

Instructor Resource Guide



Training Advisory Board

Course ID# 3003

Continuing Education

Revised: December 2025

ABSTRACT

This course is designed to meet the continuing education requirements established by TCOLE Rule 215.7, in accordance with Chapter 1701 of the Texas Occupations Code. The Training Advisory Board course introduces the duties and responsibilities of the training advisory board, an advisory board member, and a training coordinator, as well as the offenses related to their duties and responsibilities. By the end of the course, learners will understand the functions of advisory boards in partnering with training providers to establish curriculum and admission standards for law enforcement personnel.

Instructor Resource Guide:

This is an Instructor Resource Guide (IRG), not a lesson plan. The purpose of the IRG is to outline the minimum state requirements of what must be taught for a course to be considered compliant and receive TCOLE credit. The learning objectives provided in this IRG are the minimum state requirements for the training and must not be changed, removed, or altered.

- A qualified instructor **shall** develop the IRG into a lesson plan that meets their organization and student needs and must be kept in a training file for auditing purposes.

Please note: It is the responsibility of the Academy and/or Contractual Training Provider to ensure the IRG is developed into a complete lesson plan based on the requirements outlined in the IRG.

Lesson Plan:

Each organization is charged with creating their own lesson plan for how the organization will disseminate the information in the IRG.

- The IRG is designed to assist the instructor/subject matter expert in developing comprehensive lesson plans. The use of current statistics, best practice models, and scenario-based training should also be included in the lesson plan development. Instructors are encouraged to add additional activities.
- The institutions and instructors will determine how much time is spent on each topic/module, how many/what kind of examples or exercises are used during their presentation, and how in-depth they review each topic in the course they present.
- Any activity that is **suggested** is just that, an example or suggestion, and is not mandated for inclusion.
- Anything that is **required** must be included in the instructor's lesson plan.

Note to Trainers: This curriculum must be implemented by February 16, 2026.

It is the responsibility of the Academy and/or Training Coordinator to ensure this curriculum and its materials are kept up to date. Refer to curriculum and legal resources for changes in subject matter or laws relating to this topic as well as the Texas Commission on Law

Enforcement website at www.tcole.texas.gov for edits due to course review. Training providers must keep a complete training file on all courses reported for TCOLE credit.

Student Prerequisites:

- None

Please note: Board members are required to successfully complete this course within one year of appointment.

Instructor Prerequisites:

An instructor must be a subject matter expert in the topic and must have documented knowledge/training/education and provide an instructor's biography that documents subject matter expertise. It is the responsibility of the training academy/training coordinator to select qualified instructors. A TCOLE instructor certification does not certify someone to teach any topic.

- This course may be instructed by a licensed law enforcement professional with at least two (2) years instructional experience.
- This course may be instructed by a documented subject matter expert with experience as a subject matter expert with prior experience as an advisory board member.
- If a documented subject matter expert does not hold a TCOLE instructor certification, the instructor must be approved in writing by the department's training coordinator or chief administrative officer and kept in the training file for the course.

Length of Course:

It is the training coordinator's responsibility to ensure the minimum hours are met. Students are required to attend all classroom hours as listed in this instructor resource guide, there is no 10% attendance rule. TCOLE Rule 218.1 (C)(4) states that failure to meet the minimum course length may be grounds for denial of training. This course shall be taught the minimum hours that are listed in this guide and the student shall attend the entire class to receive credit.

- 1 hour, minimum.

Assessment:

- Training providers are responsible for creating student assessments and documenting the mastery of all objectives in this course using various testing assessment opportunities.
 - Assessment opportunities include oral or written testing, interaction with instructor and students, case study and scenario, and other means of testing

student's application of the skills taught as the instructor or department deems appropriate.

- The minimum passing score shall be 70%.

Unit 1 Training Provider Advisory Board

1.1 Define the three (3) types of training contracts.

- A. The Texas Commission on Law Enforcement (TCOLE) issues contracts up to three (3) types of training providers:
 - i. Licensed law enforcement academy – Texas Administrative Code 211.1(a)(37)
 - ii. Other training providers – Texas Administrative Code 211.1(a)(70)
 - iii. Licensed academic alternative provider – Texas Administrative Code 211.1(a)(1)

1.2 Describe the function of the advisory board.

- A. Texas Occupations Code, Sec. 1701.252 Program and School Requirements; Advisory Board.
 - i. A training provider must establish and maintain an advisory board, mandated by the Texas Occupations Code.
- B. The core purpose of this board is to act as a vital resource, providing guidance on curriculum development, training needs, frequency and location of courses, standards for admission, class size, attendance requirements, and retention.
 - i. This includes policies and procedures, as well as confirmation of compliance with TCOLE rules and other regulations.
 - ii. Curriculum can be legislatively mandated, required by TCOLE rule, or can be developed as continuing education to advance the knowledge, skills, or abilities of law enforcement personnel.
 - 1. State-mandated curriculum
 - a. Content that is created and maintained by the Commission.
 - Educational content in the Instructor Resource Guide (IRG) provides the State's minimum requirements of what must be taught to be considered compliant and receive TCOLE credit.
 - Learning objectives must not be altered or removed.
 - 2. General course reporting numbers
 - a. Content is not maintained by the Commission and may be developed by the provider to fit the needs of the agency/department/student.
- C. Texas Administrative Code 215.7 Training Provider Advisory Boards
 - i. The chief administrator, or head or the sponsoring organization, may appoint a board chair, or the board may elect a board member to serve as the board chair. The board may elect other officers and set its own rules of procedure. A quorum must be present in order to conduct business
 - ii. Advisory boards should continually review needs and standards as changes in the program continually evolve, requiring the training program to adapt to changes as they occur to promote the effectiveness and efficiency of the training program.

1.3 Identify the minimum requirements of an advisory board.

- A. An advisory board must be appointed and must have complied with the provisions within Texas Administrative Code 215.7 prior to a license or contract being awarded to the training provider applicant.
 - i. This means that the advisory board has a critical function in building the foundation in the development of the curriculum standards for a training program, as well as other standards.
- B. The Advisory Board must have at least three members, and while it may include law enforcement personnel, a minimum of one-third of the members must be public members. The chief administrator and training coordinator can serve on the board as non-voting members.
 - i. Texas Occupations Code Sec. 1701.052 Eligibility of Public Members
 - ii. This requirement sets the minimum standard for public representations; the board may have more members than the minimum of three.
- C. Board members must successfully complete the advisory board training course within one year of appointment.
- D. Advisory boards must meet at least once a calendar year.
 - i. Advisory boards are required to meet more frequently when a program is in its infancy and training needs are being assessed and standards are being developed.
- E. A board will keep written minutes of all meetings. These minutes must be retained for at least five years and a copy forwarded to the Commission upon request.

1.4 List the duties of an advisory board.

- A. Duties of the advisory board
 - i. Ensure compliance and follow Commission Rules.
 - 1. The board is responsible for discharging its duties and ensuring the academy complies with all commission rules and regulations.
 - ii. Set academy policies and procedures.
 - 1. The board sets policies and procedures for the academy, requiring the consent of the chief administrator.
 - 2. The board votes to approve the student handbook, which acts as a contract between the training provider and the student.
 - iii. Advise on training needs.
 - 1. The board advises on the need to study, evaluate, and identify specific training needs.
 - iv. Determine course offerings.
 - 1. The board advises on types, frequency, and location of courses to be offered.
 - v. Establish enrollment standards.

1. The board advises on the standards for admission, prerequisites, class size, attendance, and retention.
- vi. Advise on admission priority.
 1. The board advises on the order of preference for admission among sponsoring organization employees, prospective appointees, and other persons.
- B. Report Requests
 - i. Texas Administrative Code 215.7(k)
 - ii. TCOLE grants the authority for the advisory board to request reports and information.
- C. Advisory Board duties will vary, depending on the type of training provider contract.
 - i. Boards that serve law enforcement academies
 1. Curriculum for licensing programs is standardized in that it is statutorily required or required by TCOLE.
 2. The instructor resource guide (IRG) lists the State's minimum standards of what must be covered to be considered compliant. The advisory board may provide direction and insight into expanding those minimum standards.
 - ii. Boards that serve Academic Alternative Licensing training providers may have a more limited role as to the input on admission standards for Academic Alternative Licensing courses, as entry into these programs are typically established by the college through regulatory oversight by one the regional college accreditation entities.
 1. Curriculum for alternative licensing programs is standardized; however, the college may offer continuing education classes, including those for college credits, which will require the board to assist the training provider by identifying training needs for those law enforcement personnel that serve in the training provider's area of service.
 - iii. Contractual Training Provider programs primarily provide in-service or continuing educational training to those who are already licensed.

1.5 Explain the role of a training coordinator.

- A. Texas Administrative Code 215.8 Minimum Standards of Appointment as a Training Coordinator over a Basic Licensing Course.
 - i. The training provider must have documentation showing the individual meets minimum standards and must receive TCOLE approval before beginning any duties.
 1. An individual does not need to pass a licensing course or hold a license to qualify as a training coordinator.
 - ii. Must meet all minimum standards at the time of appointment.
 1. Must maintain minimum standards throughout the appointment.

- iii. Must complete the basic training coordinator course within six (6) months of the first appointment.
- iv. Must complete training coordinator-specific training as prescribed by the Commission every two years.
- B. Texas Administrative Code 215.9 Training Coordinator
 - i. To hold the position as a Training Coordinator, an individual must:
 - 1. Hold a valid TCOLE instructor certification.
 - 2. Be a full-time, paid employee of that training provider.
 - ii. The training coordinator must:
 - 1. Ensure compliance with Commission rules and guidelines.
 - 2. Prepare, maintain, and submit required reports within the time frame specified.
 - 3. Report the separation of any student within 30 days who fails to complete a basic licensing course.
 - 4. Be responsible for the administration and conduct of each course, including those conducted at ancillary sites.
 - 5. Receive all communications from the Commission on behalf of the training provider and forward to each notice to the appointing authority.
 - 6. Attend or have a designee attend each TCOLE training conference.
 - 7. Report any applicant's failed medical or psychological exam to TCOLE within 30 days.

1.6 Identify penal code offenses related to duties and responsibilities of the advisory board.

- A. Penal Code Chapter 36 Bribery and Corrupt Influence
 - i. Penal Code, Sec. 36.03 Coercion of Public Servant
 - ii. Penal Code, Sec. 36.05 Tampering with Witness
- B. Penal Code, Sec. 37.10 Tampering with Government Record
- C. Penal Code, Sec. 39.06 Misuse of Official Information