



## 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 LT. 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 the following:  
(START DATE) (END DATE) (# OF HOURS)

- ( ) 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: \_\_\_\_\_