



DEPARTMENT REPORT OF TRAINING – RULE 218.1(b)

THIS FORM WILL BE SUBMITTED AS PARTIAL DOCUMENTATION OF TRAINING THAT WAS NOT SPONSORED AND REPORTED FOR CREDIT BY A TCOLE TRAINING PROVIDER. IF YOU ARE REQUESTING TCOLE CREDIT FOR THE COURSE, THIS COMPLETED FORM MUST BE SUBMITTED TO SGT. JIMMIE COOK, WITHIN 14-DAYS OF THE END OF THE COURSE.

*Texas Commission on Law Enforcement (TCOLE)
Chapter 218, Rule 218.1(b) - Continuing Education Credit for Licensees*

218.1(b) *A law enforcement agency submitting continuing education courses under the Chief administrator’s approval through a department report of training, must have the following on file and readily accessible to the commission:*

- (1) lesson plans; or*
- (2) certificate of completion with hours indicated on the certificate;*
- (3) attendees' critique of the course that includes:*
 - (A) written evaluation of the instructor; and*
 - (B) an assessment of how this training was applicable to their assigned duties;*
- (4) number of students attending from the agency;*
- (5) copy of course outline (if available); and*
- (6) copy of available handouts*

I, _____, PID# _____, certify that I have successfully completed _____
(TCOLE Course # and Course Name)

on _____ to _____ for which I am seeking _____ TCOLE hours credit and attach
(START DATE) (END DATE) (# OF HOURS)
the following:

- Lesson plans; or
- Certificate of completion (dates and hours indicated)
- Attendee critique of the course: (See Page 2)
 - (A) written evaluation of the instructor; and*
 - (B) an assessment of how this training was applicable to their assigned duties;*
- Number of students attending from the agency _____
- Course outline (if available)
- Available handouts

Signature: _____ Date: _____

Training Coordinator Initials: _____

COURSE CRITIQUE

Course Title: _____

Instructor(s): _____

1. Was the Instructor(s) prepared?

2. Did the Instructor(s) use their time to the best advantage to get the material across?

3. Could the class be improved? Yes / No? If yes, how?

4. How would you rate the Instructor(s) overall being prepared in relationship to subject knowledge, enthusiasm, etc.?

Poor

Satisfactory

Good

Excellent

Outstanding

5. This training is applicable to my assigned duties:

6. Any other comments:

Signature: _____

Date: _____