

# INSTRUCTOR DEVELOPMENT COURSE SUBMISSION CHECKLIST

*This form must be submitted by the person or agency requesting LET approval of an initial Instructor Development Course as part of the overall Commission recognized firearm instructor certification process. **Please place a checkmark in the box next to each completed task statement.** Note: A separate submission checklist is required when requesting approval for courses which may count toward continuing education hours for firearm instructors.*

- I've attached/submitted a complete curriculum package containing:
    - The name of course; date of course; location of course & instructor/vendor information.
    - A Purpose or Goal statement -- Addresses the **WHY?** *Something set up as an end to be attained ... Example: "To provide officers with the knowledge and skills needed to develop and facilitate firearm training courses."*
    - Training Objectives – Addresses **WHAT?** *What is the desired aim or end of action for the various subject areas ... Example: "Construct lesson utilizing identified adult educational theories and models."*
    - A lesson plan, detailed outline, or PowerPoint (a formal outline of information to be taught). The lesson plan must:
      - Address **ALL** the following subject areas:
        - Development of lesson plans
        - Development of teaching objectives
        - Development of test questions
      - Address **HOW** the information will be taught -- instructor methodology?
      - Address **WHEN** the information will be taught – sequence of events?
    - Student Assessments -- Addresses **HOW WELL?** *A way of measuring the skill, knowledge, intelligence, capacities or aptitudes of the learner. Example: written test, practical demonstrations, etc. Note: You must provide a copy of all assessments & performance evaluations to LET.*
- The course length of the course I'm submitting is \_\_\_\_\_ hours and includes student teaching.
- I've clearly marked/flagged/highlighted all sections and/or pages containing the aforementioned subjects, i.e. development of test questions.
- I've attached/submitted a copy of all student assessments/performance evaluations to be used or used during this course.
- I've attached/submitted copies of all materials provided to the learners, i.e. the instructional material they are expected to use while instructing.

*Note: Failure to complete any of the above requirements may result in disapproval of your request. In addition, LET staff may disapprove your request if any of the material or techniques presented are deemed illegal, unsafe, or improper.*

Submitted by: \_\_\_\_\_  
Agency: \_\_\_\_\_

Date: \_\_\_\_\_