



Department of Public Safety and Correctional Services

Police and Correctional Training Commissions
6852 4th STREET • SYKESVILLE, MARYLAND 21784 • www.mdle.net
(410) 875-3400 • email: MPCTC.certifications@maryland.gov

IN-SERVICE PROGRAM APPROVAL APPLICATION

MPCTC General Regulations 12.04.01.12 and 12.10.01.16

RETURN APPROVAL TO:

Agency Contact Name: _____
 Agency Name: _____
 Agency Number: _____
 Phone: _____
 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 only those that apply to this program:

Every 2 years for Law Enforcement only:

- CPR and Life Saving Techniques (LEEMCC accepted)
- Anti-Discrimination
- Use of Force and De-Escalation
- Cultural & Gender Diversity

Other Training:

- E-Learning (maximum 3 hours per course)
- Police FTO 80 hrs. (minimum for Lateral Police Officers)
- Police FTO 160 hrs. (minimum for Comparative Compliance)
- Police FTO 240 hrs (minimum for Entry Level Police Officers)

Every 3 years for Law Enforcement Only:

- Human Trafficking
- Hate Crimes
- Contact with and treatment of victims of crimes & delinquent acts
- Notification of victims of Identity fraud & related crimes of their rights under Federal law
- Intellectual/Developmental Disabilities (IDD)
- Rape, sexual offenses, sexual abuse/exploitation of children, and related evidentiary procedures
- Notices, service, support & rights available to victims/victim's representative under MD law

Program Description (attach a separate sheet if needed)

Program Objectives for each Topic

(Attach a separate sheet if needed)

List of Instructors (to include Full Name, Certification Number, Topic and Number of Hours Taught)

(Attach instructor list from mdle.net if needed)

Testing Method for each topic

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.

(Attach a separate sheet if needed)

Individual agencies must maintain appropriate documentation.

Submit all required information with this form to: mpctc.programapprovals@maryland.gov

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