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|  | <p><b>SUBJECT:</b> Vendor Provided Continuing Training</p> <p><b>DATE:</b> June 19, 2020</p> <p><b>SUPERSEDES:</b> N/A</p> | <p><b>POLICY AND PROCEDURE</b></p> <p><b>NUMBER</b><br/><b>02-11</b></p> |
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## I. PURPOSE

This policy establishes the process for control and management of vendors seeking approval for distance/e-learning courses.

## II. POLICY

Vendors who offer law enforcement related courses frequently request AZPOST training credit for officers who participate in their classes. Those who wish to present training via distance learning must complete the established Administrative Rule vetting process as well as additional AZPOST established obligations to verify attendance and participation on the part of the students.

## III. DEFINITIONS

- A. Asynchronous Learning – Students work at their own pace and complete assignments at dates and times of their own choosing.
- B. Distance Learning – A formal teaching and learning system designed to be carried out remotely using electronic communication methods.
- C. Instructional Hours – The time in which students engage in learning activities conducted by approved vendors.
- D. Synchronous Learning – The officer interacts with the instructor and fellow students at set dates and times. Examples are webinars, web-conferences, live streaming conferences and classes, and on-line courses.
- E. Vendor – A company or agency not recognized as an Arizona Law Enforcement Agency.

## IV. PROCEDURE

- A. Vendor provided training, including proficiency skill topics, is only eligible for continuing training credits. Proficiency training credit is only available for proficiency classes provided by AZPOST recognized proficiency instructors.
- B. Pursuant to Administrative Rule 13-4-111(A)(3)(c), a vendor may conduct continuing and proficiency training that has been reviewed and approved by AZPOST staff. Vendors are required to furnish the following documentation prior to the approval of training credit:
  - 1. A description of the course sufficient enough to allow staff to determine if the course contains remedial or advanced instruction on a topic area supporting the 585-hour basic training curriculum.

- a. In person and distance learning courses for training credits must be a minimum of 60 minutes in length.
2. The name and biography of the instructor to ensure compliance with R13-4-114.A.2. or R13-4-114.A.2.b.
  - a. If a designated course instructor changes, the vendor shall submit a biography for the new instructor at least 10-business days prior to the date of the class or as soon as practical under exigent circumstances.
3. A course schedule/agenda for each class day.
4. The total number of instructional hours for each class.
5. A signed AZPOST attestation form in which the vendor shall, upon request, make the lesson plan or other information sufficient to determine compliance, available for audit.
6. Distance learning vendors shall also submit information showing the specific procedures taken to ensure student attendance and participation. Such steps may include, but are not limited to the following:
  - a. Signing in/out at the beginning and end of each class or session.
  - b. Minimum login time requirements for completion of the class.
  - c. Use of a camera so an instructor or proctor can actually see the students during the class.
  - d. Requiring student participation or interaction with the instructor or fellow students during instruction.
  - e. Providers can send messages/quizzes to students at random times during the class asking to confirm attendance.
  - f. The assignment of tasks or completion of tests/quizzes before a student can proceed to the next block of instruction or receive credit for completion.
  - g. Preventing students from fast-forwarding through a screen or session until all information is presented.
  - h. Providing an attestation for students to complete, confirming attendance and completion of the training class or session.
  - i. Vendors will also specify if their training is asynchronous or non-synchronous in nature.

Vendors shall:

1. Inform students of ethical responsibilities pertaining to academic issues; specifically, that dishonesty involving attendance or cheating during the class could result in disciplinary sanction against their Arizona Peace Officer certification.
2. Maintain attendance rosters for all in person and distance learning classes.
3. Furnish a program confirmation form to officers who satisfactorily complete a class.
4. Provide new vetting documents to AZPOST every three years to determine if the original information is unchanged, revised, or eliminated.

C. AZPOST vetted courses

1. Per Rule 13-4-111.3.d, confirmation of a course **is not an evaluation of the course content**. Confirmation only indicates the vendor topic supports the 585-hour basic training curriculum as a remedial or advanced course of instruction.
2. AZPOST staff will determine the number of training hours an officer will receive for a particular class.
  - a. Distance learning class time lengths will be predetermined by AZPOST. Training hours will not be adjusted based on the actual time it takes an individual to successfully complete the course.
3. Vendor documents must be reviewed every three years. A program confirmation extending the expiration date may be provided to the vendor if the training still meets all requirements outlined in R13-4-11.3.
4. AZPOST staff reserves the right to audit any course/provider at any time.

D. Vetting of in-person classes by Arizona Law Enforcement Agencies

1. Agencies may choose to vet their own **in person vendor courses**. **Agencies may not vet any distance learning courses provided by vendors.**
2. Before approving a vendor provided in person training, agencies must obtain the following:
  - a. A copy of the vendor's lesson plans to ensure the course supports the 585-hour basic training curriculum as a remedial or advanced course of instruction.
  - b. An instructor biography.
  - c. A course schedule listing the number of instructional hours.
3. The person vetting the vendor must list their name in the appropriate box on the program confirmation form to establish a point of contact for potential compliance questions arising during a training compliance audit.