



Department of Public Safety and Correctional Services

Police and Correctional Training Commissions
6852 4th STREET • SYKESVILLE, MARYLAND 21784 • www.mdle.net
(410) 875-3400 • FAX (410) 875-3405 • V/TTY (800) 735-2258

IN-SERVICE PROGRAM APPROVAL APPLICATION

MPCTC General Regulations 12.04.01.12 and 12.10.01.16

RETURN APPROVAL TO:

Name: _____
 Agency Name: _____
 Agency Number: _____
 Agency Address: _____
 City, State Zip code: _____
 Phone: _____ Fax: _____
 Email address: _____

FOR MPCTC USE ONLY:
 Approved/Disapproved: _____
 Date Reviewed/by: _____
 Approval Number(s): _____

Approval for (choose one or both) Police Corrections

Total Program Hours: _____

Program Title: _____ Program Date(s): _____

Please check all that apply to this program:

- Rape/Sex Offenses Sexual/Abuse of Children
- Life Saving Techniques including CPR
- Identity Fraud and Related Crimes
- Course/Conference/Seminar (one year approval vs three)
- E-Learning
- Crimes and Delinquent Acts
- Victims' Rights under MD Law
- Field Training
- Human Trafficking

Brief Program Description (list objectives, instructors and test method on a separate sheet):

Program Objectives, List of Instructors (to include Name, Certification Number, Topic and Hours of Instruction) and Testing Method must be submitted with this application. MPCTC regulations require proctored testing of all approved in-service training programs with a minimum score of 70% and 80% for all E-Learning approved programs. Individual agencies must maintain appropriate documentation.

I certify that all application information is true and correct:

Please TYPE/PRINT Name Title Email Address

Agency Head/Designee Signature Phone Date

INCOMPLETE SUBMISSIONS MAY BE RETURNED