

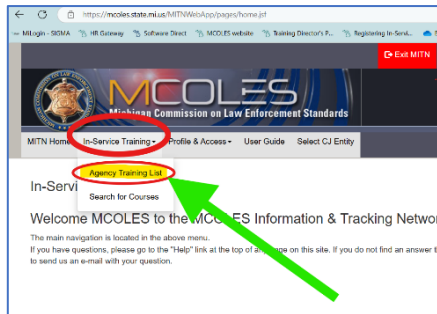
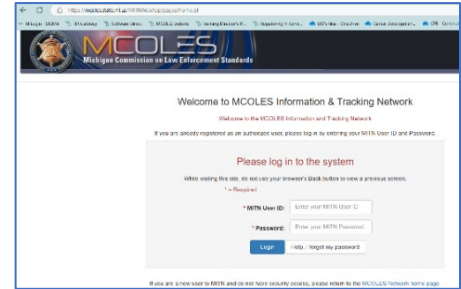
# MCOLES Information and Tracking Network (MITN)

## REGISTERING IN-SERVICE TRAINING COURSES

### Step by Step Guide

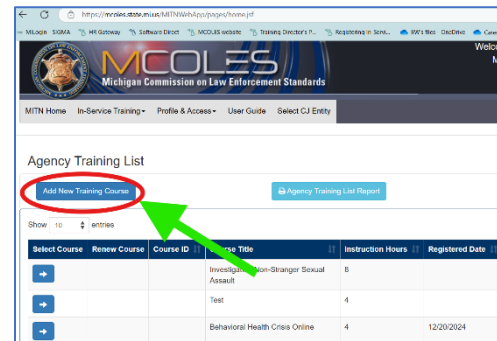
#### 1. LOG IN:

- Log into MITN at [MCOLES - Michigan Commission on Law Enforcement Standards](https://mcoles.state.mi.us/MCOLES-Michigan Commission on Law Enforcement Standards).
- After logging in, you will see several links across the top of the page just below the MCOLES banner.



- Click on the **“IN-SERVICE TRAINING”** link.
- Next, click on **“AGENCY TRAINING LIST.”** This will take you to your agency’s training list showing all previously registered training in MITN.

- Now, click on **“ADD NEW TRAINING COURSE.”**



#### 2. AGENCY COURSE INFORMATION:

- **COURSE TITLE:** Enter the title of your training course (e.g., 2025 Instructor Development Course).

Agency Course Detail - Course Information

Agency Course Information

\* Course Title  Course ID (Optional)

\* Course Description

\* Instruction Hours

\* Completion Requirements  \* Audience

- **COURSE ID:** This is for your internal record keeping; MCOLES does not issue. You may leave this space blank.
- **COURSE DESCRIPTION:** Provide a brief description of your proposed training. What type of training and what are the goals of the course (what is the desired outcome)?
- **INSTRUCTION HOURS:** The length of the training (e.g., 1, 2.5, or 8).

- **COMPLETION REQUIREMENTS:** What assessment method(s) will be used to determine if there has been a transfer of knowledge? Examples include written/oral quizzes and/or tests (*what is the % to pass*), practical demonstrations/scenarios (*pass/fail*).
- **AUDIENCE:** Law enforcement officers, public safety officers, etc.

- **COMMENT:** You may use this section for any registration notes.

- **PUBLISH or DO NOT PUBLISH TO THE MCOLES REGISTRY:** Publishing to the MCOLES registry makes the training visible to anyone and is used when you are offering the training to outside agencies/officers. **DO NOT** publish is used when your training is only for your agency.

- **CONTACT INFORMATION:** Your name, email address and a good, direct phone number so we can contact you if we have any questions.

- **CONTINUE:** Click continue to go to the next page.

- **MCOLES CURRICULUM:** Select from the options provided (*this is where you designate a course as CPE Mandated or Elected*). Upon review, the commission may alter the selection.

- **GOALS & OBJECTIVES:** List the course **Learning Objectives** in this section. They **MUST** be in this format **“At the end of this training/course, the participant/trainee will be able to....”** Next add your action verb statements: **“• Demonstrate the proper way to..., • Describe the steps in..., • Provide the necessary...”, etc.** See [sample course objectives](#).

- **CONTINUE:** Click continue to go to the next page.

- **OUTLINE:** This should be a topical outline, listing the major points to be addressed in the training course. The items should also reflect the amount of time that will be spent on each area. See [sample course outline](#).

- **CONTINUE:** Click continue to go to the next page.

Instructor Name	Instructor Qualifications
Billy Wallace	IDC Certified Train the Trainer, 20 years university level teaching, etc.

- **ADD INSTRUCTOR(S):** Click add instructor button and enter the name of the instructor. Next, provide qualifications. What makes this instructor qualified to teach this topic? What makes the instructor the subject matter expert in this topic? What training, education and experience does the instructor possess in this topic? Do not provide a full CV or resume. You can add multiple instructors.

- **CONTINUE:** Click continue to go to the next page.

- **DATES AND LOCATIONS:** Click the **ADD DATE AND LOCATION** button. Enter the location(s) where the training will be held (e.g., ABC Police Department), the state, and the begin and end dates. If it is a one-day training, begin and end dates are the same. You can add multiple sessions. **Click the Save button.**

### 3. YOU ARE FINISHED, CLICK ON “SUBMIT TO MCOLES”:

- The training will be immediately submitted to MCOLES for review and registration. If you are unable to finish entering your course, click the FINISH LATER button on any page.

\*\*\*\*\* ↓ COMMISSION STEP ONLY ↓ \*\*\*\*\*

### 4. MCOLES REVIEW AND REGISTRATION:

- Upon submission, your course goes into **MCOLES Web Acceptance** for review by commission staff. If your submission is missing any of the above information or needs to be

modified, commission staff will contact you by using the **“Contact Information”** provided during your submission. Please ensure that both an email and phone number are provided for the

person entering the course. Your course will show a status of **“Submitted”** during this review stage.

- If the submitted course meets all the requirements, it is accepted and moved into **MITN Web Forms** for registration.
- Upon registration your course will show a status of **“Initial Registration.”**

\*\*\*\*\* ↑ COMMISSION STEP ONLY ↑ \*\*\*\*\*

### 5. COURSE RENEWAL:

- Courses are initially registered for one-year. If there have been no changes to the course

content it is eligible to be renewed for two subsequent one-year periods. **When the course is within 30-days of its expiration date, a RENEW button will appear on the Agency Training List.** Courses **MUST be renewed PRIOR to the date of expiration.** On its expiration date, your course will no longer be accessible to renew, and you must create a new course entry.

## 6. ATTENDANCE & COMPLETION ROSTERS:

- **Attendance and completion rosters must be entered so you are able to complete the 302-funding and CPE reporting process!** After your training has been registered, you can enter completion rosters. Return to your Agency Training List and locate the course. Next, **click on the arrow button**, which returns you to the course entry page.

Select Course	Renew Course	Course ID	Course Title	Instruction Hours	Registered Date	Expiration Date	Course Status	Status Date
+			Investigating Men-Stranger Sexual Assault	8			In Progress	08/18/2021
+			Behavioral Health Crisis Online	4	12/20/2024	12/20/2025	Initial Registration	12/19/2024
+		MCOLES-IDC	Instructor Development Course	24	11/08/2023	11/08/2025	First Registration Renewal	10/01/2024
+			Public Act 552 of 2018 Response to Active Violence	8	02/10/2022	02/10/2026	Second Registration Renewal	12/14/2023
+			Test	4	02/14/2025	02/14/2026	Initial Registration	02/14/2025

### Scroll down to DATES AND LOCATIONS SECTION.

Location	State	Begin Date
MCOLES	Michigan	02/06/2025

- **Click on ROSTER** and you will go to the roster entry page.
- Choose the instructor from dropdown box which is populated with instructors you entered during your initial submission. **Click Save.**

\* Instructor 1: Billy Wallace

Instructor 2: Select Instructor 2

Save

### Click on ADD STUDENTS.

Add Students

Roster Information

Student Name	MCOLES No.	Agency	Status	Course Pass/Fail	Score
No data available in table					

- Enter the MCOLES numbers of the officers who attended and completed the course. When you reach the bottom of the page, you may save and return or save and add more.

Enter the MCOLES No. of the students to add

MCOLES No. [input field]

MCOLES No. [input field]

Save and Return Save and Add More Cancel

- **Click "SET ALL ATTENDED/PASSED/COMPLETED."** **NOTE: THERE MUST BE AN AGENCY LISTED FOR EACH INDIVIDUAL.** If one does not appear, **click Update** beside the name.

Add Students

Set all Attended/Passed/Completed

Roster Information

Student Name	MCOLES No.	Agency	Status	Course Pass/Fail	Score	Met Completion Requirements	Comments
WALLACE, WILLIAMSON NEWELL III	32794		Enrolled				

A box will appear allowing you to enter an agency name. *This is a normal occurrence with officer who are employed by more than one agency. If your agency isn't selected, the training will not appear on your officers training record.*

Contact [mcp-mcoles@michigan.gov](mailto:mcp-mcoles@michigan.gov) if you have questions!