

INSTRUCTIONS FOR COMPLETING TRAINING REPORT FORM

This form is to be used to report law enforcement training and education. Individual agencies shall be responsible for submitting evidence that their officers have successfully completed the annual in-service training or continuing education annual requirement, no later than thirty (30) days after the training concludes. Course coordinators of state certified basic training programs also use this form to report the names, hours, dates, etc. of all officers who complete the training.

Classification: Check only one box as it applies to the event. If training does not fall into one of the first five categories listed, it is Unclassified. Do not report instructor and non-instructor hours on the same form. Firearms is defined as state or agency qualification time only and any training that occurs during the qualification itself. Firearms is not active shooter, armoror classes, practice, specialized weapons training, etc. Refer to the In-service Training Guidelines for detailed reporting procedures.

If media: Video/film, CD-ROM, on-line computer, multimedia, Telenet, etc. *Either* a facilitator/coordinator must be present *or* there must be a post-viewing examination administered.

Reporting Agency Name: Enter name of reporting agency.

Agency ORI Number: Enter the ORI number of reporting agency.

Course Title: Enter exactly as listed on course announcement, registration form, or syllabus.

Course Synopsis: Provide a brief, detailed description of the subject matter presented.

Course Start Date: Enter the date the training course started, including month, day, and year.

Course Stop Date: Enter the date the training course concluded, including month, day, and year.

Course Location: Enter the City and State where the officer(s) attended the course.

Course Instructor: First and last name of instructor or facilitator of the training course. No titles or ranks. Media course with a post-viewing exam - If written test, provide name of the individual who distributed the test. If online test, provide website address that offered test.

Organization Instructor is From: Enter the agency or organization the instructor or facilitator is employed with or associated with.

Course Sponsor: Enter the name of the agency or organization that provided the training.

Course Coordinator: Enter the name of the individual or agency who coordinated the event.

Officer(s) Name: Enter the officer's first and last name.

Social security or file number: Enter officer's social security number or file number assigned by KSCPOST.

Hours Completed: Trainee (Firearms, Media, EMT, Unclassified) - Enter the number of training hours attended by each officer. Instructor/FTO Instruction - Enter the number of hours of instruction. Training is to be reported in increments of one-quarter hour.

Date Course Completed: Enter the last date of attendance, including month, day, and year.

Report Writer: This should be the Agency Head or Agency Head's Designee. The individual's name and title should be typed and clearly printed. Each page must be signed and dated, including month, day, and year.

Additional Notes:

No training can be entered into the Central Registry while the officer is on leave.

Limitations: Instructor-20 hours, Firearms Qualification-16 hours, EMT/Medical-16 hours, Video/computer/multi-media/telenet-20 hours, FTO Instruction-20 hours.

Incomplete or inaccurate forms will not be entered and will be returned to the submitting agency for correction.