



Montana Public Safety Officer Standards & Training Council

2260 Sierra Road East
Helena, MT 59602

dojmt.gov/post

Phone: (406) 444-9975
Fax: (406) 444-9978

APPLICATION FOR POST CREDIT HOURS FOR A TRAINING

ARM 23.13.301 & 23.13.302

Instructions: This form is to be completed and submitted by the individual or agency offering training. This form and a POST roster are the only documents the individual or agency needs to submit to POST. This form and the POST roster must be submitted within one year of the training.

Course Information:

Course Name: _____

Course Dates: _____ Course Location: _____

Number of Course Hours: _____

Requirements:

Please note the requirements for POST credit are:

1) if the course is taught by a Montana public safety officer, the officer must be a certified instructor. If the course is not taught by a Montana public safety officer, you must retain the instructor biography.

- Is the instructor/s a Montana public safety officer? Yes No

- If the instructor/s is a Montana public safety officer, does the instructor/s have a POST instructor certificate? Yes No N/A

- If the instructor/s is not a Montana public safety officer, do you have a copy of the instructor's biography/ies? Yes No N/A

- If you do not have a copy of the instructor's biography, and you wish to request a waiver of the requirement that you retain the instructor's biography, please outline the efforts you made to obtain the biography below:

- Do you have a copy of the documentation of the above efforts? Yes No

2) you must complete this application and retain all required materials. Do NOT submit the materials to POST with this application.

Do you have the following materials:

- course outline, lesson plan, or agenda? Yes No

- study guide or course syllabus? Yes No

- student materials & handouts? Yes No

3) the course must be a minimum of two hours in length

Is the course at least 2 hours in length? Yes No

4) the course must be open and advertised to ALL public safety agencies

Is the course open and advertised to <u>ALL</u> public safety agencies?	Yes	No
Do you have a copy of the course advertisement?	Yes	No

If the course does not meet these requirements, it will not receive POST credit. The documents which you are required to retain may be audited by POST on a random basis.

Sponsoring Agency Information:

Agency Name: _____ Agency E-mail: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Contact Name(s): _____
Contact Phone: _____ Contact E-mail: _____

POST Bulletin Board Information:

(All courses which are granted POST Credit Hours will be posted on POST's Bulletin Board webpage.)

If the training has a link that you wish to have posted, please provide it here:

Please provide the contact person/information you wish to have posted for registration and other questions:

_____	_____
Name	Contact Information

Certification:

My signature certifies that all required documentation has been obtained and will be retained and that all of the requirements of ARM 23.13.301 have been met. I certify that this course should be granted POST Training Credit Hours.

_____	_____	_____
Printed Name	Signature	Date

***For Special Courses (Instructor Development, Firearms Instructor & SWAT Primary, proceed to page 3.**

For POST Staff Use: _____ Reviewed by	_____ Date
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CERTIFICATION FOR POST CREDIT HOURS FOR SPECIAL COURSES

ARM 23.13.212, 23.13.215 & 23.13.217

Instructions: This page is ONLY to be completed and submitted by the individual or agency offering an Instructor Development, Firearms Instructor or SWAT Primary course. This page must be submitted as part of the Application for POST Credit Hours for a Training.

BEFORE YOU CERTIFY THIS DOCUMENT: There are additional requirements for special courses as follows:

Instructor Development ARM 23.13.212	Firearms Instructor ARM 23.13.215	SWAT Primary ARM 23.13.217
<ul style="list-style-type: none"> ○ Minimum 40 Hours ○ 12 Hours of Curriculum Design ○ 8 Hours of Adult Learning ○ 8 Hours of Foundation Skills for Trainers ○ 8 Hours of Training Prep and Delivery ○ 4 Hours of Context of training 	<ul style="list-style-type: none"> ○ Minimum 40 Hours ○ Firearms Safety ○ Role of Instructor ○ Civil & Criminal Liability Exposure ○ Instructional Techniques ○ Operation of Firing Line ○ Range Preparation ○ Handgun ○ Disabled Officer Techniques ○ Low Light Shooting Techniques 	<ul style="list-style-type: none"> ○ Minimum 40 Hours ○ Team Communication, Team Make-up ○ Confrontation Management ○ Weapons, Munitions, and Equipment ○ Team Movement and Interior Tactics ○ Open Air/Mobile Assault, Downed Officer Citizen Rescue, Chemical Agents/Diversionary Device/Less Lethal, Practical Exercises, and Legal Issues

Ensure any of the above courses meet these requirements!

Certification:

My signature certifies that all required documentation has been obtained and will be retained and that all of the requirements of the corresponding special course ARMs have been met. I certify that this course should be granted POST Training Credit Hours.

Printed Name

Signature

Date

For POST Staff Use:	
_____ Reviewed by	_____ Date