

MEMORANDUM OF UNDERSTANDING
*Between Hidalgo County District Attorney's Office and
 South Texas College Continuing Education*

*Continuing Education Units for
 Law Enforcement Courses*

Scope of the Project: South Texas College Continuing Education (CE) will award Continuing Education Units (CEUs) to participants of Law Enforcement courses coordinated by South Texas College Regional Center for Public Safety Excellence (RCPSE) and delivered by Hidalgo County District Attorney's Office, herein after referred to as "Partner." Partner has agreed to deliver courses free of charge.

Terms of Agreement for each course:

Prior to Training:

1. Partner will provide CE with a copy of the curriculum, syllabus, and qualifications of trainer (resume and/or transcript) in order to determine whether they meet Continuing Education Program Criteria stipulated in the Guidelines for Instructional Programs in Workforce Education. Partner will provide CE with trainer's email and Memorandum of Assignment.
2. CE will evaluate curriculum, syllabus, and qualifications of trainer to ensure they meet Continuing Education Program Criteria.
3. RCPSE will decide on training location, dates, and times and relay information to CE.
4. CE will set up course in CE Registration System for \$0 per participant.
5. CE will provide RCPSE with blank participant registration forms.
6. RCPSE will provide CE with completed participant registration forms.
7. CE will register participants.
8. CE will provide RCPSE with admission documentation to be filled out during training:
 - a. Class Roster
 - b. Sign-in Sheets
 - c. Satisfaction Surveys
 - d. Grading Protocol: S for Satisfactory and U for Unsatisfactory. A Satisfactory grade and Certificate of Completion will be issued to participants who (a) attend at least 75% of the total number of hours comprising the course and (b) make at least a 70 (type of assessment to be determined by CE and Partner). All others will receive an Unsatisfactory grade and no Certificate of Completion.

During Training:

9. Partner will provide approved syllabus to participants and will conduct training.
10. CE will observe trainer and fill out the Trainer Observation form.

At the end of Training:

11. RCPSE will turn in admission documentation to CE:
 - a. Class Roster graded by the trainer
 - b. Sign-in Sheets
 - c. Satisfaction Surveys
12. CE will issue Certificates of Completion to participants based on the Grading Protocol.
13. CE will file documentation for auditing purposes: curriculum, syllabus, trainer qualifications, and admission documentation (see #11 above).
14. The term of this MOU shall begin on October 22, 2018 and end on August 31, 2019, unless MOU is terminated by either party upon thirty (30) days' written notice to the other.

In Agreement:

By _____
 _____, District Attorney's Office

Date _____

By _____
 Paul Varville, RCPSE Chief Administrator

Date _____

By _____
 Juan Carlos Aguirre, STC CE Dean

Date _____

By _____
 Shirley A. Reed, M.B.A., Ed.D., STC President

Date _____