

**REQUEST FOR COURSE ACCREDITATION**  
*All courses must receive approval prior to instruction*

**Note: All courses must be renewed every 2 years**

*Please type or print all information*

Course Title \_\_\_\_\_

Requested By \_\_\_\_\_  
 Department or Agency \_\_\_\_\_

Mailing Address \_\_\_\_\_  
 Street or PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

Contact Email: \_\_\_\_\_

Instructor Name(s) \_\_\_\_\_

Total Course Hours \_\_\_\_\_ Number of Students \_\_\_\_\_

- 1. Resume of all instructors. The resume should indicate the specific background and courses taught relating to this specific course of instruction. A current DPS Instructor Certificate may be submitted in lieu of the resume as long as the certification is for the subject matter taught.
- 2. Course curriculum (lesson plan). The complete body of the presentation, and supporting material
- 3. Course Syllabus/Outline of schedule with dates and times of each course/session.
- 4. Instructor and course evaluation instrument. The form or other method the students use to evaluate the course and the instructor.
- 5. Testing instrument (If any). How the instructor measures student performance. In most cases, this will be a written test, but in some skills courses, it may be a practical exercise, demonstration of proficiency, or both.

**Note:** Effective 1/1/2009, course accreditation numbers will not be re-issued, even if the course content has not changed. To facilitate the tracking and archiving of courses, effective 2009, course accreditation numbers will use a year designator and all new and any re-accreditation requests must be submitted with all the listed materials attached (#1-5).

Form LEA-86-A (Course Accreditation Roster) must be submitted to the DPS Training & Recruiting Division within 30 days from the date the course is completed for DPS student course credit.

<b>DPS Training Use Only</b>		
Processed By:	Course Accreditation#:  Previous Course Accreditation Number (if any):	Accreditation Dates: ____/____/____ to  ____/____/____.