University of Texas System Police Academy

**CHECKLIST FOR SUBMISSION OF CONTINUTING EDUCATION COURSE**

Per Texas Administrative Code Rule 218.1.b: A law enforcement agency submitting continuing education courses must have the following on file and readily accessible to the commission.

For each course submitted please complete this form:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course #: | Click here to enter text. | | Course Title: | | Click here to enter text. |
| Course Begin Date: | Click here to enter text. | | Course End Date: | | Click here to enter text. |
| Instructor or Provider Name: | Click here to enter text. | | Location of Course: | | Click here to enter text. |
|  | |  | | | |
| Number of Students Attending: | | enter # | |  | |

**The following must be attached, check box or indicate number:**

|  |  |
| --- | --- |
|  | Report of Training Form |
|  | Certificates of completion with hours indicated on the certificate for each attendee |
|  | DP Form #51 Course Evaluation Form: |
| enter # | Number of DP-51 Forms attached (MUST match number of students attending) |
| enter # | Number of certificates attached (MUST match number of students attending) |

**The following must be attached if available:**

|  |  |
| --- | --- |
| Copy of course curriculum or agenda: | Attached Not Available |
| Handouts: | Attached None were provided |