

APPLICATION FOR CERTIFICATION OF COURSE F-20

SUBMIT AT LEAST 30 DAYS PRIOR TO START OF CLASS WITH COMPLETE DOCUMENTATION

DPSST Use Only:	
Approved: Yes ___ No ___	
Date _____	
By _____	
Course No _____	
<input type="checkbox"/> Content	<input type="checkbox"/> Topical

<input type="checkbox"/> Content <input type="checkbox"/> Topical <input type="checkbox"/> Fire <input type="checkbox"/> Criminal Justice <input type="checkbox"/> Other:	
<input type="checkbox"/> One time class & Date of Class: _____ <input type="checkbox"/> On Going Class (check one)	
<input type="checkbox"/> New course	<input type="checkbox"/> Recertification: Previous Course No.: _____

Course Title <i>(Limit of 30 spaces for computer entry)</i>	Total Hours
Sponsoring Agency	
Contact Person	Title/Rank
Department	Phone
Street Address	Fax
City	State Zip

- ATTACH to this Application:
1. Instructor certification letters for each instructor with the instructor's subjects/topics highlighted.
 2. **Content** certification includes clearly-defined performance objectives, test questions and/or evaluation criteria
 3. **Topical** certification includes lesson plan or outline.
 4. For Fire Service classes, indicate below which DPSST Fire Standards/Competencies this class meets.

Instructor Names (please attach Instructor certification letter with the subjects/topics highlighted that the instructor will teach)

Use additional paper if needed

Fire Standards/Competencies (if applicable):

Use additional paper if needed

Signature of Applicant	Title	Phone
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Please advise all students attending a topical certified courses that it is not in lieu of, nor an equivalent for, any Academy class that may be required for training. Courses and classes are certified by DPSST under the provisions of OAR 259-08-085, a copy of which is on the back of this application. Training or education programs may be aligned with DPSST standards, or modeled after a course offered at the Academy, but those courses cannot replace what is required.

Department of Public Safety Standards and Training
Standards & Certification
4190 Aumsville Hwy SE
Salem, OR 97317

Revised 03/03

Certification of Courses and Classes *(Emphasis added)*

259-08-085(1) The Department shall certify courses, and classes deemed adequate to effectively teach one or more approved public safety subject(s) to police, corrections, adult parole and probation, fire service, telecommunications, and/or emergency medical dispatch.

- (2) Certification shall be based on the evaluation of course curriculum or subjects for instruction, instructor qualifications, facilities for instruction, and method of instruction. The Department may cause inspections to be made pursuant to ORS 181.640(2).
- (3) Facilities and equipment used for certified training shall be accessible to all interested and qualified individuals.
- (4) The Department shall certify courses at two levels: **Content** and **Topical**.
- (a) Courses certified at the content level require a student demonstration of acquired knowledge, skill, or ability. Agencies, organizations, or individuals requesting course certification at the content level shall submit an Application for Certification of Course (DPSST Form-20), accompanied by clearly-defined performance objectives, test questions and/or evaluation criteria, and evidence of instructor certification as provided in OAR 259-08-080. Applications received later than thirty (30) calendar days prior to the start of the course, shall not be certified at the content level.
- (b) Courses certified at the topical level are informational in nature. Agencies, organizations, or individuals requesting course certification at the topical level shall submit an Application for Certification of Course (DPSST Form F-20), accompanied by a detailed course outline and evidence of instructor certification as provided in OAR 259-08-080. Applicants are encouraged to apply for certification no later than thirty (30) calendar days prior to the start of the course, to ensure adequate administrative processing time. Shorter time frames may be allowed for non-recurring, pressing circumstances.
- (5) Under no circumstances shall the Department certify courses of instruction after they have been completed. Records of attendance for this training shall be maintained by the agencies, organizations, or individuals, and may be submitted to the Department on a Continuing Log of Training (DPSST Form F-15), when applying for certification.
- (6) The Department shall notify the requester, in writing, of the denial or the granted level of course certification. If certification is granted, that notification shall be accompanied by Course Rosters (DPSST Form F-6).
- (7) Course rosters shall be completed, indicating the actual number of hours attended by each student. If the course was certified at the content level, rosters shall also indicate whether each student passed or failed. Rosters shall be returned to the Department within thirty (30) calendar days of course completion; otherwise, the Department may decertify the course.
- (8) It is the responsibility of the requesting agency, organization, or individual, to:
- (a) oversee the preparation of curriculum and to insure its compliance with the requirements of the Department,
 - (b) obtain a facility and instructor(s) to be used for the course, and insure their compliance with the requirements of the Department,
 - (c) develop rules and regulations governing the operation of the facility and the conduct of the trainees,
 - (d) administer the course,
 - (e) maintain an accurate record of attendance, and
 - (f) maintain all forms required by the Department, forwarding them within the stipulated time period.
- (9) Once a course is certified, it remains certified for unlimited delivery during that calendar year, unless there is a significant change in course content, number of hours or instructor(s); or unless it is decertified by the Department as provided in section (7) and (11) of this rule. The Department shall be notified of significant changes.
- (10) All course certification shall expire on December 31 of each year. Agencies, organizations or individuals shall request recertification to continue a course into a new calendar year.
- (11) The Department may decertify a course whenever that course is deemed inadequate. The course may be recertified by the Department when satisfactory proof has been presented to the Department that the deficiencies have been corrected.
- (12) Any law enforcement unit or public or private public safety agency, or any college, university, or academy may align their training or education programs with the standards set by the Department (OAR 259-08-025) and apply for course certification in the manner described in section (4) of this rule. In addition, fire departments may accredit their training programs as provided in OAR 259-08-087.
- (13) Unless written approval is granted otherwise, any course that has been declared mandatory by the Department shall require a minimum number of training hours in each specific subject that constitutes the course, as determined and modeled by the course being offered at the Oregon Public Safety Academy.