

Policy and procedure for obtaining POST training credit hours

Policy

POST will approve training credit hours on an hour-for-hour basis. When a training has been approved, and when POST receives documentation that a public safety officer has completed the training, POST will enter training hours on the public safety officers' transcripts.

Procedure for Montana Public Safety Agencies

- Any agency that would like to request POST credit hours may do so by using POST's "Application for POST Credit Hours for a Training." The application may be obtained from POST staff or on POST's website.
- The agency applying for POST credit hours must provide the following information on the application:
 - the course name
 - the course location
 - the number of course hours
 - the course date/s
- The agency must provide the email address and phone number of the individual responsible to retain documentation of:
 - any/all non-public safety officer instructors' biography/ies
 - the course agenda
 - a lesson plan
 - student materials and handouts
 - the PowerPoint, if available
- The agency must certify:
 - that the course is over 2 hours in length
 - that the course was open and advertised
- After the course is complete, the agency or entity that requested credit must submit a POST single or multi-day roster to POST.
- Upon receipt of an application and roster from an agency, POST staff will review the application. If all required information has been provided, and the application is certified, the credit hours will be entered on the officer or officers' transcript.

No credit hours may be requested for non-working lunches. POST credit may only be granted for hours of actual instruction which are supported by the course material retained by the agency.

At any time, on a random basis, POST staff may audit the training records of any agency upon reasonable notice.

Procedure for Non-Criminal Justice Entities

- Any entity that would like to request POST credit hours may do so by using POST's "Application for POST Credit Hours for a Training." The application may be obtained from POST staff or on POST's website.
- The entity applying for POST credit hours must provide the following information on the application:
 - the course name
 - the course location
 - the number of course hours
 - the course date/s
- The entity must provide an email address and phone number of the individual responsible to retain documentation of:
 - any/all non-public safety officer instructors' biography/ies
 - the course agenda
 - a lesson plan

- student materials and handouts
 - the PowerPoint, if available
- The entity must certify:
 - that the course is over 2 hours in length
 - that the course was open and advertised
- After the course is complete, the entity that requested credit must submit a POST single or multi-day roster to POST.
- Upon receipt of an application and roster from an entity, POST staff will review the application. If all required information has been provided, and the application is certified, the credit hours will be entered on the officer or officers' transcript.

No credit hours may be requested for non-working lunches. POST credit may only be granted for hours of actual instruction which are supported by the course material retained by the agency.

At any time, on a random basis, POST staff may audit the training records of any entity upon reasonable notice.

Procedure for Individual Public Safety Officers

- Any individual officer who would like to request POST credit hours which has not been preapproved using the procedures above may do so by using POST's "Application for Individuals Seeking POST Credit Hours for Out-of-State and Other Courses," or for online courses, POST's "Application for Individuals Seeking POST Credit for Online Courses." The applications may be obtained from POST staff or on POST's website.
- Every officer applying for POST credit hours must provide the following information on the application:
 - the officer's full name
 - the officer's date of birth
 - the name of the agency for which the officer works
 - the officer's phone number and email address
 - the course name
 - the course location
 - the number of course hours
 - the course date/s
- The officer or the officer's employing authority must retain documentation of:
 - any/all non-public safety officer instructors' biography/ies
 - the officer's certificate of completion
 - the course agenda
 - the lesson plan
 - student materials and handouts
 - the PowerPoint, if available
- The officer and the officer's employing authority must certify
 - that the course was over 2 hours in length
 - that it was open and advertised
 - that the officer attended at least 90% of the training
- Upon receipt of an application from an individual officer, POST staff will review the application. If all required information has been provided, and the application is certified, the credit hours will be entered on the officer's POST transcript.

No credit hours may be requested for non-working lunches. POST credit may only be granted for hours of actual instruction which are supported by the course material retained by the agency.

At any time, on a random basis, POST staff may audit the training records of any officer upon reasonable notice.