

Special Police Commission Authorized Training Providers & Training Program Instructions

Special Police Commission Company/Agency Identifiers

- Agencies offering Special Police Commission training must have a Special Police Commission unique agency identifier.

How to obtain an identifier?

- If your Company or Agency has not previously been assigned an SPO Agency identifier please submit a formal request to the us to request an agency identifier. This shall be submitted on agency letterhead to the MPCTC Certification Unit.
- Forward these requests via Email at MPCTC.Certifications@Maryland.gov or U.S. Mail to the attention of the **MPCTC Certification Unit at 6852 4th Street, Sykesville, Maryland 21784**. They may be signed and scanned to the email address.

Authorized SPO Training Providers (Instructors):

- Training Providers must be Authorized to instruct if they are teaching a topic of instruction longer than (3) hours during any course.
- These authorizations will be good for period of (4) years.
- **After which you must apply for renewal using the same application. To renew you must have taught at least one time per year during your previous authorization period.**

To become an Authorized Training Provider:

- Submit a completed application for SPO Authorized Training Provider to the MPCTC Certification Unit via email at MPCTC.Certifications@Maryland.gov or U.S. Mail to address on the application. They may be signed and scanned to the email address.
- Applications may be found on the Forms Page of MDLE.Net, SPO Training Programs and Providers. <https://mdle.net/forms.htm> .
- Each Training Provider's credentialing shall be evaluated to ensure that they qualify to be an "Authorized Training Provider".
 - Must be a minimum of 21 years of age.
 - Must have attended an MPCTC recognized Basic or Enhanced Instructor Course.
 - If this course does not have a MPCTC Course Number, please provide the details of where the training occurred, a syllabus of the course and the objectives taught for review and for approval consideration.
 - A certificate of completion or other proof of completion for the course must be submitted with the application.
 - Those with current MPCTC Academic Instructor authorization will be recognized and assigned an SPO Authorized Training Provider identifier.
- **Once approved a letter advising of Authorization status and Provider identifier will be forwarded to the provider or agency/company contact. Each Training Provider should maintain a copy of this letter on file for proof of authorization.**

Special Police Commission Training Program Approvals

- Authorized Training Providers will forward their SPO Training Programs (initial and in-service) to the MPCTC Certification Unit for evaluation to ensure that the Maryland State Police Secretary's Approved Training Requirements are met.
- "Initial Training Program" (ITP) must be at least eighty (80) hours in duration and include instructional materials addressing the sixty-one (61) SPO training objectives. **SPO Objectives** may be found under SPO Training Programs and Providers on the Forms Page of MDLE.Net, <https://mdle.net/forms.htm>
 - Prior to presenting any ITP course an Authorized Training Provider must apply to receive a program assignment number for each course of instruction.
 - Upon expiration of the course a new number must be acquired using the same procedures.
- "In-Service Training Program (ISTP) - PSA 3-312 requires twelve (12) hours of in-service training during the three years of SPO Commission. In-Service Training must include instructional materials/information addressing one or more of the sixty-one (61) SPO Training Objectives.
 - Prior to presenting any ISTP course an Authorized Training Provider must apply to receive a program assignment number for each course of instruction.
 - In-Service training may be provided in a single 12 hour program or divided into multiple programs equaling, at least, twelve hours during the SPO's three year Commission immediately prior to renewal

For both types of training any instructor teaching longer than (3) hours must be an Authorized Training Provider.

To obtain a course number for my Special Police Commission Training Program or In-Service Training:

- Submit a completed application for SPO Initial Training Program (ITP) or SPO In-Service Training Program (ISTP) to the MPCTC Certification Unit via email at MPCTC.Certifications@Maryland.gov or U.S. Mail to address on the application. They may be signed and scanned to the email address.
- Applications may be found on the Forms Page of MDLE.Net, SPO Training Programs and Providers. <https://mdle.net/forms.htm>.
 - The following shall be provided on a separate sheet from the application for all courses.
 - A brief description of the program
 - The training location
 - Names of any and all Training Provider and their Identifiers if applicable (**must have a minimum of one Authorized Training Provider per Program**).
 - A complete list of training objectives and testing method.
 - Special certifications if applicable (i.e. CPR/AED Cards etc.).

If a submitted SPO Training Program is in compliance with the PSA and the Secretary's requirements MPCTC Certification Unit will issue a unique course number which will start with "S" followed by five (5) numeric numbers. Each issued "S" program number is valid for three (3) calendar years from the date of issuance. This will allow multiple courses to be presented under the same course number. **Upon expiration of the course a new number must be acquired using the same procedures.**

Upon successful completion of either an initial (80 hour) or in-service training program the Authorized Training Provider that is the presenter, overseer, coordinator, etc., will issue each student a Certificate of Completion. The Certificate of Completion will provide the program "S" number issued by MPCTC, date(s) of training, a statement indicating the named individual successfully completed the course and have the Authorized Training Provider's signature. A copy of the Certificate of Completion shall be included with the Application for SPO Commission forwarded to the MSP Licensing Division.