
Rules of
Department of Public Safety
Division 75—Peace Officer Standards and Training
Program
Chapter 12—Alternative Methods of Training Delivery

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**Title 11—DEPARTMENT OF
PUBLIC SAFETY**

**Division 75—Peace Officer Standards and
Training Program**

**Chapter 12—Alternative Methods of
Training Delivery**

**11 CSR 75-12.010 Minimum Requirements
for Computer-Based Continuing Educa-
tion Delivery Systems**

PURPOSE: This rule sets out the minimum requirements for a training course delivered via a computer.

(1) Beginning August 28, 1996, peace officers, certified reserve officers, and chief executive officers (CEOs) employed in Missouri shall be required to have a minimum of forty-eight (48) hours of continuing education for the purpose of maintaining their certification.

(2) Training may be presented by live instructors in the classroom or it can be presented through the use of technology referred to as alternative methods of training delivery.

(3) These rules identify additional requirements for alternative methods of training delivery. These rules will complement the existing rules for continuing education outlined in 11 CSR 75-11.010 through 11 CSR 75-11.080.

AUTHORITY: section 590.115 and 590.140, RSMo Supp. 1998. Original rule filed June 4, 1999, effective Dec. 30, 1999.*

**Original authority: 590.115, RSMo 1978, amended 1988, 1990, 1993, 1994, 1995 and 590.140, RSMo 1978, amended 1988, 1993, 1994, 1996, 1997.*

**11 CSR 75-12.020 Procedures for POST
Approved Providers Using Computer-
Based Training as an Alternative Method
of Training Delivery**

PURPOSE: This rule defines the documentation requirements and procedures for POST Commission approved providers of continuing education who choose to present training through the use of technology as the primary delivery medium.

(1) Peace Officers Standards and Training Program (POST) Commission approved providers of continuing education shall notify POST of courses provided, under this rule, thirty (30) days prior to being made available for presentation. Each course shall have a records file that contains the following:

(A) The name of the POST Commission approved provider of continuing education;

(B) The individual responsible for general administration;

(C) The primary source(s) of information or subject matter expert(s) responsible for the development of the computer-based training (CBT) curriculum;

(D) The course learning objectives will be included, and identified as such, within the computer-based training course. The learning objectives shall be made available when requested by POST;

(E) The computer-based training course shall meet all stated learning objectives and shall be considered a complete and detailed lesson plan within itself. Source documents shall be either clearly identified within the computer course, or shall be identified in the record file. If the computer course is no longer available then a printed copy of the lesson plan shall be in the course file. The lesson plans and/or source documents shall be available when requested by POST;

(F) The attendance policy and methodology for ascertaining attendance must be included in the course record file. Attendance tracking may be accomplished by the computer course software if done in such a way that will allow the approved provider administrator to attest to the reasonable certainty of full attendance;

(G) The evaluation plan for successful completion of a computer-based training course must include an assessment of the student attainment of the objective(s) as part of computer program or separate from the program such as: written, oral test, or practical. The training course may also include a pretest to ascertain learning accomplished by the course. To successfully complete the course, a student must achieve a test score of at least seventy percent (70%);

(H) The course file(s) for all computer-based training course(s) shall be maintained at the office of the approved provider and will be readily available to POST. The file shall contain a list of individuals who were awarded certificates or indicia of having successfully completed the course, and the date the course was completed;

(I) Each computer-based training course file will state the number of hours of continuing education credit in the appropriate core curricula area(s). The number of hours shall be based on the following formula: Time value is defined as the time required for successful completion of the CBT course by eighty percent (80%) of a test group of randomly chosen participants. The minimum test group will be ten (10) participants. The time taken by the eighth person of ten (10) to suc-

cessfully complete the course, rounded to a convenient interval, will be the time value for the course;

(J) Each computer-based training course shall be interactive; and

(K) All diplomas or indicia of completion of computer-based training shall include:

1. The name of the person successfully completing the course;

2. The name of the provider;

3. The date the course was completed;

4. The name of the training course;

5. The number of hours of continuing education credit;

6. The core curricula area(s);

7. The name of the person responsible for general administration; and

8. The diploma/indicia shall state that the provider "is a POST Approved Provider of Continuing Education," and that "this course was provided through Computer-Based Training."

AUTHORITY: sections 590.115 and 590.140, RSMo Supp. 1998. Original rule filed June 4, 1999, effective Dec. 30, 1999.*

**Original authority: 590.115, RSMo 1978, amended 1988, 1990, 1993, 1994, 1995 and 590.140, RSMo 1978, amended 1988, 1993, 1994, 1996, 1997.*

**11 CSR 75-12.030 Procedures for Missouri
Law Enforcement Agencies Using Compu-
ter-Based Training as an Alternative
Method of Training Delivery**

PURPOSE: This rule defines the documentation requirements and procedures for Missouri law enforcement agencies who choose to present training through the use of technology as the primary delivery medium.

(1) Each course shall have a records file that contains the following:

(A) The name of the provider of continuing education;

(B) The individual responsible for general administration;

(C) The primary source(s) of information or subject matter expert(s) responsible for the development of the computer-based training (CBT) curriculum;

(D) The course learning objectives will be included, and identified as such, within the computer-based training course. The learning objectives shall be made available when requested by Peace Officers Standards and Training Program (POST);

(E) The computer-based training course shall meet all stated learning objectives and shall be considered a complete and detailed lesson plan within itself. Source documents

shall be either clearly identified within the computer course, or shall be identified in the record file. If the computer course is no longer available then a printed copy of the lesson plan shall be in the course file. The lesson plans and/or source documents shall be available when requested by POST;

(F) The attendance policy and methodology for ascertaining attendance must be included in the course record file. Attendance tracking may be accomplished by the computer course software if done in such a way that will allow the administrator to attest to the reasonable certainty of full attendance;

(G) The evaluation plan for successful completion of a computer-based training course must include an assessment of the student's attainment of the objective(s) as part of computer program or separate from the program such as: written, oral test, or practical. The training course may also include a pretest to ascertain learning accomplished by the course. To successfully complete the course, a student must achieve a test score of at least seventy percent (70%);

(H) The course file(s) for all computer-based training course(s) shall be maintained at the office of the approved provider and will be readily available to POST. The file shall contain a list of individuals who were awarded certificates or indicia of having successfully completed the course, and the date the course was completed;

(I) Each computer-based training course file will state the number of hours of continuing education credit in the appropriate core curricula area(s). The number of hours shall be based on the following formula: Time value is defined as the time required for successful completion of the CBT course by eighty percent (80%) of a test group of randomly chosen participants. The minimum test group will be ten (10) participants. The time taken by the eighth person of ten (10) to successfully complete the course, rounded to a convenient interval, will be the time value for the course;

(J) Each computer-based training course shall be interactive; and

(K) All diplomas or indicia of completion of computer-based training shall include:

1. The name of the person successfully completing the course;
2. The name of the provider;
3. The date the course was completed;
4. The name of the training course;
5. The number of hours of continuing education credit;
6. The core curricula area(s);
7. The name of the person responsible for general administration; and

8. The diploma/indicia shall state that "this course is formatted to meet Missouri POST requirements for In-Service Continuing Education Hours (maximum of twenty-four (24) hours per three (3) years reporting period) if provided materials are properly filed and maintained by the attending agencies."

AUTHORITY: sections 590.115 and 590.140, RSMo Supp. 1998. Original rule filed June 4, 1999, effective Dec. 30, 1999.*

**Original authority: 590.115, RSMo 1978, amended 1988, 1990, 1993, 1994, 1995 and 590.140, RSMo 1978, amended 1988, 1993, 1994, 1996, 1997.*