

# Request for AZPOST Continuing Education Credit Hours for Training AZPOST “PROGRAM COMPLIANCE CONFIRMATION”

Program Compliance Confirmation is a process allowing outside vendors, companies or non-Arizona law enforcement agencies to obtain recognition of training hours from AZPOST for their law enforcement related training programs. If approved, it permits Arizona Peace Officers to receive continuing training credit hours. The approval form is called a “Program Compliance Confirmation Form”.

**Please Note:** AZPOST does not approve on-line, or e-learning or video courses. Only classroom training is approved. Questions should be directed to [ProgramC@azpost.gov](mailto:ProgramC@azpost.gov).

An outside vendor must submit a written request via e-mail to [ProgramC@azpost.gov](mailto:ProgramC@azpost.gov) for "Program Compliance Confirmation" on company letterhead which includes all of the following information:

1. The title of the training program with a synopsis of the course which will allow AZPOST Staff to determine whether the course contains advanced or remedial instruction in a law enforcement related topic which supports and does not conflict with the AZPOST Basic Training Curriculum;
  2. The name and e-mail address of the person, institution, or organization providing the training, including contact information of the submitting person to be available for any questions;
  3. The course agenda listing the number of instructional/contact hours. AZPOST credit is limited to classroom contact hours only and does not include lunch or other breaks;
  4. A statement indicating the lesson plan and rosters will be provided to AZPOST upon request;
  5. To ensure timely delivery, we request a 14 business day window of opportunity to process the request and return the approval form via e-mail. Exigent requests will be reviewed on a case by case basis.
- \* **Note:** Requests which relate to the following training areas may take up to three (3) months or longer for approval due to review by curriculum committees: Firearms, Driver’s Training, High Risk Vehicles Stops, Defensive Tactics, Impact Weapons, Self Defense, Physical Conditioning or First Aid.

## What to expect from AZPOST

When an outside vendor’s program is approved by AZPOST, it is approved for continuing credit hours “as to form” only, not material content. The outside vendor will receive an AZPOST Program Compliance Confirmation Form via e-mail. In addition, the outside vendor will receive:

- Instructions for use of the approval form including the authorized wording for advertising their program.
- The approval form is valid from the date of approval by AZ POST providing the course remains the same. If there are changes to the topic area, performance objectives, and/or an increase or decrease of classroom contact hours, a new request to AZPOST for a new Program Compliance Confirmation Form is required.
- AZPOST reserves the right to cancel an approval form for violation of AZPOST rules.

Outside vendors will be notified if their request for Program Compliance Confirmation is denied.

## Outside Vendor Responsibility

- Advertising: AZPOST does not advertise or furnish lists of approved courses or vendors. Please review the “authorized wording for advertising” as sent by AZPOST with your “Program Compliance Confirmation Form” instructions.
- The outside vendor is responsible for maintenance of the class roster. A copy of the roster shall be provided to the hosting law enforcement agency for their records.
- Outside vendors are responsible for providing the AZPOST Program Compliance Confirmation Form to officers at the completion of the class.
- Outside vendors are required to maintain a roster/sign in sheet and class materials for 3 years after completion of the training at the location of the Company/Training Provider as listed on the approval form unless otherwise specified. These records will be provided to AZPOST upon request.

March 21, 2013