

TCOLE TRAINING EVALUATION PREPARATION GUIDE

*Please have the following documents prepared and ready for review prior to your evaluation.
(Digital documentation is acceptable if able to be easily and readily viewed during the evaluation.)*

- Copy of current training contract, including any addendums such as Distance Learning (on-line) contract.
- Trainee/Cadet files with all mandatory pre-enrollment documents, including PHS (For licensure courses only).
- Documentation (copy on file) of a proprietary interest in, or an MOU to allow access to, a firearms range suitable to instruct the TCOLE minimum course of fire, or TCOLE-issued waiver document.
- Photographic or other documentation of compliance with the TCOLE guidelines on firearms range, including range rules clearly posted, secure storage area, and medical first aid bag with trauma-level equipment sufficient to treat gunshot victim, and driving facility, or TCOLE-issued waiver document.
- Documentation (copy on file) of a proprietary interest in, or an MOU to allow access to, a driving range for emergency vehicle driving training, or TCOLE-issued waiver document.
- Advisory Board Documentation.
 - List of all Advisory Board members and their contact information.
 - Bio/Resume for each Advisory Board member.
 - Advisory Board Eligibility Verification form, or similar documentation, showing proof of the following:
 - Appointed by appropriate authority and date of appointment.
 - Completion of the required TCOLE Course # 3003.
 - Eligibility to serve as either a Public or Law Enforcement representative.
 - Documentation to verify Advisory Board chairperson was either elected or appointed, and by whom.
 - Minutes of the Advisory Board meetings for past 5 years showing proof of the following:
 - Summary of discussion, motion, votes and actions by the Advisory Board.
 - Details sufficient to confirm board met and acted on all 5 areas of required action annually.
- A record of all instructors bios and their contact information (phone/email).
- A list of the primary and any regularly used secondary training sites and locations.
- A copy of the training coordinator's basic certificate or PSR showing: TCOLE-issued Instructor's License or Proficiency Certificate. (Note: The course completion certificate alone does not meet the Rule requirement.)
- Evidence of compliance with TCOLE rules regarding admission screening of applicants for BPOC and in-service.
 - Examples for licensure course: (L2, L3, Personal History Statement, Fingerprint CCH validation, etc.)
 - Examples for CE course: (attendance pre-requisites shown on training announcement, etc.)
- Documentation explaining any courses reported beyond the required 30-day reporting period.
- Documentation of posting training calendar on web "live calendar" or 30 day prior to calendar quarter/semester.
- Training folders for each roster entry on "Academy" tab in TCLEDDS. Minimum contents include the following:
 - Sign-in rosters documenting attendance for each day of the course.
 - Final approved ("processed") roster printed from TCLEDDS.
 - Documentation to show how learning objectives were distributed/presented to the students.
 - Complete up-to-date lesson plan linked to and matching the course taught. (Format examples available on TCOLE web site.) NOTE: TCOLE Instructor Resource Guides clearly state the IRG is not a "lesson plans."
 - Instructor bios/vitae/resume demonstrating subject matter expertise with written documentation from the Training Coordinator showing instructor has TCOLE-issued instructor license/certificate and subject matter familiarity or is otherwise a subject matter expert. See Rule 215.9 and 215.10 for additional information.)
 - Course Assessment Device/Method. (Eg. written test, skills pass/fail check sheet, grade matrix w/test-key.)
 - Course and instructor evaluation or critique.
- Training folders for each roster entry on "Department" tab in TCLEDDS. Minimum contents include the following:
 - Copy of course completion certificate showing date of course and number of hours attended.
 - Completed copy of the "Outside Training Checklist" available on the TCOLE web site under Training Provider Resources, or similar documentation meeting requirements of Rule 218.1, including the following:
 - Student's assessment of the course and how it applies to their current duties.
 - Identifying the number of students attending the class from the same agency.
 - Copies of any handouts or other associated training documentation.

Note: This list provides general information and is not "all-inclusive." Refer to TCOLE rules for requirements. Additional documentation or proof of compliance may be requested during the evaluation.