Training Coordinator Orientation
Training Binder

Click the title of the segment to view the video!

Version: October 2023

MDLE.net

Website Tour

Take a quick tour of the MDLE.net website to find forms, training resources, COMAR links, contact information for MPCTC units, and much more. (Length = 10:30)

Registrar

Course Advertisements

Where to find MPCTC hosted courses; how to advertise a client-agency hosted course (Length = 4:44)

Accessing the MDLE Portal

Gaining access to the MDLE portal; adding authorized users and ensuring accurate access to the system (Length = 3:22)

Registration Procedures

How to register a student for MPCTC classes, information on moving/removing a student, prerequisites for courses, waitlist and TBD students, plus policy information on cancellations, tardiness, no-shows and refunds. Plus information on course after-action. (Length = 19:44)

Lodging & Classroom Reservations

Information on classroom reservations, virtual conference room use, and on-campus dormitory lodging reservations. (Length = 2:17)

Leadership Development Institute

Mandated First Line Programs & Additional LDI Courses

Requirements for attending the First Line Supervisor and First Line Administrator programs hosted by the MPCTC Leadership Development Institute (LDI). Plus information on training programs hosted by the LDI unit. (Length = 7:36)

Entry Level Training Programs

Entry Level Training Requirements

Commission-certified academies of varying classifications, academy requirements for objectives, hours, and attendance (Length = 6:14)

Comparative Compliance

Requirements for applications, waiver requests and who is eligible to attend both Police & Correctional programs (Length = 3:36)

Field Training

Field Training Requirements

Required hours of field training for new hires, plus requirements for being a Field Training Officer (FTO) (Length = 4:05)

Firearms Training

Firearms In-Service Training

Annual classroom instruction requirements, live fire and qualification information for weapons (Length = 7:49)

Program Approvals & Pre-Approved Courses

Available forms and best practices for submitting firearms program approvals, plus new pre-approved firearms courses and LEOSA information (Length =13:42)

Red-Dot Regulations

Regulations for red-dot in entry level and in-service programs, plus red-dot conversion regulations and red-dot instructor regulations (Length =10:39)

Audits

Audit Types: Academy, Selection Standards & In-Service

Outlines the different roles of the Compliance Unit (audits) and Certification unit; explains how the agency conducts compliance audits; Reviews what is audited in each type and common findings for each (Length = 8:36)

Mandated Police In-Service Topics

Lists training topics required every 2 years and every 3 years, with references to the statute or regulation (Length = 1:11)

Direct Link to the List of Mandated Training Topics (as of Nov. 2, 2022)

Certification

Certification & Recertification

Outlines the role of the Certification unit, defines officer certification and provisional certification, overviews recertification requirements (Length = 9:17)

Application for Certification (AFC) & Notice of Personnel Action (NPA)

How to submit an AFC and NPA, information on officer and non-officer status, field training verification information & forms (Length = 18:44)

Note: The "walk through" of forms portion begins at 12:14

In-Service Training & Compliance

How to report in-service training records to MPCTC, deadlines for submission in order to remain in compliance, common errors when reporting in-service hours (Length = 14:51)

Note: The "walk through" of processes portion begins at 10:54

View MPCTC Records

Gain secure access to the Snapshot application, allowing agencies to see MPCTC records for their officers' training history, employment status and certification status (Length = 6: 15)

Program Approvals

Where to find the forms, best practices for submitting, training terms to know (asynchronous, webinar, virtual/synchronous and hybrid), plus common problems with submissions (Length = 18: 45)

Instructor Certification Applications

Types of instructor certifications (to include FTO), how to submit applications, common problems with submissions, online instructor renewals (Length = 7: 30)

Can't find something? Have a question and not sure where to go? Do you want to offer a suggestion?

We love to hear from you!

Please submit any questions or suggestions via the Training Coordinator inbox form.
Your feedback allows us to continually enhance our training coordinator orientation videos.