

**The University of Kansas
Kansas Law Enforcement Training Center
Hutchinson, Kansas**

Application or Renewal for Academy Certification

K.S.A. 74-5604a.(a) The director of police training may establish a program for extending the law enforcement training and instruction throughout the state on a regional basis. The director of police training also may certify annually the training schools of state and local law enforcement agencies providing a course of law enforcement training for full-time police officers or law enforcement officers when such training programs satisfy the qualifications and standards promulgated by the director of police training after approval of the commission and when such programs satisfy a demonstrated training need not met by existing programs.

Satellite Academy Information

Box 1

Agency Requesting Certification: _____
 Address: _____ City: _____
 Zip Code: _____ Telephone: _____
 Date of Application or renewal Inspection: _____
 Academy Director: _____
 Number of Full-time Academy Staff: _____ Academy Hours of Operation: _____
 Days of Week: _____
 Inspection Conducted By: _____ Date of Last Inspection: _____

Facilities K.A.R. 106-4-1(c)

Box 2

Classroom with adequate heating, cooling, ventilation, lighting and space: Yes: _____ No: _____
 Comfortable chairs with tables or arms for writing: Yes: _____ No: _____
 All necessary visual aid devices for proper classroom presentations: Yes: _____ No: _____
 Firing range with an adequate backstop to insure the safety of participants: Yes: _____ No: _____
 Adequate driving range for instruction in emergency vehicle operation and control: Yes: _____ No: _____
 Facility and equipment for physical fitness training and defensive tactics: Yes: _____ No: _____
 Any other physical facilities that may be required by the curriculum: Yes: _____ No: _____

Instructors K.A.R. 106-4-1

Box 3

All instructors used in mandated training courses comply with the requirements for instructors. Yes: _____ No: _____
 Instructor Certification Application forms completed on all instructors used in mandated training courses and are submitted to the Kansas Law Enforcement Training Center: Yes: _____ No: _____
 Instructors used in mandated training courses are endorsed and approved by the agency head: Yes: _____ No: _____

Pre-training Evaluations (K.S.A. 74-5604a)

Box 4

Academy Director acknowledges and fully understands that, in accordance with K.S.A. 74-5604a (b); a pre-training evaluation must be conducted on each trainee prior to admission at a certified state or local training school to assure that each applicant is qualified to serve as a law enforcement officer. The pre-training evaluation must meet the minimum standards adopted by the Director and approved by the commission: Yes: _____ No: _____

Curriculum**Box 5**

Total number of hours offered in this academy program: _____

In compliance with core curriculum mandated by K.S.A. 74-5607a and current training commission mandates: Yes: _____ No: _____

Comments: _____

Standards**Box 6**

Academy Director assures that the qualifications of individual trainees applying for entry into the course meet the requirements of K.S.A. 74-5605 and amendments thereto: Yes: _____ No: _____

Academy Director, or his/her designee, monitors and certifies attendance: Yes: _____ No: _____

Academy Director, or his/her designee, administers all exams and tests: Yes: _____ No: _____

Academy being certified assumes all monetary costs related for payment or reimbursement of guest or other instructional personnel, excluding instructional and staff support provided by the Kansas Law Enforcement Yes: _____ No: _____

Standards (Minimum standards for satisfactory completion of course KAR 106-4-1 (b) (1))**Box 7**

Written testing that is designed to assess the trainees' learning. The design of the test instrument, the testing procedures, the testing results to be included in the final average score, and the method for calculating the final average score shall be developed by the training school. Each trainee shall be required to achieve a final average score of at least 70 percent on written testing; Yes: _____ No: _____

Firearms proficiency that demonstrates a qualifying score of at least 70 percent on a course of fire approved by the director of police training; Yes: _____ No: _____

Emergency vehicle operation proficiency as determined by the training school based upon the requirements of the approved curriculum, the driving facilities, and the space available; Yes: _____ No: _____

Academy Director acknowledges and fully understands that no law enforcement officer shall be certified without satisfactorily completing the entire firearms and emergency vehicle operation portion of the curriculum: Yes: _____ No: _____

Demonstrated understanding of the legal limitations of an officer's authority to use force evaluated by written or performance assessments, or a combination of both, with a description of the assessments and the standard for successful completion; Yes: _____ No: _____

Other written or performance assessments specified by the training school, with a description of each assessment and the standard for successful completion; Yes: _____ No: _____

A requirement that each trainee attend at least 90 percent of the basic training course and successfully complete all coursework in the approved curriculum; and Yes: _____ No: _____

A requirement that trainees attend 100 percent of the mandated training in firearms and emergency vehicle operation. Yes: _____ No: _____

Miscellaneous Requirements

Box 8

Academy Director acknowledges that a copy of a proposed class schedule and comparison chart must be submitted to the Director at KLETC at least 45 days prior to the beginning date of the course:

Yes: _____ No: _____

Academy Director agrees to submit to the Kansas Law Enforcement Training Center within seven working days of completing the course, evidence of successful completion for each officer enrolled in the basic course who has satisfied the requirements. K.A.R. 106 - 4 - 1(d):

Yes: _____ No: _____

Academy Director agrees to maintain support records on all basic courses held, which shall include, but not be limited to, a master copy of all written testing instruments, a schedule of all training provided, a record of daily trainee attendance, a list of each trainee enrolled and whether the trainee successfully completed the course and a record of scores or other measures of evaluation for each trainee.

Yes: _____ No: _____

Acknowledgment

Box 9

I acknowledge that an inspection of the _____ was held on _____, and that the information provided for this inspection is true and accurate, to the best of my knowledge.

As Academy Director, I agree to abide by the guidelines established by KAR 106-4-1 and the rules and regulations established by the Kansas Law Enforcement Training Commission.

Signature of Academy Director

Date

Signature of Director

Date