FEDERAL LAW ENFORCEMENT TRAINING ACCREDITATION

FLETA Board Meeting Schedule

Federal Law Enforcement Training Centers – Glynco, GA
November 1-3, 2016

Tuesday, November 1, 2016

Business Attire		**Business Casual**
FLETA Board – Bldg. 912, Conf. Rm.		***Accreditation Community – Bldg.262, Rms. 2010/2011***
8:00 a.m. - noon	***Executive Session***	***Training***
8:30 – 9:30 a.m.	**Official Photo**	
Noon	***Lunch on your own***	***Lunch on your own***
1:00 - 5:00 p.m.	***Executive Session***	***Training***

Wednesday, November 2, 2016
Business Attire

8:00 – 11:00 a.m. Board Review Committee A – Bldg. 912, Auditorium

FLETC	*Rural Police Officer Training Program*
FLETC	*Law Enforcement Instructional Skills Training Program*
FLETC	*Law Enforcement Driver Instructor Training Program*
FLETC	*Boat Operators Anti-Terrorism Training Program*
IRS	*Special Agent Basic Training Program*
IRS	*National Criminal Investigation Training Academy*

8:00 – 11:00 a.m. Board Review Committee B – Bldg. 912, Conf. Rm.

FEMA	*Field Force Operations*
U.S. Mint	*Field Training Program*
USCG	*Basic Tactical Operators Course*
USCG	*Basic Boarding Officers Course*
NCIS	*Basic Physical Security Training Program*
NASA	*Federal Arrest Authority Basic Program*

8:00 – 11:00 a.m. Board Review Committee C – Bldg. 99, Rm. 121

DOI	*Investigator Training Program*
AFOSI	*Basic Extension Program*
FBI	*Instructor Development Program*
AFSF	*Basic Officer Course*
AFSF	*Apprentice Course*
TIGTA	*Special Agent Advanced Training Program*

Noon – 1:00 p.m. Lunch on your own

FLETA Board – Bldg. 912, Conf. Rm.		***FLEAC – Bldg. 912, Auditorium***	
1:00-5:00 p.m.	***Executive Session***	***1:00-5:00 p.m.***	***FLEAC Meeting***

5:30 p.m. FLETA Meet and Greet –Student Center – Bldg. 260

Thursday, November 3, 2016
Business Attire

8:00 a.m. – Noon FLETA Board Meeting and Accreditation Awards – Bldg. 912, Auditorium

Afternoon is travel time for out-of-town meeting attendees to return to their duty stations.

Tuesday, November 1, 2016
FLEAC Workshops

Building 262, Room 2010		Building 262, Room 2011	
Time	**Training/ Workshop Title**	**Time**	**Training/ Workshop Title**
8:30-9:15	***Preparing for the FLETA Assessment*** **Audience:** AMs and Accreditation support staff **Description:** This session will discuss the duties and responsibilities of the agency, the assessment team, and FLETA staff when preparing for an assessment. Agencies preparing for an initial and reaccreditation assessment should attend this course. **Facilitator:** Tom Flanagan, Julie Altman	8:30-9:15	***Team Leader Roundtable Discussion*** **Audience:** AMs, TLs, and Assessors **Description:** Veteran Team Leaders will discuss their experiences and any challenges they have faced with the FLETA Assessment process, including the pre-assessment, close-out procedures, presenting to the Board Review Committee . This session will be in roundtable format. Be ready to participate! **Facilitator:** Sally Livingston, Mike Bierce
9:30-10:15	***Tips and Tricks for reviewing files*** **Audience:** Team Leaders and Assessors **Description:** This session will focus on the file review process during the FLETA assessment. Best practices, coordinating interviews/observations, and benchmarking will be discussed. **Facilitator:** Kim Canitz, Julie Altman	9:30-10:15	***Distance Learning Standards*** **Audience:** AMs, Accreditation staff, TLs, and Assessors **Description:** This session will focus on the new Distance Learning Standards, including what constitutes distance learning and the types of policies/supporting evidence needed to comply with the standards. **Facilitator:** Christiana Halsey, Jennifer Kasper
10:30-11:15	***Non-Compliant Standards and Corrective Action Plans*** **Audience:** AMs, Accreditation staff, TLs, and Assessors **Description:** This session will discuss the Corrective Action Plan (CAP), from determining if a standard is non-compliant, when to notify the OA, common examples, and the CAP process/timeline for agencies and Team Leaders. **Facilitator:** Jennifer Kasper, Jason Daniel	10:30-11:15	***FLETA Office of Accreditation Community Engagement*** **Audience:** All **Description:** Community engagement is more important than ever. This session is a chance for the FLETA OA to hear from you. There will be discussions on what works and what may need to be modified. This is the opportunity to offer suggestions to OA staff with a focus on customer services. All attendees are encouraged to attend. **Facilitator:** Christiana Halsey
11:15-1:00	**Lunch**		
1:00-1:45	***Reaccreditation*** **Audience:** AMs, Accreditation staff, TLs, and Assessors **Description:** This session will focus on the five-year reaccreditation requirements, including applying for reaccreditation, annual reports, and evidence collection. **Facilitator:** Kay Arthur, Tom Flanagan	1:00-1:45	***Kirkpatrick's Level I and III Analysis*** **Audience:** AMs, Accreditation staff, TLs and Assessors **Description:** This session will focus on designing, implementing, analyzing and reporting Level I & III survey data . Common methods, types of software, frequency, and best practices will be discussed. **Facilitator:** Molly Wankel, Kitty O'Brien
2:00-2:45	***Accreditation Practices*** **Audience:** AMs, Accreditation staff, Academy Directors **Description:** Veteran accreditation managers will discuss their techniques, their challenges, and even their frustrations, as their agencies mature with the process. This session will be in roundtable format. **Facilitator:** Kim Canitz, Tom Flanagan	2:00-2:45	***Tips and Tricks for file building*** **Audience:** AMs and Accreditation support staff **Description:** This session will provide suggestions on collecting evidence and developing files to effectively demonstrate compliance with FLETA Standards. Examples of best practices for preparing electronic files will also be provided. Discussions will occur regarding issues and agency practices. **Facilitator:** Mike Bierce, Kay Arthur
3:00-3:45	***Preparing for the FLETA Board Meeting*** **Audience:** AMs and Accreditation staff **Description:** This session will focus on preparing for presenting a program and/or Academy to the FLETA Board Review Committee. Discussion topics will include Initial accreditation versus reaccreditation, conducting a mock board review, selecting staff to represent the agency, the agency presentation. **Facilitator:** Julie Altman & Tom Flanagan	3:00-3:45	***Preparing for the FLETA Assessment (second offering)*** **Audience:** AMs and Accreditation support staff **Description:** This session will discuss the duties and responsibilities of the agency, the assessment team, and FLETA staff when preparing for an assessment. Agencies preparing for an initial and reaccreditation assessment should attend this course. **Facilitator:** Natasha Harris, Kay Arthur
4:00-4:30	***Meet the Board Members*** **Audience:** All **Description:** This session will be an introduction to the Board members and include a short question/answer segment. Questions will be submitted in advance due to time constraints.		

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