 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 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 additional reference materials to an existing course will require the course be rewritten and recertified by the Partnership Co-Chairs.
 2. Host Agency personnel will be granted access to specific materials suitable for self-study upon request to the Partnership Co-Chairs.
 3. A list of courses requiring subject matter expert instruction will be maintained by title/subject matter along with the qualified instructors.
 - a. The subject matter experts will maintain these course materials and submit updates to the Partnership co-chairs for audit purposes.
 - b. The materials will not be shared with other Partnership instructors or host agencies.
 4. A library of reference materials owned by the Partnership will be maintained. These materials will be made available to all Partnership instructors to view or loan out dependent on media formats.



ZACHARY DYKES, President
Missouri Chapter APCO



LORI ENDERLE, Ops Section Chief
MO State Highway Patrol Communications

[ON AGENCY LETTER HEAD]

Submit to:

Missouri Professional Training Partnership
% ROGER MARTIN
2101 Meadow Lake Drive
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 meet state continuing education requirements. I will also present a minimum of 16 training hours and attend at least one Partnership committee meeting every 2 years. 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 present at least 8 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]

[ON AGENCY LETTER HEAD]

Submit to:

Missouri Professional Training Partnership
 % ROGER MARTIN
 2101 Meadow Lake Drive
 Jefferson City, MO 65109

To: Missouri Professional Training Partnership Committee

Subject: Partnership Instructor Commitment Renewal

Instructor:	<i>[Name]</i>
Instructor Qualifications:	<i>[List basic & specialized instructor certificates held & 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 meet state continuing education requirements. I will also present a minimum of 16 training hours and attend at least one Partnership committee meeting every 2 years.

*[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]*Date: *[date]**[Title and/or Position within the Agency]*