

## 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: As of July 01, 2015, the New Mexico Law Enforcement Academy has enacted a course accreditation application fee of \$50.00 per course for all private or corporate entities submitting applications for course accreditation. Please include a check or money order payable to the New Mexico Law Enforcement Academy for the total amount when submitting your application request.

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 ___/___/____.
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