**Mobile Team Training Unit IV**

**Agency In-House Training Guidelines**

**Steps for Agency In-House Training:**

1. Download the ILETSB mandated training guidelines on our website under Registration Guidelines>In House Training.
2. Notify MTTU IV 30 days prior to the training by sending forms to john@mttuiv.org.
3. Download Form A2 Course Application on our website under Registration Guidelines>In House Training.

b. Mandates can be broken down into ½ hour increments and listed in the “Total Hours” column.  If scenario/role-playing is conducted, document in “Scenario-Based Hours” column.

c. Please submit PowerPoint slides. It may be easier to submit as a pdf.

1. Course summary/outline is required. Download Course Outline Working Template on our website under Registration Guidelines>In House Training. This is a word document that must be completed. This is an example and you must edit it to fit your course. Delete the sections in red.

e. Instructor(s)

 i. Current biography or resume of their education, training and experience relating to the topic being taught

 ii. Copies of appropriate instructor certifications

 iii. ILETSB Form C needs to be completed for each instructor (typed; not hand-written except signature in line #9) scanned and sent to john@mttuiv.org. Go to the following website and scroll down to the second page to start completing the fillable form: <https://www.ptb.illinois.gov/media/1231/form-c.pdf>

3. Once the course is approved, create a legible roster. The MTTU IV Prescribed Roster can be downloaded on our website under Registration Guidelines>In House Training. Make sure PTB numbers are listed.

4. Create a printed version of the roster for attendees to sign to verify their attendance.

5. Each attendee must complete a class evaluation.  A QR code or link can be sent to you electronically on our website by going to Registration Guidelines>Evaluation link or QR request for In-house training.  If you prefer a paper copy, one can be downloaded on our website under Registration Guidelines>In House Training.

6. Submit the Excel Digital Roster, Scanned Printed roster, and Scanned evaluation (We will already have the electronic version) to MTTU IV at emily@mttuiv.org the first business day after the training.  Documents more than 10 day old may not be accepted.

MTTU IV recognizes that agencies provide several sessions of a class on different days.  Rosters and evaluations are required for each session.

For classes that require multiple days, the printed version of the roster should include an area for each officer to initial their attendance on each day.