

2020 FLETA Standards & Glossary Crosswalk

2015 Standards - Section 1 Program Administration	2020 Standards - Section 1 Program Administration	Changes:
<p>1.01 Ethics Training If the training program is a basic law enforcement program, it includes ethics training. Advisory: Potentially not applicable.</p>	<p>1.01 Ethics Training If the program is a basic or entry-level law enforcement program, the program includes specific job-related training in ethics/integrity. Advisory: Potentially not applicable.</p>	Standard modified.
<p>1.02 Shared Responsibility Agreements (A1.06) If full-time instructional staff or training facilities span multiple organizations, a written agreement/policy is in place specifying the authority and responsibilities of each party. Advisory: Potentially not applicable.</p>	<p>1.02 Shared Responsibility Agreements (A1.06) If full-time instructional staff or training facilities span multiple organizations, a written agreement/policy is in place specifying the authority and responsibilities of each party. Advisory: Potentially not applicable.</p>	No change.
<p>1.03 Program Security Measures The applicant has implemented security measures specific to the program. Advisory: The intent of this standard is the focus on program-specific security measures (e.g., weapons, explosives, hazardous materials, equipment, classroom security, controlled substances, etc.).</p>	<p>1.03 Program Security Measures The applicant has implemented security measures specific to the program. Advisory: The intent of this standard is the focus on program-specific security measures (e.g., weapons, explosives, hazardous materials, equipment, classroom security, controlled substances, etc.).</p>	No change.
<p>1.04 Risk Assessment Process (A1.07) When conducting inherently dangerous training as identified by the agency, the applicant assesses risks and prescribes the use of safety equipment and procedures to mitigate those risks. Advisory: Potentially not applicable.</p>	<p>1.04 eTraining Technical Assistance (A1.07) When conducting eTraining, technical assistance is available. Advisory: Potentially not applicable.</p>	Delete original standard. See 3.09 for risk assessment. New standard created from Section 5.
<p>1.05 Training Equipment Maintenance (A1.14) Training equipment is properly maintained in accordance with organizational policy or industry standards. Advisory: None</p>	<p>1.05 Training Equipment Maintenance (A1.12) Training equipment is properly maintained in accordance with organizational policy or industry standards. Advisory: None.</p>	No change.
<p>1.06 Suspension of Hazardous Training (A1.15) The applicant suspends or discontinues training activities that become hazardous due to exigent circumstances. Advisory: The intent of this standard is to address such things as inclement or adverse weather conditions, accidents, equipment failure, power outage, etc.</p>	<p>1.06 Suspension of Hazardous Training (A1.13) The applicant suspends or discontinues training activities that become hazardous due to exigent circumstances. Advisory: The intent of this standard is to address such things as inclement or adverse weather conditions, accidents, equipment failure, power outage, etc.</p>	No change.
<p>1.07 Copyrighted Material (A1.16) The applicant complies with applicable licensing and copyright laws. Advisory: None</p>	<p>1.07 Copyrighted Material (A1.14) When copyrighted materials are used, the applicant complies with relevant rules and laws. Advisory: Potentially not applicable.</p>	Standard modified. Advisory modified.
<p>1.08 Program Recordkeeping (A1.17) The applicant maintains records for each offering of the training program. At a minimum each record will include: .01 - Curriculum content (syllabus, lesson plans and other training materials); .02 - A listing of all instructors and other instructional personnel indicating the actual class in which each presented or participated; .03 - Inclusive dates the program is conducted and actual dates and times when each segment of training occurs; .04 - Roster of participants in each iteration; .05 - Practical evaluations and/or written examinations and keys; .06 - If electronic records are maintained, there are procedures for security, including access, storage of files, backup, and equipment. Advisory: The last bullet is potentially not applicable.</p>	<p>1.08 Program Recordkeeping (A1.15) The applicant maintains records for each offering of the training program. At a minimum, each record will include: .01 - curriculum content (e.g., syllabi, lesson plans, training materials, etc.); .02 - a listing of all instructors and other instructional personnel indicating the actual block of instruction in which each presented or participated; .03 - inclusive dates the program is conducted and actual dates and times when each segment of training occurs; .04 - roster of participants; and .05 - practical evaluations and/or written examinations and keys. Advisory: None.</p>	.02 modified .04 modified .06 deleted Advisory modified.

2015 Standards - Section 1 Program Administration	2020 Standards - Section 1 Program Administration	Changes:
<p>1.09 Student Recordkeeping (A1.18) The applicant maintains records for each student attending the program. At a minimum each record will include:</p> <p>.01- If the training has prerequisites, documentation that verifies the student met all prerequisites for attending the training course;</p> <p>.02 - A complete record of the students' training evaluations (grades, scores, final results);</p> <p>.03 - Documentation of any exceptions or waivers requested or granted to the student;</p> <p>.04 - Documentation that verifies the student successfully completes the training course;</p> <p>.05 - If electronic records are maintained, there are procedures for security, including access, storage of files, backup, and equipment.</p> <p>Advisory: .01 and .05 are potentially not applicable.</p>	<p>1.09 Student Recordkeeping (A1.16) The applicant maintains records for each student attending the program. At a minimum, each record will include:</p> <p>.01 - if the training has prerequisites, documentation that verifies the student met all prerequisites for attending the training program;</p> <p>.02 - a complete record of the students' training evaluations (grades, scores, final results);</p> <p>.03 - documentation of any exceptions, waivers, or reasonable accommodations requested or granted to the student; and</p> <p>.04 - documentation that verifies the student successfully completes the training program.</p> <p>Advisory: .01 is potentially not applicable.</p>	<p>.03 modified .05 deleted Advisory modified.</p>
<p>1.10 Training Records Management (A1.19) The applicant follows procedures for the physical security, management, retention, release, and destruction of training-related records.</p> <p>Advisory: None</p>	<p>1.10 Training Records Management (A1.17) The applicant follows procedures for program-related and student training records (physical and/or electronic), regarding:</p> <p>.01 - security; .02 - release; .03 - retention; and .04 - destruction.</p> <p>Advisory: The intent of the standard is to address processes associated with program and student record keeping, and may include such items as transcript requests, FOIA requests, system backup notifications, records access logs, external requests for agency training materials, etc.</p>	<p>Standard modified Advisory modified.</p>
<p>1.11 Training Program Expenditures (A1.13) The applicant projects and tracks expenditures for the training program.</p> <p>Advisory: None</p>	<p>1.11 Training Program Expenditures (A1.11) The applicant projects and tracks expenditures for the training program.</p> <p>Advisory: None.</p>	<p>No change.</p>
<p>1.12 Medical Clearance Process (A1.20) If physical activity is a required part of the curriculum, the agency has a medical clearance process.</p> <p>Advisory: Potentially not applicable.</p>	<p>1.12 Medical Clearance Process (A1.18) If physical activity is a required part of the curriculum, the applicant adheres to its policy for medical clearance.</p> <p>Advisory: Potentially not applicable.</p>	<p>Standard changed.</p>
<p>1.13 Student Misconduct Process (A1.21) The applicant provides notification, adjudication, and redress for allegations of student misconduct.</p> <p>Advisory: None</p>	<p>1.13 Student Misconduct Process (A1.19) The applicant adheres to its policy for student misconduct.</p> <p>Advisory: Evidence may include documentation of notification, adjudication, and/or redress for allegations of student misconduct.</p>	<p>Standard changed. Advisory modified.</p>

2015 Standards - Section 2 Program Training Staff	2020 Standards - Section 2 Program Training Staff	Changes:
<p>2.01 Staff Orientation The applicant provides written information and an orientation to training staff that includes:</p> <ul style="list-style-type: none"> .01 - Agency and academy mission and vision .02 - Program goals and objectives .03 - Code of conduct .04 - Violations and consequences of prohibited conduct .05 - Organizational Structure .06 - Safety rules/regulations and procedures <p>Advisory: None</p>	<p>2.01 Staff Orientation (A2.01) The applicant provides an orientation to training staff that includes:</p> <ul style="list-style-type: none"> .01 - applicant's mission and/or vision; .02 - program goals and/or objectives; .03 - code of conduct; .04 - violations and consequences of prohibited conduct; .05 - organizational Structure; and .06 - safety rules/regulations and procedures. <p>Advisory: None.</p>	<p>"Written information" removed. .01 modified. .02 modified.</p>
<p>2.02 New Instructors Monitored The applicant monitors and mentors newly assigned instructors. Advisory: None</p>	<p>2.02 New Instructors Monitored (A2.02) The applicant monitors and provides guidance/feedback to newly assigned instructors. Advisory: None.</p>	<p>Standard modified.</p>
<p>2.03 Basic Instructional Training The applicant ensures and documents that instructors receive basic instructional skills training. Advisory: None</p>	<p>2.03 Basic Instructional Training (A2.03) The applicant ensures and documents that instructors receive basic instructional skills training. Advisory: None.</p>	<p>No change.</p>
<p>2.04 Instructors Maintain Expertise The applicant ensures and documents development of its instructor staff in their area of expertise through formal or informal training, operational participation, or field observation. Advisory: None</p>	<p>2.04 Maintain Subject Matter Expertise (A2.04) The applicant ensures and documents development of its instructor staff in their area of expertise through formal or informal training, operational participation, or field observation. Advisory: Evidence may include items such as, reviewing operational reports, journal article reviews, TDY assignments to the field, town halls, recertification, etc.</p>	<p>Heading modified. No change to standard. Advisory modified.</p>
<p>2.05 Instructor Professional Development The applicant ensures and documents development of its instructor staff in instructional facilitation through formal or informal training, operational participation, or field observation. Advisory: None</p>	<p>2.05 Instructional Skills Development The applicant ensures and documents development of its instructor staff in instructional facilitation through formal or informal training, operational participation, or field observation. Advisory: Evidence may include items such as reading articles on advanced instructional competencies, development in mentoring and coaching, training on instructional systems design, etc.</p>	<p>Heading modified. No change to standard. Advisory modified.</p>
<p>2.06 Instructor Quality Checks The applicant has specific criteria and documented supervisory quality checks of instructor preparations, class preparations, and performance. Advisory: None</p>	<p>2.06 Instructor Quality Checks The applicant conducts and documents quality checks of its instructional staff by supervisors (or designees) to ensure training quality is maintained. Advisory: None.</p>	<p>Standard modified.</p>
<p>2.07 Guest Presenter Quality Assurance When using guest presenters, the applicant ensures training quality is maintained. Advisory: Potentially not applicable.</p>	<p>2.07 Guest Presenter Quality Assurance When using guest presenters, the applicant ensures training quality is maintained. Advisory: Potentially not applicable. The intent of this standard is to ensure training quality is maintained when inviting persons, who are not designated as instructors, to deliver materials, who are speaking on an infrequent basis, or where the agency cannot control/direct the training/development of the individual.</p>	<p>Advisory modified.</p>

2015 Standards - Section 2 Program Training Staff	2020 Standards - Section 2 Program Training Staff	Changes:
<p>2.08 Instructor Qualification Guidelines The applicant adheres to instructor qualification guidelines for all types of instructors utilized. Advisory: None</p>	<p>2.08 Other than Full-Time Instructor Quality Assurance (A2.06) When a program has other than full-time instructors, the applicant ensures that training quality is maintained. Advisory: Potentially not applicable. The intent of this standard is to address instructors that are part-time, adjunct, detailed, coaches, mentors, field advisors, etc.</p>	<p>Standard modified. Advisory modified.</p>

2015 Standards - Section 3 Program Training Development	2020 Standards - Section 3 Program Training Development	Changes:
<p>3.01 Curriculum Development Archive (A3.11) The applicant uses an archiving system to store and retrieve program and curriculum development documents. Advisory: The documents associated with each phase of the course development process are maintained with archived course development materials.</p>	<p>3.01 Curriculum Archive (A3.02) The applicant uses an archiving system to store and retrieve curriculum development/revision documents. Advisory: None.</p>	Standard modified. Advisory modified.
<p>3.02 Evaluation/Examination Security (A3.12) Practical evaluations and written examination question banks are developed, approved, secured, administered, and maintained for the program. Advisory: None</p>	<p>3.02 Examination and/or Evaluation Security (A3.03) The applicant develops, approves, secures, and administers examinations and/or evaluation(s) within the program: .01 - When using written examinations(s) .02 - When using practical evaluation(s) Advisory: .01 or .02 is potentially not applicable.</p>	Heading modified. Standard modified. Advisory modified.
<p>3.11 Document Review Process The applicant reviews program-specific documents such as current agency policies, procedures and manuals, operational reports, and program-related materials. Advisory: None</p>	<p>3.03 Document Review Process The applicant reviews documents that influence the content of the training such as, but not limited to, current agency policies, procedures, manuals, or operational reports. Advisory: None.</p>	Number changed. Standard modified.
<p>3.12 SME's Used The applicant uses subject matter experts to determine:.01 - the tasks to be trained.02 - the organization/grouping of job-related tasks.03 - the special conditions under which tasks will be performed. Advisory: None</p>	Delete	Delete.
<p>3.13 Task Validation The applicant defines and validates tasks in sufficient detail to derive training objectives. Advisory: None</p>	<p>3.04 Task Validation The applicant defines and validates tasks to derive training objectives. Advisory: The applicant may use subject matter experts, policies, legislation, etc. to determine: the tasks to be trained, the organization/grouping of job-related tasks, and the special conditions under which tasks will be performed.</p>	Number changed. Advisory modified.
<p>3.21 Learning Objective Development Learning objectives are derived from job tasks (job requirements). Advisory: A task-to-objective matrix may be used to demonstrate this relationship.</p>	<p>3.05 Objective Development Objectives are derived from job tasks (job requirements). Advisory: A task-to-objective matrix may be used to demonstrate this relationship.</p>	Number changed. Standard modified.
<p>3.22 Learning Objectives Sequenced (A3.21) Learning objectives are sequenced to facilitate student progress from one level of skill and knowledge to another. Advisory: None</p>	<p>3.06 Objectives Sequenced (A3.04) Objectives are sequenced to facilitate student progress from one level of skill and knowledge to another. Advisory: None.</p>	Number changed. Standard modified. Advisory modified.
<p>3.23 Students Evaluated on Objectives (A3.22) Students are evaluated on each learning objective. All written examination questions and practical evaluation criteria are referenced to one or more learning objectives. Advisory: An objective-to-test item matrix may be used to demonstrate this relationship.</p>	<p>3.07 Students Evaluated on Objectives (A3.05) Students are evaluated on each objective. All evaluation criteria are referenced to one or more objectives. Advisory: An objective-to-test item matrix may be used to demonstrate this relationship.</p>	Number changed. Standard modified.

2015 Standards - Section 3 Program Training Development	2020 Standards - Section 3 Program Training Development	Changes:
<p>3.24 Program Cost Estimate Program design documents identify instructional strategies, methodologies, and resources in sufficient detail to estimate program costs. Advisory: Documents from the analysis, design, development or evaluation phases may be used to demonstrate compliance.</p>	<p>3.08 Program Cost Estimate Program documents identify instructional strategies, methodologies, and/or resources to estimate program costs. Advisory: Pre-existing programs may use historical program expenditures to estimate costs.</p>	<p>Number changed. Standard modified. Advisory modified.</p>
<p>3.31 Lesson Plans (A3.31) Lesson plans describe learning activities in sufficient detail to ensure consistent delivery of instruction. Advisory: None</p>	<p>3.09 Risk Assessment and Safety Protocols (A3.06) When the training program is inherently dangerous and/or creates potential safety risks, the applicant conducts risk assessments and implements procedures to mitigate identified hazards. Advisory: Potentially not applicable. The intent of this standard is to show how the risk assessment is applied to the training.</p>	<p>Number changed (formerly 3.32). Heading changed. Standard modified. Advisory modified.</p>
<p>3.32 Appropriate Safety Protocols The training program is developed with appropriate safeguards (e.g., safety and environmental) as identified by the agency. Advisory: None</p>	<p>3.10 Training Materials (A3.07) Training materials describe activities to ensure consistent delivery of instruction. Advisory: Items may include, but are not limited to, lesson plans, instructor guides, program(s) of instruction, presentations with instructor notes, etc.</p>	<p>Number changed (formerly 3.31). Heading changed. Standard modified. Advisory modified.</p>
<p>3.33 Review/Approval of Training Materials (A3.32) Lesson plans, training guides, and other training materials are reviewed and approved prior to their use. Advisory: None</p>	<p>3.11 Review and Approval of Training Materials (A3.08) Training materials are reviewed and approved prior to their use. Advisory: Items may include, but are not limited to, lesson plans, instructor guides, program(s) of instruction, presentations with instructor notes, etc.</p>	<p>Number changed. Heading changed. Standard modified. Advisory modified.</p>
<p>3.41 Pilot Completed (A3.41) Prior to formal delivery of training, the program is pilot tested using a sample of the target population generating data to support evaluation and potential revision. Advisory: The pilot requirement addresses new or revised programs. Periodic revisions to lesson plans do not require a full pilot. The program revision requirement is addressed in Standard 3.57.</p>	<p>3.12 Pilot Completed (A3.09) The program is pilot tested with documented results. Advisory: The pilot requirement addresses new or revised programs. Ongoing maintenance to training materials may not require a pilot.</p>	<p>Number changed. Standard modified. Advisory modified.</p>
<p>3.51 Pass/Fail (Cut) Score (A3.51) The applicant sets the pass/fail (cut) score consistent with the purpose of the credential and the established standard of competence for the profession, occupation, role, or skill. Advisory: Non</p>	<p>3.13 Examination and/or Evaluation Criteria (A3.10) The applicant establishes the standard(s) of competence: .01 - When using written examinations(s) .02 - When using practical evaluation(s) Advisory: .01 or .02 is potentially not applicable. As an example, training programs may use numerical cut scores, pass/fail, go/no go, sat/unsat, or other methods for documenting participant completion of written exams, laboratory/practical exercises, performance activities, or other assessment tools used to evaluate the standard(s) set by the training organization.</p>	<p>Number changed. Heading changed. Standard modified. Advisory modified.</p>

2015 Standards - Section 3 Program Training Development	2020 Standards - Section 3 Program Training Development	Changes:
<p>3.52 Equivalent Written Examinations (A3.52) When written examinations are used, multiple versions must be available and evaluate the same objectives. Advisory: An objective-to-test item matrix is one way of showing this. Potentially not applicable.</p>	<p>3.14 Equivalent Written Examinations (A3.11) When written examinations are used, multiple versions must be available and evaluate the same objectives. Advisory: Potentially not applicable. An objective-to-test item matrix may be used.</p>	Number changed. Advisory modified.
<p>3.53 Equivalent Practical Evaluations (A3.53) When different versions of practical evaluations are used, the evaluated objectives must remain the same. Advisory: An objective-to-test item matrix is one way of showing this. Potentially not applicable.</p>	<p>3.15 Equivalent Practical Evaluations (A3.12) When different versions of practical evaluations are used, the evaluated objectives must remain the same. Advisory: Potentially not applicable. An objective-to-test item matrix may be used.</p>	Number changed. Advisory modified.
<p>3.54 Student Reaction Survey – Level 1 (A3.61) The applicant conducts, compiles, and reviews student reaction surveys (Level 1 of the Kirkpatrick model or an equivalent) to identify opportunities to improve the program, instruction, support and administrative elements of the training received. Advisory: None</p>	<p>3.16 Student Reaction Review – Level 1 The applicant conducts, compiles, and reviews student reactions (Level 1 of the Kirkpatrick model or an equivalent), identifying opportunities to improve the program, instruction, and support/administrative elements of the training received. Advisory: None.</p>	Number changed. Heading changed. Standard modified.
<p>3.55 Summative Evaluations - Level 2 The applicant reviews the results of the program’s method of evaluation to identify gaps in instruction, student materials, or deficiencies in the outcomes of evaluation construction: .01 - When evaluation includes Written Examination(s) .02 - When evaluation includes Practical Evaluation(s) Advisory: .01 or .02 is potentially not applicable.</p>	<p>3.17 Examination and/or Evaluation Review - Level 2 The applicant reviews the examination and/or evaluation results (Level 2 of the Kirkpatrick model or an equivalent) to determine gaps in instruction, training materials, or the examination and/or evaluation tool(s): .01 - When using written examinations(s) .02 - When using practical evaluation(s) Advisory: .01 or .02 is potentially not applicable.</p>	Number changed. Heading changed. Standard modified.
<p>3.56 Program Effectiveness Evaluations - Level 3 The applicant gathers and reviews feedback (Level 3 of the Kirkpatrick model or an equivalent) from graduates and their immediate supervisors but may also include subordinates, peers, and/or others who often observe the graduates’ behavior to evaluate the effectiveness of the program. Advisory: None</p>	<p>3.18 Program Effectiveness Review - Level 3 The applicant gathers and reviews feedback (Level 3 of the Kirkpatrick model or an equivalent) from graduates and others who often observe the graduates’ performance, such as their immediate supervisors, subordinates, and/or peers to identify opportunities to improve the program. Advisory: None.</p>	Number changed. Standard modified.
<p>3.57 Comprehensive Program Evaluation (A3.62) Training programs are comprehensively evaluated within a five-year period to include data gathered from Levels 1-3 of the Kirkpatrick model or an equivalent. Advisory: None</p>	<p>3.19 Comprehensive Program Review (A3.13) The applicant ensures that training programs are comprehensively reviewed within a five-year period and revised, if necessary. A comprehensive review consists of, at a minimum, Levels 1-3 of the Kirkpatrick model or an equivalent. Advisory: None.</p>	Number changed. Heading changed. Standard modified.

2015 Standards - Section 4 Program Training Delivery	2020 Standards - Section 4 Program Training Delivery	Changes:
<p>4.01 Lesson Plans Are Followed Lesson plans or equivalent training guides are followed for all instruction conducted in the program. Advisory: None</p>	<p>4.01 Training Materials are Followed Training materials are followed for instruction conducted in the program. Advisory: None.</p>	<p>Heading changed. Standard modified.</p>
<p>4.02 Access to Learning Resources (A4.01) Students have access to learning resource materials and program-related equipment and receive training in its proper use. Advisory: None</p>	<p>4.02 Student Materials and/or Equipment (A4.01) Students have access to program-related materials and/or equipment. Advisory: None.</p>	<p>Heading changed. Standard modified.</p>
<p>4.03 Training Space/Equipment (A4.02) The applicant provides appropriate training space, equipment, and materials identified in the training documents to support the program. Advisory: None</p>	<p>4.03 Training Delivery Space and/or Resources (A4.02) The applicant provides training space and/or resources identified in the training materials to support the program: .01 - When delivering in-person training .02 - When delivering eTraining Advisory: .01 or .02 is potentially not-applicable. Evidence may include, but is not limited to, facilities, equipment, or hardware/software.</p>	<p>Heading changed. Standard modified. Advisory modified.</p>
<p>4.04 Student Orientation (A4.03) The applicant provides an orientation to students that include: .01 - Course goals and objectives .02 - Training schedules. .03 - Performance expectations .04 – Practical evaluation and/or written examination requirements .05 – When training is conducted in person, students receive information on fire and emergency procedures, and safety rules and regulations .06 - Code of conduct rules and requirements .07 - Disciplinary procedures Advisory: .05 is potentially not applicable.</p>	<p>4.04 Student Orientation (A4.03) The applicant provides an orientation to students that includes: .01 - program goals and/or objectives; .02 - training schedules; .03 – practical evaluation and/or written examination requirements; .04 – when training is conducted in person, students receive information on safety rules and emergency procedures; .05 - code of conduct rules and requirement; and .06 - disciplinary procedures. Advisory: .04 is potentially not applicable.</p>	<p>.03 deleted. Renumbering from .04-.07. Standard modified. Advisory modified.</p>
<p>4.05 Remedial Training and Reevaluation (A4.04) The applicant adheres to its policy for student remediation and retesting. Advisory: This standard does not apply to prerequisite requirements.</p>	<p>4.05 Remedial Training and Reevaluation (A4.04) The applicant adheres to its policy for student remediation and reevaluation. Advisory: This standard does not apply to prerequisite requirements.</p>	<p>Standard modified.</p>
<p>4.06 Role Player Preparation (A4.05) When used, role players are prepared to perform roles required by the training program. Advisory: Potentially not applicable.</p>	<p>4.06 Role Player Preparation When used, role players are prepared to perform roles required by the training program. Advisory: Potentially not applicable. Role players may include students, instructors, or staff.</p>	<p>Advisory modified.</p>
<p></p>	<p>4.07 Student Identification Protocol (A4.06) When eTraining includes unproctored examinations, protocols are in place to verify student identity. Advisory: Potentially not applicable.</p>	<p>New standard created from Section 5.</p>

2015 Standards - Section 5 Program Distance Learning	2020 Standards - Program eTraining	Changes:
<p>5.01 Appropriate Resources The program utilizes resources, platforms, instructors, and support services appropriate for distance education.</p>	<p>4.03 Training Delivery Space and/or Resources (A4.02) The applicant provides training space and/or resources identified in the training materials to support the program: .01 When delivering in-person training .02 When delivering eTraining Advisory: .01 or .02 is potentially not-applicable. Evidence may include, but is not limited to, facilities, equipment, or hardware/software.</p>	Delete 5.01 and add language to 4.03.
<p>5.02 On-line Learning Orientation The applicant provides an on-line learning orientation program that includes policies on academic integrity specific to the on-line learning.</p>	Delete	Delete
<p>5.03 Student Identification Protocol On-line courses and examinations employ appropriate protocols to verify student identity.</p>	<p>4.07 Student Identification Protocol When eTraining includes unproctored examinations, protocols are in place to verify student identity. Advisory: Potentially not applicable.</p>	Delete 5.03 and create new standard 4.07.
<p>5.04 Technical Assistance Technical assistance is available to instructors and on-line students.</p>	<p>1.04 eTraining Technical Assistance (A1.07) When conducting eTraining, technical assistance is available. Advisory: Potentially not applicable.</p>	Delete 5.04 and create new standard 1.04.

2015 Standards - Section 1 Academy Administration	2020 Standards - Section 1 Academy Administration	Changes:
A1.01 Vision, Missions, Goals The academy has established vision, mission, goals, and objectives. Advisory: None	A1.01 Vision, Missions, Goals The academy establishes vision, mission, goals, <i>and/or</i> objectives. Advisory: The intent of this standard is for the academy to have a defined purpose.	Standard modified. Advisory modified.
A1.02 Directives Procedures The academy establishes, promulgates, and reviews directives, policies, and procedures. Advisory: None	A1.02 Directives Procedures The academy establishes, promulgates, and reviews directives, policies, and procedures. Advisory: The intent of this standard is to ensure the academy has a process that supports the development, approval, and distribution of documents that govern academy operations.	No change to standard. Advisory modified.
A1.03 Organizational Structure The academy has documented an established organizational structure. Advisory: None	A1.03 Organizational Structure The academy documents and establishes organizational structure. Advisory: None.	Standard modified.
A1.04 Definition of Responsibilities The academy clearly defines, in writing, the responsibilities, authority, and accountability of personnel involved in managing, supervising, and implementing training. Advisory: Position descriptions or similar documents exist.	A1.04 Definition of Responsibilities The academy defines, in writing, the responsibilities, authority, and accountability of personnel involved in managing, supervising, and implementing training. Advisory: Position descriptions or similar documents exist.	Remove the word "clearly".
A1.05 Training Needs Determined The academy determines the short and long-term training needs of its customer base. Advisory: The intent of this standard is to determine such things as facility requirements, workload requirements, staffing levels, or projected student throughput.	A1.05 Training Needs Determined The academy determines the short and long-term training needs of its customer base. Advisory: The intent of this standard is to determine such things as facility requirements, workload requirements, staffing levels, or projected student throughput.	No change.
A1.06 Shared Responsibility Agreements (1.02) If full-time instructional staff or training facilities span multiple organizations, a written agreement/policy is in place specifying the authority and responsibilities of each party. Advisory: Potentially not applicable.	A1.06 Shared Responsibility Agreements (1.02) If full-time instructional staff or training facilities span multiple organizations, a written agreement/policy is in place specifying the authority and responsibilities of each party. Advisory: Potentially not applicable.	No change.
A1.07 Risk Assessment Process (1.04) When conducting inherently dangerous training as identified by the agency, the academy ensures that a risk assessment process identifies and mitigates training risk. Advisory: Potentially not applicable.	A1.07 eTraining Technical Assistance (1.04) When conducting eTraining, technical assistance is available. Advisory: Potentially not applicable.	Delete original standard. See A3.06 for risk assessment. New standard created from Section 5.
A1.08 Facility Security The academy has implemented facility security measures for its academy. Advisory: Controls are in place for such things as facility access, protection of property, and identification of individuals.	A1.08 Facility Security The academy implements facility security measures. Advisory: Controls are in place for such things as facility access, protection of property, and identification of individuals.	Standard modified.
A1.09 Environmental/Occupational Safety The academy establishes environmental, fire, and occupational safety guidelines for training facilities, and compliance is documented annually. Advisory: Inspections are completed to ensure training is conducted in facilities that are safe from environmental, safety, and fire hazards. Evidence may include copies of inspection reports or completed check sheets.	A1.09 Environmental/Occupational Safety If the academy has training facilities, it adheres to environmental, fire, and occupational safety guidelines. Advisory: Potentially not applicable. Inspections are completed to ensure training is conducted in facilities that are safe from environmental, safety, and fire hazards. Evidence may include copies of inspection reports or completed check sheets	Standard modified. Advisory modified.

2015 Standards - Section 1 Academy Administration	2020 Standards - Section 1 Academy Administration	Changes:
<p>A1.10 COOP The academy has in place and reviews a Continuity of Operations Plan (COOP). Advisory: The plan documents how to continue/resume operations in response to an unforeseen catastrophic event.</p>	<p>A1.10 COOP The academy has, and reviews, a Continuity of Operations Plan (COOP). Advisory: The plan documents how to continue/resume operations in response to an unforeseen catastrophic event.</p>	Standard modified.
<p>A1.11 Security of Computerized Records If a computerized training record system is used, the academy ensures protocols are followed for computerized training-related records. These protocols include security access, backup, and storage of files and equipment. Advisory: Potentially not applicable.</p>	Delete	Delete.
<p>A1.12 Dissemination of Information The academy controls the dissemination of sensitive and need to know information. Advisory: This includes personal information, law enforcement sensitive information, Privacy Act, Freedom of Information Act, and other forms of sensitive, but unclassified information.</p>	Delete	Delete.
<p>A1.13 Budget and Accounting Process (1.11) The academy projects and tracks expenditures for each training program. Advisory: None</p>	<p>A1.11 Budget and Accounting Process (1.11) The academy projects and tracks expenditures for each training program. Advisory: None</p>	Number changed.
<p>A1.14 Training Equipment Maintenance (1.05) Training equipment is properly maintained in accordance with organizational policy or industry standards. Advisory: None</p>	<p>A1.12 Training Equipment Maintenance (1.05) Training equipment is properly maintained in accordance with organizational policy or industry standards. Advisory: None</p>	Number changed.
<p>A1.15 Suspension of Hazardous Training (1.06) The applicant suspends or discontinues training activities that become hazardous due to exigent circumstances. Advisory: The intent of this standard is to address such things as inclement or adverse weather conditions, accidents, equipment failure, power outage, etc.</p>	<p>A1.13 Suspension of Hazardous Training (1.06) The academy suspends or discontinues training activities that become hazardous due to exigent circumstances. Advisory: The intent of this standard is to address such things as inclement or adverse weather conditions, accidents, equipment failure, power outage, etc.</p>	Number changed. Applicant changed to academy.
<p>A1.16 Copyrighted Material (1.07) The applicant complies with applicable licensing and copyright laws. Advisory: None</p>	<p>A1.14 Copyrighted Material (1.07) When copyrighted materials are used, the academy complies with relevant rules and laws. Advisory: Potentially not applicable.</p>	Number changed. Standard modified. Advisory modified.
<p>A1.17 Program Recordkeeping (1.08) The applicant maintains records for each offering of the training program. At a minimum each record will include: .01 - Curriculum content (syllabus, lesson plans and other training materials); .02 - A listing of all instructors and other instructional personnel indicating the actual class in which each presented or participated; .03 - Inclusive dates the program is conducted and actual dates and times when each segment of training occurs; .04 - Roster of participants in each iteration; .05 - Practical evaluations and/or written examinations and keys; .06 - If electronic records are maintained, there are procedures for security, including access, storage of files, backup, and equipment. Advisory: The last bullet is potentially not applicable.</p>	<p>A1.15 Program Recordkeeping (1.08) The academy maintains records for each offering of the training program. At a minimum, each record will include: .01 - curriculum content (e.g., syllabi, lesson plans, training materials, etc.); .02 - a listing of all instructors and other instructional personnel indicating the actual block of instruction in which each presented or participated; .03 - inclusive dates the program is conducted and actual dates and times when each segment of training occurs; .04 - roster of participants; .05 - practical evaluations and/or written examinations and keys; Advisory: None.</p>	Number change. .02 modified. .04 modified. .06 deleted. Advisory modified.

2015 Standards - Section 1 Academy Administration	2020 Standards - Section 1 Academy Administration	Changes:
<p>A1.18 Student Recordkeeping (1.09) The applicant maintains records for each student attending the program. At a minimum each record will include:</p> <p>.01- If the training has prerequisites, documentation that verifies the student met all prerequisites for attending the training course;</p> <p>.02 - A complete record of the students' training evaluations (grades, scores, final results);</p> <p>.03 - Documentation of any exceptions or waivers requested or granted to the student;</p> <p>.04 - Documentation that verifies the student successfully completes the training course;</p> <p>.05 - If electronic records are maintained, there are procedures for security, including access, storage of files, backup, and equipment.</p> <p>Advisory: .01 and .05 are potentially not applicable.</p>	<p>A1.16 Student Recordkeeping (1.09) The academy maintains records for each student attending the program. At a minimum, each record will include:</p> <p>.01- if the training has prerequisites, documentation that verifies the student met all prerequisites for attending the training program;</p> <p>.02 - a complete record of the students' training evaluations (grades, scores, final results);</p> <p>.03 - documentation of any exceptions, waivers, or reasonable accommodations requested or granted to the student;</p> <p>.04 - documentation that verifies the student successfully completes the training program;</p> <p>Advisory: .01 is potentially not applicable.</p>	<p>Number changed. Applicant changed to academy. .03 modified. .05 deleted. Advisory modified.</p>
<p>A1.19 Training Records Management (1.10) The applicant follows procedures for the physical security, management, retention, release, and destruction of training-related records.</p> <p>Advisory: None</p>	<p>A1.17 Training Records Management (1.10) The academy follows procedures for program-related and student training records (physical and/or electronic), regarding:</p> <p>.01 - security; .02 - release; .03 - retention; and .04 - destruction.</p> <p>Advisory: The intent of the standard is to address processes associated with program and student record keeping, and may include such items as transcript requests, FOIA requests, system backup notifications, records access logs, external requests for training materials, etc.</p>	<p>Number changed. Standard modified. Advisory modified.</p>
<p>A1.20 Medical Clearance Process (1.12) If physical activity is a required part of the curriculum, the agency has a medical clearance process.</p> <p>Advisory: Potentially not applicable.</p>	<p>A1.18 Medical Clearance Process (1.12) If physical activity is a required part of the curriculum, the academy adheres to its policy for medical clearance.</p> <p>Advisory: Potentially not applicable.</p>	<p>Number changed. Agency changed to academy.</p>
<p>A1.21 Student Misconduct Process (1.13) The applicant provides notification, adjudication, and redress for allegations of student misconduct.</p> <p>Advisory: None</p>	<p>A1.19 Student Misconduct Process (1.13) The academy adheres to its policy for student misconduct.</p> <p>Advisory: Evidence may include documentation of notification, adjudication, and/or redress for allegations of student misconduct.</p>	<p>Number changed. Standard modified.</p>

2015 Standards - Section 2 Academy Training Staff	2020 Standards - Section 2 Academy Training Staff	Changes:
<p>A2.01 Staff Orientation The applicant provides written information and an orientation to training staff that includes: .01 - Agency and academy mission and vision .02 - Program goals and objectives .03 - Code of conduct .04 - Violations and consequences of prohibited conduct .05 - Organizational Structure .06 - Safety rules/regulations and procedures Advisory: None</p>	<p>A2.01 Staff Orientation (2.01) The academy provides an orientation to training staff that includes: .01 - applicant's mission and/or vision; .02 - program goals and/or objectives; .03 - code of conduct; .04 - violations and consequences of prohibited conduct; .05 - organizational Structure; and .06 - safety rules/regulations and procedures. Advisory: None.</p>	<p>Change applicant to academy. "Written information" removed. .01 modified. .02 modified.</p>
<p>A2.02 New Instructors Monitored The applicant monitors and mentors newly assigned instructors. Advisory: None</p>	<p>A2.02 New Instructors Monitored (2.02) The academy monitors, and provides guidance/feedback to newly assigned instructors. Advisory: None.</p>	<p>Standard modified.</p>
<p>A2.03 Basic Instructional Training The applicant ensures and documents that instructors receive basic instructional skills training. Advisory: None</p>	<p>A2.03 Basic Instructional Training (2.03) The academy ensures and documents that instructors receive basic instructional skills training. Advisory: None.</p>	<p>Change applicant to academy.</p>
<p>A2.04 Instructors Maintain Expertise The applicant ensures instructors maintain current expertise in the subject matter through operational participation, field observation, or specialized training. Advisory: None</p>	<p>A2.04 Maintain Subject Matter Expertise (2.04) The academy ensures and documents development of its instructor staff in their area of expertise through formal or informal training, operational participation, or field observation. Advisory: Evidence may include items such as, reviewing operational reports, journal article reviews, TDY assignments to the field, town halls, recertification, etc.</p>	<p>Heading modified. Standard modified. Advisory modified.</p>
<p>A2.05 EEO/Sexual Harassment/Other Training The academy requires all training staff to successfully complete required training on EEO, Sexual Harassment, and other mandated training. Advisory: None</p>	<p>A2.05 EEO and Harassment Training The academy requires all training staff to complete training in EEO and harassment. Advisory: Training may include EEO, Sexual Harassment, No-Fear Act, etc.</p>	<p>Heading modified. Standard modified. Advisory modified.</p>
<p>A2.06 Instructor Qualification Guidelines The applicant adheres to instructor qualification guidelines for all types of instructors utilized. Advisory: None</p>	<p>A2.06 Other than Full-Time Instructor Quality Assurance (2.08) When an academy has other than full-time instructors, the applicant ensures that training quality is maintained. Advisory: Potentially not applicable. The intent of this standard is to address instructors that are part-time, adjunct, detailed, coaches, mentors, field advisors, etc.</p>	<p>Standard modified. Advisory modified.</p>
<p>A2.07 Approved Instructors Used The academy verifies and documents that only approved instructors are used for program delivery. Advisory: None</p>	<p>Delete</p>	<p>Delete.</p>

2015 Standards - Section 3 Academy Training Development	2020 Standards - Section 3 Academy Training Development	Changes:
A3.10 Uses Systematic Approach The academy uses an industry-recognized, systematic approach to training development. Advisory: None	A3.01 Uses Systematic Approach The academy uses an industry-recognized, systematic approach to training development. Advisory: None.	Number changed.
A3.11 Archiving System (3.01) The academy maintains an archiving system for all program and curriculum development documents. Advisory: None	A3.02 Curriculum Archive (3.01) The academy uses an archiving system to store and retrieve curriculum development/ revision documents. Advisory: None.	Number changed. Heading modified. Standard modified.
A3.12 Evaluation/Examination Security (3.02) Practical evaluations and written examination question banks are developed, approved, secured, administered, and maintained for all programs. Advisory: None	A3.03 Examination and/or Evaluation Security (3.02) The academy develops, approves, secures, and administers examinations and/or evaluation(s) within the program: .01 - When using written examinations(s) .02 - When using practical evaluation(s) Advisory: .01 or .02 is potentially not applicable.	Number changed. Heading modified. Standard modified. Advisory modified.
A3.21 Learning Objectives Sequenced (3.22) Learning objectives are sequenced to facilitate student progress from one level of skill and knowledge to another.	A3.04 Objectives Sequenced (3.06) Objectives are sequenced to facilitate student progress from one level of skill and knowledge to another. Advisory: None.	Number changed. Heading modified. Standard modified.
A3.22 Students Evaluated on Objectives (3.23) Students are evaluated on each learning objective. All written examination questions and practical evaluation criteria are referenced to one or more learning objectives. Advisory: An objective-to-test item matrix may be used to demonstrate this relationship.	A3.05 Students Evaluated on Objectives (3.07) Students are evaluated on each objective. All evaluation criteria are referenced to one or more objectives. Advisory: An objective-to-test item matrix may be used to demonstrate this relationship.	Number changed. Standard modified.
A1.07 Risk Assessment Process When conducting inherently dangerous training as identified by the agency, the academy ensures that a risk assessment process identifies and mitigates training risk. Advisory: Potentially not applicable.	A3.06 Risk Assessment and Safety Protocols (3.09) When training is inherently dangerous and/or creates potential safety risks, the applicant conducts risk assessments and implements procedures to mitigate identified hazards. Advisory: Potentially not applicable. The intent of this standard is to show how the risk assessment is applied to the training.	New standard created from A1.07.
A3.31 Lesson Plans (3.31) Lesson plans describe learning activities in sufficient detail to ensure consistent delivery of instruction. Advisory: None	A3.07 Training Materials (3.10) Training materials describe activities to ensure consistent delivery of instruction. Advisory: Items may include, but are not limited to, lesson plans, instructor guides, program(s) of instruction, presentations with instructor notes, etc.	Number changed. Heading changed. Standard modified. Advisory modified.
A3.32 Review/Approval of Training Materials (3.33) Lesson plans, training guides, and other training materials are reviewed and approved prior to their use. Advisory: None	A3.08 Review and Approval of Training Materials (3.11) Training materials are reviewed and approved prior to their use. Advisory: Items may include, but are not limited to, lesson plans, instructor guides, program(s) of instruction, presentations with instructor notes, etc.	Number changed. Heading changed. Standard modified. Advisory modified.

2015 Standards - Section 3 Academy Training Development	2020 Standards - Section 3 Academy Training Development	Changes:
<p>A3.41 Pilot Completed (3.41) Prior to formal delivery of training, programs are pilot tested using a sample of the target population generating data to support evaluation and potential revision. Advisory: The pilot requirement addresses new or revised programs. Periodic revisions to lesson plans do not require a full pilot.</p>	<p>A3.09 Pilot Completed (3.12) Programs are pilot tested with documented results. Advisory: The pilot requirement addresses new or revised programs. Ongoing maintenance to training materials may not require a pilot.</p>	<p>Number changed. Standard modified. Advisory modified.</p>
<p>A3.51 Pass/Fail (Cut) Score (3.51) The applicant sets the pass/fail (cut) score consistent with the purpose of the credential and the established standard of competence for the profession, occupation, role, or skill. Advisory: None</p>	<p>A3.10 Examination and/or Evaluation Criteria (3.13) The academy establishes the standard(s) of competence: .01 - When using written examinations(s) .02 - When using practical evaluation(s) Advisory: .01 or .02 is potentially not applicable. As an example, training programs may use numerical cut scores, pass/fail, go/no go, sat/unsat, or other methods for documenting participant completion of written exams, laboratory/practical exercises, performance activities, or other assessment tools used to evaluate the standard(s) set by the training organization.</p>	<p>Number changed. Heading changed. Standard modified. Advisory modified.</p>
<p>A3.52 Equivalent Written Examinations (3.52) When written examinations are used, multiple versions must be available and evaluate the same objectives. Advisory: An objective-to-test item matrix is one way of showing this. Potentially not applicable.</p>	<p>A3.11 Equivalent Written Examinations (3.14) When written examinations are used, multiple versions must be available and evaluate the same objectives. Advisory: Potentially not applicable. An objective-to-test item matrix may be used.</p>	<p>Number changed. Advisory modified.</p>
<p>A3.53 Equivalent Practical Evaluations (3.53) When different versions of practical evaluations are used, the evaluated objectives must remain the same. Advisory: An objective-to-test item matrix is one way of showing this. Potentially not applicable.</p>	<p>A3.12 Equivalent Practical Evaluations (3.15) When different versions of practical evaluations are used, the evaluated objectives must remain the same. Advisory: Potentially not applicable. An objective-to-test item matrix may be used.</p>	<p>Number changed. Advisory modified.</p>
<p>A3.61 Student Reaction Survey – Level 1 (3.54) The academy compiles, reviews, and reports the results of student reaction surveys (Level 1 of the Kirkpatrick model or an equivalent). Advisory: None</p>	<p>Delete</p>	<p>Delete.</p>
<p>A3.62 Comprehensive Program Evaluation (3.57) The academy ensures that training programs are comprehensively evaluated within a five-year period and revised if necessary. A comprehensive evaluation consists of, at a minimum, Levels 1-3 of the Kirkpatrick model or an equivalent. Advisory: None</p>	<p>A3.13 Comprehensive Program Review (3.19) The academy ensures that training programs are comprehensively reviewed within a five-year period and revised, if necessary. A comprehensive review consists of, at a minimum, Levels 1-3 of the Kirkpatrick model or an equivalent. Advisory: None.</p>	<p>Number changed. Heading changed. Standard modified.</p>

2015 Standards - Section 4 Academy Training Delivery	2020 Standards - Section 4 Academy Training Delivery	Changes:
A4.01 Students - Access to Learning Resources (4.02) Students have access to learning resource materials and program-related equipment and receive training in its proper use. Advisory: None	A4.01 Student Materials and/or Equipment (4.02) Students have access to program-related materials and/or equipment. Advisory: None.	Heading changed. Standard modified.
A4.02 Training Space/Equipment (4.03) The applicant provides appropriate training space, equipment, and materials identified in the training documents to support the program. Advisory: None	A4.02 Training Delivery Space and/or Resources (4.03) The academy provides training space and/or resources identified in the training materials to support the program: .01 - When delivering in-person training .02 - When delivering eTraining Advisory: .01 or .02 is potentially not-applicable. Evidence may include, but is not limited to, facilities, equipment, or hardware/software.	Heading changed. Standard modified. Advisory modified.
A4.03 Student Orientation (4.04) The applicant provides an orientation to students that include: .01 - Course goals and objectives .02 - Training schedules. .03 - Performance expectations .04 – Practical evaluation and/or written examination requirements .05 – When training is conducted in person, students receive information on fire and emergency procedures, and safety rules and regulations .06 - Code of conduct rules and requirements .07 - Disciplinary procedures Advisory: .05 is potentially not applicable.	A4.03 Student Orientation (4.04) The academy provides an orientation to students that includes: .01 - program goals and/or objectives; .02 - training schedules; .03 – practical evaluation and/or written examination requirements; .04 – when training is conducted in person, students receive information on safety rules and emergency procedures; .05 - code of conduct rules and requirements; and .06 - disciplinary procedures. Advisory: .04 is potentially not applicable.	.03 deleted. Renumbering from .04-.07. Standard modified. Advisory modified.
A4.04 Remedial Training and Reevaluation (4.05) The applicant adheres to its policy for student remediation and retesting. Advisory: This standard does not apply to prerequisite requirements.	A4.04 Remedial Training and Reevaluation (4.05) The academy adheres to its policy for student remediation and reevaluation. Advisory: This standard does not apply to prerequisite requirements.	Standard modified.
A4.05 Role Player Preparation (4.06) If professional role players are used, the academy has a process for acquiring, preparing, and evaluating them. Advisory: Potentially not applicable.	A4.05 Role Player Preparation If professional role players are used, the academy has a process for acquiring, preparing, and evaluating them. Advisory: Potentially not applicable.	No changes.
	A4.06 Student Identification Protocol (4.07) When eTraining includes unproctored examinations, protocols are in place to verify student identity. Advisory: Potentially not applicable.	New standard created from Section 5.

2015 Standards - Section 5 Academy Distance Learning	2020 Standards - Academy eTraining	Changes:
<p>A5.01 Appropriate Resources The program utilizes resources, platforms, instructors, and support services appropriate for distance education.</p>	<p>A4.02 Training Delivery Space and/or Resources (4.03) The academy provides training space and/or resources identified in the training materials to support the program: .01 When delivering in-person training .02 When delivering eTraining Advisory: .01 or .02 is potentially not-applicable. Evidence may include, but is not limited to, facilities, equipment, or hardware/software.</p>	Delete 5.01 and added language to A4.02.
<p>A5.02 On-line Learning Orientation The applicant provides an on-line learning orientation program that includes policies on academic integrity specific to the on-line learning.</p>	Delete	Delete.
<p>A5.03 Student Identification Protocol On-line courses and examinations employ appropriate protocols to verify student identity.</p>	<p>A4.06 Student Identification Protocol (4.07) When eTraining includes unproctored examinations, protocols are in place to verify student identity. Advisory: Potentially not applicable.</p>	Delete A5.03 and create new standard A4.06.
<p>A5.04 Technical Assistance Technical assistance is available to instructors and on-line students.</p>	<p>A1.07 eTraining Technical Assistance (1.04) When conducting eTraining, technical assistance is available. Advisory: Potentially not applicable.</p>	Delete A5.04 and create new standard A1.07.

GLOSSARY

The glossary terms have been moved to the back of the manual.

ACADEMY – A designated training organization, including staff, facilities, etc., that conducts basic training, specialized, and/or advanced training for federal law enforcement and/or support personnel.

ACADEMY ACCREDITATION – Organizational-level recognition that all training programs that an academy manages are administered, developed, and delivered according to the FLETA standards. To be eligible for academy accreditation, a training organization must achieve accreditation for all law enforcement service basic training programs (as defined in the glossary) and either use a FLETA accredited basic instructor training program or achieve accreditation for its basic instructor training program. To be eligible for academy accreditation, a training organization without basic training programs must achieve accreditation for their primary program(s) and either use a FLETA accredited basic instructor training program or achieve accreditation for its basic instructor-training program. Attainment of academy accreditation does not confer accreditation to all programs under the academy.

ACCREDITATION – The Recognition bestowed by the FLETA Board that an academy/program is in of compliance with the FLETA standards. by academies and training programs.

ACCREDITATION MANAGER (AM) – The individual(s) assigned by the agency-TO to manage accreditation activities for one or more applicant-academies/programs. The AM is the person(s) responsible for all aspects of the TO's accreditation activities and materials. The AM serves as the primary point(s) of contact for the OA Program Manager.

ADVISORY – Information provided with that provides additional guidance to a FLETA standard. to provide additional guidance.

AGENCY – Federal organization that trains personnel to perform and/or support a law enforcement mission.

AND/OR – A function word to indicate that two words or items are to be taken together or individually. Academies/programs that perform both expressions are expected to use the function word “and,” while academies/programs that perform only one of the items would use the function word “or.”

ANNUAL REPORT – A report submitted annually by accredited academies/programs. The Annual Report advises the FLETA Board of any significant changes that would have an impact on accreditation status.

APPLICANT – An agency-training organization seeking accreditation for an academy/erprogram.

ASSESSOR – An individual who has successfully completed the assessor qualification process, which includes the FLETA OA's Assessor Training Program, on-the-job training OJT, and other requirements established by the OA Executive Director. Only federal employees may serve on FLETA assessments.

AUTHORIZING OFFICIAL (AO) – A senior official of an applicant agency who has the authority to enter into a written agreement to apply for FLETA accreditation. The AO should have the authority to obligate funds, make budget decisions and policy changes, and assign personnel.

BASIC INSTRUCTOR TRAINING – A foundational training program designed to prepare new instructors for full-time assignment to a training academy. The training should incorporate a number of instructional methodologies such as lectures, discussions, demonstrations, role-plays, facilitation, and practical exercises.

<p>BASIC TRAINING PROGRAM – An entry-level program that is transitional to law enforcement service and provides training on critical competencies and responsibilities, or has a nexus to law enforcement service. Successful completion of a basic training program is generally a requirement for appointment to a law enforcement service job or job series.</p>
<p>BOARD REVIEW COMMITTEE (BRC) – Members of the FLETA Board designated to review academies and programs for FLETA accreditation. The BRC reviews the FLETA Assessment Report, asks questions of the applicant and FLETA assessment team leader TL, and provides recommendations for accreditation to the FLETA Board regarding.</p>
<p>CONTINUITY OF OPERATIONS PLAN (COOP) – A plan developed by an applicant to continue operations during a period of business interruption due to unforeseen circumstances, such as power outages, natural disasters, or terrorist attacks. The plan must address the process for the safety of agency students, training staff, and resources. The plan may be referred to by different names, such as Disaster Recovery Plan or Business Resumption Plan.</p>
<p>CORRECTIVE ACTION PLAN (CAP) – A plan developed by the applicant to correct deficiencies identified during the self-assessment, FLETA assessment, Annual Report, if granted Provisional Accreditation by the FLETA Board, or possibly submitted any time by the organization during reaccreditation.</p>
<p>COURSE – See Training Program.</p>
<p>DIRECTIVE/POLICY – Any administrative document that is written and published with vested authority to control or direct processes and personnel within the organization.</p>
<p>DISTANCE LEARNING TRAINING PROGRAM – Courses or groups of training sessions delivered using electronic media and/or blending electronic with traditional delivery methods for specific audiences on a recurring basis. Distance Learning Training Programs have an expectation that learning will occur and/or performance will improve, or that a prescribed level of proficiency will be achieved, as evidenced by an appropriate evaluation tool.</p>
<p>eTRAINING – Training sessions delivered, in whole or in part (blended), with technology and accessed through a network (intra or internet) or experienced via portable media, for a specific audience on a recurring basis. eTraining:</p> <ul style="list-style-type: none"> - may be supported synchronously or asynchronously by an instructor/facilitator who is not in the same location as the student(s); - is tested online or in-person, and the results of the evaluated material are a requirement for successful completion of the program; - has an expectation that learning will occur and/or performance will improve, or that a prescribed level of proficiency will be achieved, as evidenced by an appropriate evaluation tool; but, - does not apply to electronic materials, systems, or technologies used only to support and/or enhance in-person delivery.
<p>eTRAINING: COMPUTER-BASED TRAINING (CBT) – A self-paced mode of training accessed via computer, CD Rom, or DVD, which may not be dependent upon a network for delivery. This training is typically self-paced and may not require an instructor/facilitator.</p>
<p>eTRAINING: DELIVERY ASYNCHRONOUS – Interaction that does not take place at a designated time. An example includes, but is not limited to, self-paced online training, supported by an instructor/facilitator.</p>
<p>eTRAINING: DELIVERY SYNCHRONOUS – A real time, instructor/facilitator-led eTraining event, in which the instructor/facilitator maintains control of the class, and students are able to interact. Examples of content delivery include, using audio or videoconferencing, web-based platforms, or two-way live broadcasts of lectures to students in a classroom.</p>

eTRAINING: INSTRUCTOR/FACILITATOR – An individual assigned to support the delivery of eTraining.
eTRAINING: WEB-BASED TRAINING (WBT) – A self-paced mode of training accessed through a network (intranet or internet).
EVALUATION – A systematic process conducted to observe and judge how well individuals, procedures, or programs have met the objectives or goal of the training program. Evaluation is used for many purposes including, but not limited to, verifying the attainment of a standard of competence; analyzing the various aspects of the program, instruction, and support/administrative elements of the training; and validating or identifying the effectiveness of the program based on job performance and/or field expectation.
EXTENSION – Additional time granted to an applicant by the FLETA OA Executive Director and/or Board Chairperson to complete a step in the accreditation process that has been delayed due to unforeseen circumstances.
FACILITY – A physical structure or property used to conduct law enforcement training or provide support for instruction.
FLETA ASSESSMENT – The process of reviewing an applicant's proofs of compliance with the FLETA standards. The FLETA OA directs the FLETA assessment and uses a team of qualified individuals to formally assess an academy/ or program in preparation for review by the Board Review Committee-BRC.
INDIVIDUAL STANDARD COMPLIANCE REPORT (ISCR) – A FLETA form completed by the applicant, which serves as the table of contents for each standard, listing the proofs of compliance and other academy/program information.
INHERENTLY DANGEROUS TRAINING – Training that has the potential to cause personal injury and/or damage to equipment/property.
INSTRUCTIONAL STAFF – Individuals who provide instruction on behalf of the TOagency. Instructors may be full-time, part-time, adjunct, detailed, facilitators, coaches, mentors, field advisors, guest presenters, subject matter experts, etc. as defined by the TOagency. (added descriptors used in 2.08)
INSTRUCTIONAL SYSTEMS DESIGN (ISD) – See Systematic Approach to Training. These phases include analysis, design, development, implementation, and evaluation.
JOB TASK ANALYSIS (JTA) – A formal process for developing a list of tasks for a specific job or part of a job (function) in which the duties, tasks, knowledge, skills, and abilities are determined for a set of job responsibilities for a particular position of employment. The analysis is usually developed in consultation with incumbent employees, supervisors, and others familiar with the job. All aspects of the job – mental, physical, and attitudinal – are included in the analysis. The JTA provides reasonable assurance that tasks essential to a job are identified for training. The JTA typically serves as the foundation for training design and delivery.
LESSON PLAN – See Training Materials.
LESSON PLAN – A document that outlines a specific training plan to guide instructor and trainee activities, learning objectives, lesson content, and resources necessary for the consistent conduct of training.
LEVEL 1 (Kirkpatrick's Model) – Measures the degree the participant reacts favorably to training. Student feedback or critique forms are usually used to collect Level 1 data.
LEVEL 2 (Kirkpatrick's Model) – Measures the degree participants acquire the intended knowledge, skills, and abilities based on their participation in the training. Written examinations and practical evaluations are examples of tools used to collect Level 2 data.

<p>LEVEL 3 (Kirkpatrick's Model) – Measures the degree participants apply what they learned when they are back on the job. There are several ways to collect Level 3 feedback including analyzing operational data, conducting trend analysis, conducting surveys and/or interviews with students and their supervisors or other personnel who directly observe the graduates' performance, etc.</p>
<p>MEMO TO FILE – A memorandum, signed by the AO, or designee, used as evidence in the file when the academy/program had no opportunity to employ a particular directive/policy as it relates to the standard for a specific year(s).</p>
<p>MODEL PRACTICE – A policy, practice, or procedure that is notable as an efficient and effective method for meeting the agency/TO's mission. Model Practices are successful at delivering and/or improving/delivering outcomes for a particular TO/agency and may have the potential for achieving process improvement for other agency/organizations as well. They are available for informational purposes and are not requirements.</p>
<p>NON-COMPLIANCE – A determination that the process or actions associated with the standard does not meet the requirements (i.e., the system or process is absent or does not meet the requirements). A determination made by the FLETA Board in which the process or actions associated with the standard does not meet the requirements (i.e., the system or process is absent or does not meet the requirements) or that the academy/program is not following its own directive(s)/policy(policies).</p>
<p>NOT APPLICABLE (N/A) – A determination that a specific standard does not apply to an academy or program based upon the nature of operations of the academy or program. The words "If" or "When" identify standards that could be designated as Not Applicable. An acknowledgment, requested by the applicant/academy, from the OA Executive Director and validated by the FLETA assessment team through an interview and/or observation that a specific standard does not apply to an academy/program based upon the nature of operations. The words "If" or "When" identify standards that could be considered N/A.</p>
<p>OBJECTIVES - Descriptions of expectations that learners must be able to exhibit before they are considered competent. Objectives outline:</p> <ul style="list-style-type: none"> • the desired performance – what must be known or demonstrated; • the condition – the environment or circumstances in which the performance must be accomplished; and • the standard – the level of proficiency required to demonstrate an acceptable level of competence for the task or job.
<p>PROGRAM MANAGER (PM) – The individuals within the FLETA Office of Accreditation OA responsible for consulting with and assisting assigned applicants for FLETA accreditation.</p>
<p>PILOT – A trial offering of any training course/program on a representative sample of the target population to gather data on the effectiveness of instruction, criterion test performance, and time to complete the training. The initial offering(s) of any training program or block(s) within the program to gather data on the effectiveness of instruction, results of student performance, and time to complete the training.</p>
<p>PRACTICAL EVALUATION – A training session in which students, under the supervision/evaluation of an instructor(s), participate in a scenario or role-play, in- basket, hands-on, presentation, laboratory, or other exercise/activity in which where the student's use of the knowledge and skills learned is graded or evaluated.</p>
<p>PREREQUISITE – An established requirement set by the academy/program that the students must meet in order to be accepted/admitted into a training program.</p>

<p>PROFESSIONAL ROLE-PLAYER – Any person paid or contracted for the sole purposes of role-playing in law enforcement training scenarios during training activities. See Role Player for differentiation.</p>
<p>PROGRAM ACCREDITATION – The recognition by the FLETA Board that a training program is administered, developed, and delivered according to the FLETA standards.</p>
<p>PROOFS OF COMPLIANCE – Evidence of adherence to a standard in the form of directive/policy and supporting evidence, which may be supported by interviews and/or observations.</p>
<p>PROVISIONAL ACCREDITATION – Status granted by the FLETA Board when an applicant requires additional time, not to exceed the date of the next scheduled FLETA Board meeting, to successfully complete an approved Corrective Action Plan CAP in order to be in compliance with all applicable FLETA Standards.</p>
<p>QUALIFIED ASSESSOR – An individual who has successfully completed the assessor qualification process, which includes the FLETA OA's Assessor Training Program, on-the-job training, and other requirements established by the OA Executive Director.</p>
<p>REACCREDITATION – A fresh look at an academy/program to ensure continued compliance with the FLETA standards. The assessment for reaccreditation is conducted essentially the same as an initial assessment, e.g., files addressing each standard must contain the written directive/policy and supporting evidence to demonstrate that the agency is adhering to its policy, but the files must include all directives/policies in effect during the reaccreditation cycle and evidence for each year of the reaccreditation cycle.</p>
<p>REVISION – A process for conducting, documenting, and approving the revision phase of the systematic approach to training.</p>
<p>RISK ASSESSMENT – An analysis conducted by an TO agency to determine the potential risks to personnel, property, and facilities. The TO and/or those involved in program development should be aware of the risks associated with each training program and take appropriate and reasonable measures to mitigate risks identified through the risk assessment.</p>
<p>ROLE-PLAYER – A participant who acts out a role for the purposes of practicing a skill or set of skills, or to simulate a real working situation. Role-players follow written or verbal instructions to ensure that the objective(s) of the exercise or scenario are maintained in support of the learning/improvement/development of skills or competencies. Role-players may include, but are not limited to, students, staff, or instructors. See Professional Role-Player for differentiation.</p>
<p>SELF-ASSESSMENT – A step in the accreditation process initiated and directed by the applicant in which a team of assessors, selected by the applicant, reviews the academy/program in preparation for the FLETA assessment.</p>
<p>SELF-ASSESSMENT MEMORANDUM (SAM) – A written certification that a self-assessment has been completed and that the applicant believes its academy/program for which accreditation is being sought meets is fully compliant with the FLETA standards. The SAM must be provided to the FLETA Office of Accreditation OA no later than 60 days before prior to the FLETA assessment begins.</p>
<p>SPECIALIZED/ADVANCED TRAINING – Training for special long-term assignments, special endorsements, or advanced skills, such as Special Weapons Action Teams, hostage negotiation, counter-terrorism, white-collar crime, etc. These programs may be provided for a single agency TO or to multiple TOs agencies that share the law enforcement responsibility.</p>

STANDARD – A criterion established by authority, custom, or general consent, and used as a model or example. A single or multiple requirements that must be met by the applicant.
SUBJECT MATTER EXPERT (SME) – An individual with the special skill or knowledge representing mastery of a particular subject.
SYSTEMATIC APPROACH TO TRAINING (SAT) – A systematic method for establishing and maintaining training programs to ensure that essential knowledge and skills are identified, taught, and evaluated for successful job performance.
TEAM LEADER (TL) – An individual appointed to lead the assessment team through all phases of the assessment.
TRAINING MATERIALS – Lesson plans, instructor guides, programs of instruction, presentations with instructor notes, or other similar documents that outline instruction to be followed.
TRAINING ORGANIZATION – A federal entity or group that is responsible for funding, managing, developing, and/or delivering training on behalf of a federal branch, department, agency, office, council, independent establishment, and/or government corporation. To be eligible for FLETA accreditation, the training organization must be a federal entity and the training must be funded through federal appropriations to support a federal law enforcement mission.
TRAINING PROGRAM – Blocks , courses, groups of training sessions, or learning activities conducted for specific audiences on a recurring basis, with the expectation that learning will occur and/or performance will improve, or that a prescribed level of proficiency will be achieved, as evidenced by an appropriate evaluation tool (i.e. training program must include Levels 1, 2, and 3 or an equivalent). Training programs may be in-person, eTraining, or blended.
UNPROCTORED – Evaluations that are not directly monitored during delivery.
WAIVER – Granted by the FLETA Board for a temporary condition that does not allow the academy/program to meet a standard.
WITHDRAWAL – A memorandum, signed by the AO, used to cancel a current application for academy/program accreditation.