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 |