

MEMORANDUM OF UNDERSTANDING
*Between Hidalgo County District Attorney's Office and
South Texas College Regional Center for Public Safety Excellence
Continuing Education*

Continuing Education Units for Law Enforcement Training Courses

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

TERMS OF AGREEMENT:

TRAINING PARTNER RESPONSIBILITIES:

Course Training Documents:

Prior to Training Requirements

1. Must provide RCPSE with a copy of the curriculum, syllabus, lesson plan and qualifications of trainer (resume/bio) in order to determine whether they meet Continuing Education Program Criteria stipulated in the Guidelines for Instructional Programs in Workforce Education (GIPWE) and TCOLE eligible course requirements.

During Training:

2. Must provide approved syllabus to participants and will conduct training.

At the end of Training:

3. Trainer must submit to RCPSE admission documentation:
 - a. Class Roster
 - b. Sign-in Sheets
 - c. Trainer Evaluations
 - d. Class Grades

Special Conditions:

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE RESPONSIBILITIES:

Prior to Training Requirements

1. Provide classroom for students.
2. Provide the technology for instructional support.
3. Provide admission documentation to instructors prior to training:
 - a. Class Roster
 - b. Sign-in Sheets
 - c. Trainer Evaluations
 - 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 100% of the total number of hours comprising the training program and (b) earn a minimum grade of 70 (type of assessment to be determined by RCPSE and Training Partner). All others will receive an unsatisfactory grade and no Certificate of Completion.
4. Evaluate curriculum, syllabus, and qualifications of trainer to ensure they meet Continuing Education Program Criteria.
5. Decide on training location, dates, and times.
6. Set up courses in CE Registration System for \$0 tuition fee for participants.

During Training:

7. Register participants by end of first-class day.
8. Observe trainer and fill out the Trainer Observation form.
9. Issue Certificates of Completion to participants based on the Grading Protocol.
10. File documentation for auditing purposes: curriculum, syllabus, lesson plan, trainer resume/bio, trainer evaluations, and admission documentation.

Term of Agreement

The term of this MOU shall begin on September 26, 2019 and end on August 31, 2020, unless MOU is terminated by either party upon thirty (30) days' written notice to the other.

By _____
Ricardo Rodriguez Jr., Criminal District Attorney

Date _____

By _____
Jose Moroles, Interim Director

Date _____

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

Date _____