

## Training Program Requests for AZPOST Recognition of Hours

### AZPOST “PROGRAM COMPLIANCE CONFIRMATION”

Program Compliance Confirmation is a process allowing outside vendors, companies or non-Arizona law enforcement agencies to seek recognition from AZPOST for their law enforcement training programs. If approved, it permits Arizona Peace Officers to receive continuing training credit hours.

Outside vendors are training providers who are not an Arizona Law Enforcement Agency.

**Please Note:** AZPOST does not approve on-line, or e-learning or video courses at this time.

An outside vendor must submit a written request for "Program Compliance Confirmation" on company letterhead that includes all of the following information:

1. The title of the training program with a description that will allow the AZPOST Board to determine whether the course contains advance or remedial instruction in a law enforcement related topic, that is supports and does not conflict with the AZPOST Basic Training Curriculum;
2. The name and mailing address of the person, institution, or organization providing the training, include contact information of the submitting person to be available for any questions;
3. The course schedule listing the number of instructional/contact hours. AZPOST credit is limited to classroom contact hours only and does not include lunch or other breaks;
4. A statement indicating the lesson plan and rosters will be provided to AZPOST upon request;
5. The request MUST be received at least thirty (30) days prior to the actual training date(s). Mail the request to AZPOST, Attn: Training Unit, 2643 E. University Dr., Phoenix, AZ 85034. Or the request can be emailed to [ProgramC@azpost.gov](mailto:ProgramC@azpost.gov)

#### What to expect from AZPOST

When an outside vendor’s program is recognized by AZPOST, it is recognized “as to form” only, not material content. The outside vendor will receive an AZPOST Program Compliance Form (PA-4 form) via U.S. Mail. The PA-4 form will not be e-mailed. In addition, the outside vendor will receive:

- Instructions for use of the PA-4 form including the authorized wording for advertising their program.
- The PA-4 form is valid for three (3) years from the date of approval by AZ POST providing the course remains the same. If there are substantive changes to the topic area, performance objectives, and/or classroom hours increase, a request to AZPOST for another program approval is required.
- AZPOST reserves the right to cancel a PA-4 form for violation of AZPOST rules.

Outside vendors will be notified if their request for Program Compliance Confirmation request is denied.

#### Outside Vendor Responsibility

- Advertising: AZPOST does not advertise or furnish lists of approved courses or vendors. Please review the “authorized wording for advertising” as sent by AZPOST with your PA-4 instructions.
- The outside vendor is responsible for all maintenance of the class roster. It is suggested a copy of the roster be provided to the hosting law enforcement agency for their records.
- Outside vendors are responsible for giving out the AZPOST Program Approval form to officers at the completion of the class (not earlier than the last hour of the class, to ensure class completion by the officer).
- Outside vendors are required to maintain a roster/sign in sheet and class materials for 2 years after completion of the training at the location of the Company/Training Provider as listed on the PA-4 form unless otherwise specified. These records will be provided to AZPOST upon request.
- The outside vendor will submit a new request for a Program Compliance Confirmation when their program has changed or upon expiration.

Questions should be directed to [ProgramC@azpost.gov](mailto:ProgramC@azpost.gov)