



# Department of Public Safety and Correctional Services

## Police and Correctional Training Commissions

6852 4<sup>th</sup> Street • Sykesville, Md. 21784 • <https://mpctc.dpscs.maryland.gov/>

Please email all program requests to the group email  
[MPCTCprogramapprovals.dpscs@maryland.gov](mailto:MPCTCprogramapprovals.dpscs@maryland.gov)

### IN-SERVICE PROGRAM APPROVAL APPLICATION

MPCTC General Regulations 12.04.01.12 and 12.10.01.16

Agency Contact Name: \_\_\_\_\_  
 Agency Name: \_\_\_\_\_  
 Agency Number: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 cc: \_\_\_\_\_

**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 request to apply attribute to the course:

#### Course required Every 2 years for Law Enforcement (LE)

- CPR & Life Saving Techniques PSA 3-207(a)(16)(i)
- Use of Force & De-Escalation PSA 3-207(a)(16)(ii);(17)
- Cultural and Gender Diversity PSA 3-207(a)(16)(iii)
- Anti-Discrimination PSA 3-207 (17)

#### Other Training:

- Implicit Bias PSA 3-207(1)(3)(4) **Annually for LE Only**
- E-learning Course (maximum 3 hours per course)
- Police FTO 80 hrs. COMAR 12.04.01.17 B.(d)(e)(f)
- Police FTO 160 hrs. COMAR 12.04.01.17 B.(c)
- Police FTO 240 hrs. COMAR 12.04.01.17 B.(a)(b)
- Police FTO Refresher Course COMAR 12.04.01.17 D.(e).

#### Course required Every 3 years for Law Enforcement (LE)

- Rape, sexual offenses, sexual abuse/exploitation of children and related evidentiary procedures PSA 3-207(a)(6)(i)
- Human Trafficking PSA 3-207(a)(6)(ii)
- Hate Crimes PSA 3-207(a)(6)(iii)
- Electronic Stalking PSA 3-207(a)(6)(iv)
- Contact with and treatment of victims of crimes and delinquent acts. PSA 3-207(a)(6)(v)
- Notices, services, support & rights available to victims/ Victim's representative under MD law PSA 3-207(a)(6)(v)
- Notifications of victims of identity fraud & related crimes of their rights under Federal law PSA 3-207(a)(6)(vii)
- Intellectual/Developmental Disabilities (IDD) PSA 3-207(a)(16)(iv)

#### 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 website if needed*)

**Testing Method for each topic**

*COMAR 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)*

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*Individual agencies must maintain appropriate documentation locally including all training materials, tests and sign in sheets.*

**Submit all required information with this form to: [MPCTCprogramapprovals.dpscs@maryland.gov](mailto:MPCTCprogramapprovals.dpscs@maryland.gov).**

**By signing I am certifying that the information is correct to the best of my knowledge and belief.**

\_\_\_\_\_  
Please TYPE/PRINT Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Agency Head/Designee Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

***INCOMPLETE SUBMISSIONS MAY BE RETURNED***