Department of Public Safety and Correctional Services

Police and Correctional Training Commissions
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<u>Guidelines for Independent Electronic Instruction</u>

Independent Electronic Instruction (IEI) is the process by which information on an identified topic is provided to a police officer for annual in-service training through the officer's interaction with an electronic medium, and without the immediate supervision or assistance of an individual identified as the training instructor.

Training provided by IEI must be applicable and beneficial to Maryland Law Enforcement and/or Correctional Officers. To apply for IEI training approval, agencies must be recognized as an approved training entity by the Maryland Police and Correctional Training Commissions. There is no limit to the total number of IEI courses that can be offered by an agency, however, no one IEI course can exceed three (3) hours. IEI program approvals are to be submitted to the Commission at least thirty (30) days prior to the beginning of the training.

Application for IEI Approval shall include the following information:

Description of Topic

Course Objectives

Training Format (*who provides instruction, what graphics, short format videos, audio overlay, progress checks, and/or text is included*)

Validity of Training (*what security measures have been put in place to ensure validity of training; what security measures are in place to prevent cheating; how the user will be validated*)

Validity of Testing (*what are the testing features; are there various templates; are questions chosen at random so no user gets the same test; how many test questions are available; what is the limit of attempts to complete a test*)

Student Assistance (*what is the process for a student to receive a response to questions, inquiries, and/or technical assistance; who is the "help desk"; is assistance available only during specific times*)

Record Keeping (*what is the recordkeeping process; who is responsible for tracking, documenting and exporting completion records; will students have access to their completion records and training progress*)

Audit Process (*The Commission requires periodic auditing of approved training. What is the process for the Commission's Compliance Unit to gain access to your records for this purpose?*)

For detailed information, please visit https://mdle.net/protocols.htm.