

REQUEST FOR COURSE ACCREDITATION
All courses must receive approval prior to instruction

Note: All courses must be renewed every 2 years

Please type or print all information

Course Title _____

Requested By _____
 Department or Agency _____

Mailing Address _____
 Street or PO Box _____

City _____ State _____ Zip _____

Contact Person _____ Telephone _____

Contact Email: _____

Instructor Name(s) _____

Total Course Hours _____ Number of Students _____

- 1. Resume of all instructors. The resume should indicate the specific background and courses taught relating to this specific course of instruction. A current DPS Instructor Certificate may be submitted in lieu of the resume as long as the certification is for the subject matter taught.
- 2. Course curriculum (lesson plan). The complete body of the presentation, and supporting material
- 3. Course Syllabus/Outline of schedule with dates and times of each course/session.
- 4. Instructor and course evaluation instrument. The form or other method the students use to evaluate the course and the instructor.
- 5. Testing instrument (If any). How the instructor measures student performance. In most cases, this will be a written test, but in some skills courses, it may be a practical exercise, demonstration of proficiency, or both.

Note: Effective 1/1/2009, course accreditation numbers will not be re-issued, even if the course content has not changed. To facilitate the tracking and archiving of courses, effective 2009, course accreditation numbers will use a year designator and all new and any re-accreditation requests must be submitted with all the listed materials attached (#1-5).

Form LEA-86-A (Course Accreditation Roster) must be submitted to the DPS Training & Recruiting Division within 30 days from the date the course is completed for DPS student course credit.

DPS Training Use Only		
Processed By:	Course Accreditation#: Previous Course Accreditation Number (if any):	Accreditation Dates: ____/____/____ to ____/____/____.