



Montana Public Safety Officer Standards & Training Council

Website: dojmt.gov/post
2260 Sierra Road East
Helena, MT 59602

Email: mtpost@mt.gov
Phone: (406) 444-9975
Fax: (406) 444-9978

APPLICATION FOR INDIVIDUALS SEEKING POST CREDIT HOURS FOR ONLINE, OUT OF STATE, AND OTHER COURSES

ARM 23.13.301 and 23.13.302

Instructions: *This form is to be completed and submitted by the individual, agency, or entity offering training. This form and a POST roster are the only documents the individual or agency need to submit to POST by emailing the information to the email address above. Alternatively, the information may also be sent to POST via mail at the address above. This form must be submitted within one year of the training.*

Applicant Information:

Name: _____

Agency Name: _____

Date of Birth: _____

Rank/Title: _____

Email Address: _____

Phone: _____

Is this an IADLEST NCP Course?

Yes

No

If "yes," skip to question 5.

The requirements for POST Credit Hours are:

Instructors

1. If the course is taught by a Montana public safety officer, the officer must be a certified instructor;

i. Is the instructor a Montana public safety officer?

Yes

No

ii. If the instructor is a Montana public safety officer, does the instructor have a POST Instructor Certificate?

Yes

No

N/A

2. If the course is not taught by a Montana public safety officer, you must retain the instructor biography;

i. If the instructor is not a Montana public safety officer, do you have a copy of the instructor's biography?

Yes

No

N/A

ii. If you do not have a copy of the instructor's biography and you wish to request a waiver of the requirement that you retain the instructor's biography, please outline the efforts you made to obtain the biography below:

iii. Have you retained documentation of the efforts outlined in 2.ii., above?

Yes

No

Other Requirements

3. The course must be a minimum of 2 hours in length.

Is the course at least 2 hours in length?

Yes

No

4. The Course must be open and advertised to ALL public safety agencies.

Is the course open and advertised to ALL public safety agencies? Yes No

5. You must retain all available documentation of the training. (If taking an NCP course, you only need a certificate of completion.) Please check the boxes next to every item that you have retained:

Certificate of Completion	Course Outline	Lesson Plan	Agenda	Study Guide
Course Syllabus	Student Material	Handouts	Course Advertisement	

6. You must attend a minimum of 90% of the training.

i. Did you attend a minimum of 90% of the training? Yes No

***If you do not meet these requirements, you will not receive POST Credit.**

The documents which you are required to retain may be audited by POST on a random basis.

Course Information:

Course Name: _____

Course Dates: _____ Number of Course Hours: _____

Course Location or Website: _____

Applicant Certification: *My signature certifies that all required documentation has been obtained and will be retained and that all of the requirements of ARM 23.13.301 have been met. I certify that this course should be granted POST Training Credit Hours.*

Printed Name Signature Date

Agency Certification: *My signature certifies that all required documentation has been obtained and will be retained and that all of the requirements of ARMs 23.13.301 and 23.13.302 have been met. I certify that this officer should be granted POST Training Credit Hours for this course.*

Printed Name of Agency Head/Designee Signature of Agency Head/Designee Date

Email: _____ Phone: _____

***For Special Courses (Instructor Development, Firearms Instructor & SWAT Primary, proceed to page 3.**

For POST Staff Use:

Reviewed by _____

Date



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Instructions: This page is *ONLY* to be completed and submitted by the individual or agency offering an Instructor Development, Firearms Instructor or SWAT Primary course. This page must be submitted as part of the Application for POST Credit Hours for a Training.

BEFORE YOU CERTIFY THIS DOCUMENT: There are additional requirements for special courses as follows:

Instructor Development ARM 23.13.212	Firearms Instructor ARM 23.13.215	SWAT Primary ARM 23.13.217
<ul style="list-style-type: none">Minimum 40 Hours12 Hours of Curriculum Design8 Hours of Adult Learning8 Hours of Foundation Skills for Trainers8 Hours of Training Prep and Delivery4 Hours of Context of training	<ul style="list-style-type: none">Minimum 40 HoursFirearms SafetyRole of InstructorCivil & Criminal Liability ExposureInstructional TechniquesOperation of Firing LineRange PreparationHandgunDisabled Officer TechniquesLow Light Shooting Techniques	<ul style="list-style-type: none">Minimum 40 HoursTeam Communication, Team Make-upConfrontation ManagementWeapons, Munitions, and EquipmentTeam Movement and Interior TacticsOpen Air/Mobile Assault, Downed OfficerCitizen Rescue, Chemical Agents/Diversory Device/Less Lethal, Practical Exercises, and Legal Issues

Ensure any of the above courses meet these requirements!

Applicant Certification: My signature certifies that all required documentation has been obtained and will be retained and that all of the requirements of the corresponding special course ARMs have been met. I certify that this course should be granted POST Training Credit Hours.

Printed Name

Signature of Applicant

Date

Agency Certification: My signature certifies that all required documentation has been obtained and will be retained and that all of the requirements of the corresponding special course ARMs have been met. I certify that this officer should be granted POST Training Credit Hours for this course.

Printed Name of Agency Head/Designee

Signature of Agency Head/Designee

Date

For POST Staff Use:

Reviewed by

Date