



STATE OF NEVADA
COMMISSION ON PEACE OFFICERS' STANDARDS AND TRAINING
 Commission Activities Bureau
 5587 Wa Pai Shone Avenue
 Carson City, Nevada 89701
 (775) 687-7678 * Fax (775) 687-4911

COURSE CERTIFICATION REQUEST / APPROVAL

Agency Name _____ Agency ID# _____
 Agency Address _____
 Agency Phone _____ Fax _____ Email _____
 Agency Contact Person _____
 Course Title _____ Total Hours _____

The following checked items have been included with this request for certification review and approval as required by NAC 289.310

- 1. Concise synopsis of the course including the title of the course, the intended goals of the course and specified objectives for the students.
- 2. A detailed lesson plan including a chronological list of the major subject headings.
- 3. A list of intended instructors, including a brief resume of experience in the subject area and instructor experience for each instructor.
- 4. A description of the written or practical examinations on the material covered by the course which is to be graded on a pass / fail basis including an examination at the beginning and end of the course.
- 5. A bibliography of reference materials.

A class roster (*Form AD-10A*) of attendees, and course evaluations (*Form AD-10B*) must be submitted to the Nevada Commission on POST within 15 days after the completion of the course with the corresponding examination results as required in NAC 289.310(7).

Only Nevada Commission on POST Course Rosters and evaluations will be accepted.

Single Point of Contact	Name	Signature	Title	Date
Agency Administrator or Designee				
Agency Legal Advisor				

POST USE ONLY – DO NOT WRITE IN THIS SPACE			
Date Received _____	Date Reviewed _____	Processing Performance Indicator _____	
Reviewed by _____	<input type="checkbox"/> Copy to Originating Agency <input type="checkbox"/> Records / Certification <input type="checkbox"/> Data Entry <input type="checkbox"/> Denied / Returned		
Approved by _____	<i>Richard P. Clark, Executive Director</i>	Date Certified _____	
Certification Number Assigned _____	Date Entered _____		

If content, hours, instructors, or location of the above titled course change; please submit a Course Amendment Form AD-10C. For course certification purposes please retain this form for your records.

COURSE CERTIFICATION PROCEDURES

1. An agency as defined in NAC 289.310, may apply for certification above the level of basic training for a course by submitting to the Executive Director of the Commission on Peace Officers' Standards and Training, the following:
 - (a) A concise synopsis of the course including the title of the course, the intended goals of the course, and specific objectives for the students in the course;
 - (b) A detailed lesson plan including a chronological list of the major subject headings;
 - (c) A list of intended instructors, including a brief resume of experience in the subject area and experience in instructing for each instructor;
 - (d) The total amount of hours of instruction;
 - (e) A description of the written or practical application examinations on the material covered by the course which is to be graded on a pass / fail basis and which measures accomplishments of the objectives by the students, including an examination at the beginning and end of the course; and
 - (f) A bibliography of reference material utilized to develop the course.
2. The Executive Director will award certification of a course to an agency which did not comply with the provisions of Subsection 1 for a course which has been certified by another state or other comparable agency if the submitting agency presents the supporting documents concerning the subject matter and instructors.
3. A request to certify a course must be approved and signed by the agency administrator. If the course offers training in legal issues and subjects relating to legal liability, the legal advisor of the agency must approve the course and sign the request for certification.
4. A training course offered by a private vendor, must be sponsored by a law enforcement agency, accredited college or university.
5. An agency whose course has been certified, shall submit a POST approved roster of the peace officers who attended the course and each officer's results on the examination to the Commission on POST within 15 days after the completion of the course. The list must also include each officer's full name, social security number and employing agency.
6. An agency whose course is currently accredited by an organization, such as the National Accreditation Committee or the American Correctional Association which:
 - (a) Is nationally recognized, and
 - (b) Gives accreditation to courses for peace officers, is not required to apply for accreditation of the course.

Upon certification, the submitting agency will receive a copy of the AD-10 Course Certification Request form. This form will include verification that the course has been certified and will include an assigned course certification number and the time limits on the certification. When the submitting agency intends on conducting a course under that certification number, the submitting agency should contact the Commission on POST Commission Activities Bureau to advise of the training session. The Commission on POST in turn will supply the submitting agency with pre-printed POST Rosters and Evaluation for which must be returned to the Commission on POST Commission Activities Bureau within 15 days of the conclusion of the training.

The submitting agency should retain their copy of the course certification for their records.

Special Notation: Only Nevada Commission on POST approved Class Rosters (*Form AD-10A Attendance Roster*) and Course Evaluation (*Form AD-10B Course Evaluation*) will be accepted. All other rosters will be returned to the submitting agency.

Note: The Commission on POST will not certify courses on a retroactive basis. Courses should be submitted at least 30 days prior to the commencement of the course.

For assistance, contact the Commission on POST Commission Activities Bureau at (775) 687-7678 x 3335.