



### **Instructions to Submit TCLEOSE Hours**

1. As of October 28, 2010, TCLEOSE revised the procedure for submitting Continuing Education Credits as outlined in TCLEOSE Rule 217.9(b). To receive TCLEOSE credits, the participant must submit the following to their Chief Administrator, who may approve your hours:
  - a. Certificate of Completion. TCFV will email you an online post-training evaluation within one week of the training date. Upon completing the evaluation, you will be directed to a Certificate of Completion online. Please print the Certificate and write your name on the space provided.
  - b. A written evaluation of the training, which includes an evaluation of the instructor and an assessment of how this training was applicable to the participant's assigned duties.
  - c. The number of participant's attending the training. TCFV will provide this number at the beginning of the training.
  - d. The training agenda and handouts, provided in your participant binder.
2. Your Chief Administrator may authorize a Report of Training form to be sent to TCLEOSE.
3. A copy of your submitted documents should be kept at the department.
4. Please note that TCFV may not submit TCLEOSE credits on your behalf. Your agency must submit the Report of Training form to TCLEOSE.
5. If there are questions or problems please contact Nikhita Ved, Family Violence Services Coordinator at 512-685-6294 or [nved@tcfv.org](mailto:nved@tcfv.org) or your Agency Administration for assistance.

Thank you for attending the Criminal Justice System Response Training and your continued efforts to eradicate domestic violence in our communities!

**TEXAS ADMINISTRATIVE CODE**

TITLE 37	PUBLIC SAFETY AND CORRECTIONS
PART 7	TEXAS COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION
CHAPTER 217	LICENSING REQUIREMENTS
RULE §217.9	<b>Continuing Education Credit for Licensees</b>

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(a) A continuing education course is any training course that is recognized by the commission, specifically:

- (1) legislatively required continuing education curricula and learning objectives developed by the commission;
- (2) training in excess of basic licensing course requirements;
- (3) training courses consistent with assigned duties; or
- (4) training not included in a basic licensing course.

(b) A law enforcement agency submitting continuing education courses must have the following on file and readily accessible to the commission:

- (1) certificate of completion with hours indicated on the certificate;
- (2) attendees' critique of the course that includes:
  - (A) written evaluation of the instructor; and
  - (B) an assessment of how this training was applicable to their assigned duties;
- (3) number of students attending;
- (4) copy of course outline (if available); and
- (5) copy of available handouts.

(c) The commission may refuse credit for:

- (1) a course that does not contain a final examination or other skills test, if appropriate, as determined

by the training provider;

(2) annual firearms proficiency;

(3) an out-of-state course not approved by that state's POST;

(4) training that fails to meet any commission established length and published learning objectives;

(5) an instructor claiming credit for a basic licensing course or more than one presentation of a non-licensing course by an instructor, per 24 month unit of a training cycle;

(6) course(s) claimed by deceitful means;

(7) courses provided by the same training provider and taken more than two times within one training unit; or

(8) legislatively mandated or certification courses reported by unlicensed or non-contractual training providers.

(d) The training provider or agency must report to the commission and keep on file in a format readily accessible to the commission, a copy of all continuing education course training reports.

(e) The effective date of this section is October 28, 2010.

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**Source Note:** The provisions of this §217.9 adopted to be effective March 1, 2001, 26 TexReg 228; amended to be effective March 1, 2002, 26 TexReg 11040; amended to be effective June 1, 2004, 29 TexReg 3818; amended to be effective June 1, 2006, 31 TexReg 2877; amended to be effective January 1, 2009, 33 TexReg 10507; amended to be effective October 26, 2009, 34 TexReg 6662; amended to be effective October 28, 2010, 35 TexReg 9115