



## FREQUENTLY ASKED QUESTIONS

*Updated 6.24.2024*

### #1: What is Continuing Professional Education (CPE)?

On January 31, 2023, Public Act 1 of 2023 appropriated funds to support the implementation of required annual in-service training standards for all licensed law enforcement officers in accordance with rules promulgated under section 11(2) of the MCOLES Act (1965 PA 203, MCL 28.611). Accordingly, the Commission is now promulgating rules with respect to in-service training programs, courses of study, and attendance requirements for licensed law enforcement officers.

The recently implemented Commission required annual in-service training standards shall hereafter be referred to as Continuing Professional Education (CPE). The CPE requirements ensure that all licensed law enforcement officers maintain a level of knowledge, skill, and ability necessary to enhance proficiency and professionalism throughout their career to appropriately serve the people of Michigan.

The development process for creating CPE requirements followed nationally recognized research and development protocols with the goal of determining the most relevant courses of study (i.e., training categories). The CPE requirements will align with the findings from the current MCOLES Job-Task-Analysis (JTA), be consistent with professional law enforcement standards, address contemporary issues, and reflect societal expectations.

Subsequently, MCOLES has developed an annual CPE requirement for all licensed law enforcement officers in Michigan. The annual CPE requirement is a **projected total of 24 hours**, divided into two main segments:

- One-third half of the requirement (**8 hours**) is comprised of **Commission Designated** training categories; and
- The other two-thirds of the requirement (**16 hours**) is comprised of **Agency Selected** training categories.

**NOTE:** For 2024, the CPE requirement has been reduced to a total of **12 training hours (4 hours** of Commission designated training categories **and 8 hours** of agency selected training categories). The reduced number of training hours required for 2024 is based on implementing the mandatory CPE requirements halfway through the 2024 calendar year. The 2024 CPE training categories are described in detail later in this document.

### #2: Why is CPE being considered a “Pilot”?

As with other new programs, the CPE pilot phase allows for a critical review of how the legislative mandate is being carried out and provides the opportunity to adjust to current events and feedback from the field.

**#3: The terms “education” and “training” are both used when describing the CPE program. Do they mean the same thing?**

**No.** Education and training are somewhat related but are two distinct concepts. Education is usually considered more of a long-term process of gaining theoretical knowledge and information, while training is usually considered more of a short-term process of learning the practical physical skills or behaviors required to do a particular job or execute a particular task.

**#4: Who needs to complete annual CPE?**

**All licensed law enforcement officers in Michigan** (as defined by the MCOLES Act, 1965 PA 203) **must comply with the annual CPE requirement.** The one exception would be for recently licensed individuals who successfully completed their basic law enforcement training academy and passed the licensing exam within the current calendar year.

**#5: When will the list of required CPE courses be published?**

At the beginning of every fiscal year (October 1st), the training requirements for the following three calendar years will be published by MCOLES, (e.g., In October of 2024, the training requirements for calendar years 2025, 2026 & 2027 will be published).

**#6: Could CPE training requirements be added or modified during any calendar year?**

**Yes.** If emergent training issues impacting law enforcement are identified, specific CPE training requirements may be added or existing CPE requirements may be modified during any calendar year. Although this would likely be a rare occurrence, the addition or modification to the annual CPE requirement would supersede existing requirements for that year.

**#7: What are the CPE Training Categories for the 2024 calendar year?**

Agencies will be responsible for ensuring that licensed law enforcement officers complete at least **12 hours** of CPE as outlined below by December 31, 2024. As previously noted, *the 12-hour requirement for 2024 is half of the normal annual requirement due to implementing the CPE requirement halfway through the 2024 calendar year.*

**2024 COMMISSION DESIGNATED CPE:** No less than **4 hours** of training shall be completed in **Ethics in Policing and Interpersonal Relations**, to include one or more of the following training categories:

- Ethics in Policing
- Laws Pertaining to Civil Rights and Human Relations
- Cultural Competence and Sexual Harassment
- Interpersonal Skills
- Civil Disputes
- Victim Rights
- Procedural Justice

**2024 AGENCY SELECTED CPE:** No less than **8 hours** of training shall be completed. Suggested training categories include, but are not limited to:

- Legal Update
- Health and Wellness
- Subject Control
- Emergency Vehicle Operations
- Investigations
- Human Trafficking
- De-escalation
- Local Agency Needs

#### **#8: How do I comply with the annual CPE requirement?**

Officers and agencies may comply with the Commission's annual CPE requirement in various ways:

1. Attend training offered by third-party vendors who are registered training providers in MITN, ensuring they are preapproved by MCOLES to comply with CPE requirements. For a list of vendors who are preapproved by MCOLES for the purpose of complying with CPE requirements, please see [CPE Supporting Links](#).
2. Attend free training opportunities that are registered in MITN, ensuring they are preapproved by MCOLES to comply with CPE requirements. For a list of free training that is preapproved by MCOLES, [follow this link](#).
3. Individual agencies may elect to conduct their own in-house training to meet local needs. For in-house training courses to be preapproved for the purpose of complying with CPE requirements, **they must:**
  - a. enhance law enforcement performance, professionalism, public and officer safety, and officer decision making;
  - b. be preapproved by the law enforcement agency head or their documented and approved agency designee; and
  - c. be preapproved by MCOLES for the purposes of complying with CPE requirements and be registered in MITN; for approval/registration requirements, [follow this link](#).

#### **#9: Can I take some or all annually required CPE hours online?**

**Maybe.** While in-person training is often most effective, it is not always logistically feasible. Accordingly, knowledge-based online courses taken through preapproved MCOLES registered training will count toward the yearly CPE projected hours for 2024 and 2025. However, law enforcement training that requires hands-on training for practical application (e.g., subject control physical techniques, EVO, etc.) shall only be conducted in-person. MCOLES will continue to review online training offerings as an option annually.

#### **#10: I heard MCOLES is creating its own learning management system (LMS). Is this true?**

**Yes.** MCOLES is in the process of developing an LMS to have the ability to deliver educational courses, training programs, and materials directly to the field. Once MCOLES creates an LMS and offers it to the field, this would be another avenue to comply with some CPE requirements.

#### **#11: What is the MCOLES pre-approval process for agency in-house training of CPE topics?**

In-house training **must** be preapproved and registered in the MITN system to meet the annual CPE requirements. The approval process will involve reviewing content, training objectives, duration of training, instructor qualifications, etc. For approval/registration requirements, [follow this link](#).

#### **#12: Are agencies allowed to use CPE funds to purchase training equipment?**

**Yes.** If the training equipment purchased with CPE funds is necessary to appropriately deliver the specific training, and the training satisfies a specific annual CPE requirement, then agencies are allowed to use CPE funds to purchase the training equipment.

The equipment purchase will require a written statement describing the justification of why it is required for the training (e.g., mats for Subject Control training to maintain a safe training environment and reduce risk of injury, etc.). The agency must produce at least 2 estimates of the cost of the equipment. All CPE funds and spending accounts are subject to audit and inspection by MCOLES.

Examples of frequently purchased training equipment: Protective gear and less-lethal weapons and munitions for force-on-force firearms training, mats and pads for subject control training, props for scenario training, baby manikins/dummies for CPR training, cones for EVO training, etc.

#### **#13: Are agencies allowed to use CPE funds to pay overtime for backfill positions when officers attend training?**

**Yes.** Agencies may use CPE funds to pay overtime for backfill for officer attending or completing CPE requirements as necessary. All CPE funds and spending accounts are subject to audit and inspection by MCOLES.

#### **#14: How are CPE funds tracked?**

Appropriate financial accounting must be maintained when using CPE funds to pay for required training expenses (e.g., tuition, equipment, backfill, etc.). All CPE funds and spending accounts are subject to audit and inspection by MCOLES.

#### **#15: What are the CPE requirements for 2025?**

For calendar year 2025, agencies will be responsible for ensuring their law enforcement officers complete a projected total of **24 CPE hours**, as outlined below by December 31, 2025.

**2025 COMMISSION DESIGNATED CPE:** No less than **8 hours** of training shall be completed in **BEHAVIORAL HEALTH CRISIS**, to include one or more of the following training categories:

- Behavioral Health Emergency Partnership (20 hours), which includes four (4) hours online learning; [for information on BHEP, click here](#).
- Autism Speaks
- Alzheimer's Awareness
- Legal Update

**2025 AGENCY SELECTED CPE:** No less than **16 hours** of training shall be completed in one or more of the following training categories:

- Subject Control
- Detention and Prosecution
- Health and Wellness
- Special Investigations (e.g., human trafficking, narcotics, and weapons)
- Domestic Violence Investigations
- Patrol Operations
- Ethics in Policing
- Local Agency Needs

**#16: What are the CPE requirements for 2026?**

For calendar year 2026, agencies will be responsible for ensuring that law enforcement officers complete a projected total of **24 CPE hours**, as outlined below by December 31, 2026.

**2026 COMMISSION DESIGNATED CPE:** No less than **8 hours** of training shall be completed in **TACTICAL OPERATIONS**, to include one or more of the following training categories:

- Investigations
- Patrol Procedures
- Legal Update

**2026 AGENCY SELECTED CPE:** No less than **16 hours** of training shall be completed in one or more of the following training categories:

- Emergency Preparedness/Disaster Control
- Police Skills
- EVO
- Traffic
- Special Investigations (e.g., human trafficking, narcotics, and weapons)
- Local Agency Needs

**#17: Is completing the Active-Duty Firearms Standard recognized as complying with the CPE 24 hours of training requirement?**

**No.** The Active-Duty Firearms Standard is an existing annual requirement and is separate from the newly implemented CPE requirements. Furthermore, there are no hours assigned to the Active-Duty Firearms Standard, there is only a requirement to successfully complete it.

**Notwithstanding, in 2025, the Active-Duty Firearms Standard will fall under the UMBRELLA of Continuing Professional Education (CPE); however, it will not count towards the mandated training hours (currently 24 hours).**

**#18: If an officer completes more than the required number of hours in the COMMISSION DESIGNATED CPE, can the excess hours count toward the required number of AGENCY SELECTED hours?**

**Yes.** All law enforcement officers must complete the required **24 hours** of CPE training within each calendar year. Moreover, any additional training hours completed over the **8 required hours** in the COMMISSION DESIGNATED training categories (e.g. Cultural Competence, Behavioral Health Crisis, Tactical Operations, etc.) can count towards the **16-hour** requirement

for AGENCY SELECTED training categories. **However**, additional hours in AGENCY SELECTED training categories will not count toward Commission designated training categories if they do not specifically address the Commission designated training categories.

#### **#19: Who can be an instructor for CPE courses?**

**CPE training must be conducted by a qualified instructor to be recognized for compliance with the CPE requirement.** Two universally accepted qualifications for instructors are listed below:

1. Possesses at least 3 years of full-time law enforcement experience, and has successfully completed the MCOLES Instructor Development Course, or has successfully completed an equivalent level of instructor development course recognized by MCOLES.
2. Is a licensed, certified, or trained professional who is providing instruction in a subject area directly related to the field for which they are licensed, certified, or trained, and possesses appropriate content expertise and recognized instructor training.

**NOTE:** *An Individual whose license is revoked, summarily suspended, voluntarily relinquished, under investigation for departmental policy or criminal violations, or an individual who had their law enforcement authority removed for disciplinary reasons is prohibited from teaching CPE while in the respective status. Accordingly, MCOLES will not recognize any training taught by such an individual as satisfying annual CPE requirements.*

#### **#20: If an officer is instructing a CPE class, does the officer/instructor acquire credit for the CPE that the officer/instructor is teaching?**

**Yes.** An officer/instructor can acquire CPE credit for the course they are teaching. The officer/instructor would receive the same number of CPE hours as the students. **However, if an instructor teaches the same course more than once in a calendar year, the instructor shall only acquire CPE credit for the number of hours of one training session in any given year.**

#### **#21: Can completion of college courses be used to help fulfill CPE requirements?**

**Yes.** The completion of a college course during a designated CPE calendar year that complies with the CPE requirements for that designated year, may satisfy the requirements of Commission designated training, or an agency selected course. **However, this process requires preapproval from MCOLES to make sure the college course fulfills the intended CPE requirement.**

Prior to requesting MCOLES approval for any college course intended to fulfil an annual CPE requirement, the agency shall assess the college course to ensure the learning objectives of the course line up with the associated CPE requirement. Agencies will be responsible for maintaining appropriate training records, to include an explanation of what CPE requirement the college course fulfilled, and documentation indicating the officer attended the training and received a passing score in the class (C or better).

**#22: Can courses taken in previous years (on CPE training categories) be used to meet the CPE requirement of subsequent years?**

**No.** Courses taken in previous years will not count towards the current or future year's CPE requirements. A course must be taken in the same calendar year as it is required to comply with CPE requirements for that year.

**#23: I completed "Training XYZ" for CPE credit in a previous training year. If I complete that exact same training again in the current year, can it be used to satisfy CPE requirements?**

**CPE training requirements differ from year to year.** Each year's requirement must be completed within that calendar year, as outlined in the [Quick Reference Guide](#).

**#24: Does CPE training have to be taken in two or three-hour blocks?**

**No.** Except for online training, CPE must occur in one-hour blocks of time or greater. To constitute an "hour" of training, the hour must contain at least fifty minutes of actual CPE instruction or activity.

MCOLES encourages small blocks of training given multiple times versus longer blocks of training given only once, since research indicates that training is more effective in several smaller blocks of time spread out over time, rather than in large blocks of training only offered once.

**#25: What happens if an officer does not complete the CPE requirements?**

On January 31, 2023, Public Act 1 of 2023 appropriated funds to support the implementation of **required annual** in-service training standards for **all licensed** law enforcement officers in accordance with rules promulgated under section 11(2) of the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.611.

Section 11(2) of the MCOLES Act states in part, "The commission may promulgate rules with respect to any of the following: (a) In-service training programs and minimum courses of study and attendance requirements for licensed law enforcement officers."

**Therefore, the Commission is now promulgating rules with respect to CPE for all licensed law enforcement officers as a condition of maintaining one's law enforcement license (2023 PA 1, 1965 PA 203, MCL 28.611).**

**#26: What happens if the officer misses the yearend deadline to complete CPE?**

Sec. 501 (1) of PA 1 of 2023 reads in part, "...the implementation of required annual in-service training standards for all licensed law enforcement officers in accordance with rules promulgated under section 11(2) of the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.611."

The Commission realizes the law enforcement community deals with emergency situations regularly. Accordingly, the Commission understands that unpredictable situations and circumstances may arise that prevent an officer from complying with annual CPE requirements (injury, deployment, illness, etc.). If an emergent case arises, please refer to question [#27](#) and/or contact your assigned MCOLES agency representative; **staff directory located here: <https://www.michigan.gov/mcoles/commission-info/staff>**.

### **#27: Can the deadline for completing CPE be extended?**

**Yes.** The MCOLES executive director may extend the deadline for an officer to comply with CPE requirements. **However**, this will only occur under specific and very limited emergency circumstances. The involved officer's agency head must submit a written request to the executive director by December 15th of the calendar year during which CPE requirements will not be complied with. The written request must explain in detail the emergency circumstances that created the need for the CPE deadline extension. The written request shall include the name and MCOLES number of the involved law enforcement officer, the emergency circumstances leading to the request for an extension, all supporting documentation, and the date of submission to MCOLES.

The executive director will grant or deny the extension request within 30 days of receiving it. In making this decision, the executive director will consider mitigating factors such as a serious illness of an officer or an officer's immediate family member, prolonged military service, or other extenuating circumstance. Staffing shortage and scheduling are not acceptable reasons to submit a request. If an extension is granted, it will be granted for 90 days, unless the executive director finds that special circumstances exist for a longer extension. The executive director shall send written notice of the decision to the appropriate agency head.

### **#28: Does it matter that I am employed by multiple law enforcement agencies?**

**No.** Individual officers receive credit for mandatory training when any agency or training provider enters the MITN training roster containing their unique MCOLES number into MITN.

If you are employed full-time with an agency, you and your full-time (primary) agency will be responsible for ensuring you meet the mandatory CPE training requirements.

If you are employed part-time with an agency, you and your part-time agency will be responsible for ensuring you meet the mandatory CPE training requirements.

If you are employed part-time by more than one agency, the first agency that hired you will be considered your primary agency. You and your primary agency will be responsible for ensuring you meet the CPE training requirements. **However**, any law enforcement agency you work part-time for can send you to CPE required training. An individual is considered in compliance with the CPE requirements for all agencies they may work for in that given calendar year.

### **#29: Which agencies are eligible to receive CPE funding?**

All Michigan law enforcement agencies (as defined by the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.602, section 2(e)) are eligible to receive CPE funding. All CPE funds and spending accounts are subject to audit and inspection by MCOLES.

### **#30: How much money will my agency receive for 2024?**

Agencies will receive approximately \$500 per full-time equivalent (FTE) for 2024. This amount is expected to fluctuate each year. All CPE funds and spending accounts are subject to audit and inspection by MCOLES.

### **#31: When will my agency receive the CPE funds each year?**

CPE funding disbursements will be made at the beginning of each calendar year. The CPE funds for 2024 will be released in June.



**#32: Does my agency need to return unspent CPE funds?**

**No.** Agencies may retain leftover funds to pay for the cost of CPE programs going forward, however, a detailed financial accounting of rollover CPE funds must be maintained and reported annually. All CPE funds and spending accounts are subject to audit and inspection by MCOLES.

**#33: Can CPE funds be comingled with LED or other funds?**

**No.** Per PA 302 of 1982 as amended, LED funds must maintain a separate financial account. All CPE funds and spending accounts are subject to audit and inspection by MCOLES. All CPE funds should have a separate line item in their budget.

**#34: What type of CPE records must my agency keep?**

The agency must maintain records sufficient to show compliance with CPE requirements and account for any expenditures.

**#35: If an officer leaves my agency during the calendar year, who is responsible for ensuring their annual CPE requirements for that year are met?**

An officer's "primary agency" will be responsible for reporting any CPE completed up until the date of separation. Any training completed after the officer's date of separation would be reported by the officer's new "primary agency."

**#36: Who do I contact if I have other questions?**

Send an email to [MSP-MCOLES@michigan.gov](mailto:MSP-MCOLES@michigan.gov) if you have questions. Additionally, check back on this document often. If Commission staff determines similar questions are being asked repeatedly, this FAQ section will be updated accordingly.

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**CPE POST-LAUNCH QUESTIONS**

*Compiled questions from June 10 – present*

**#37: If an officer takes a Train-the-Trainer/Instructor course for a specific subject (e.g., Subject Control/ Firearms), do they also have to take the three-day Instructor Development Course to deliver in-house classes for CPE credit?**

**No.** Please refer to FAQ #19 for more detail. This situation would meet the requirement; however, the individual would only be qualified to instruct in one, specified skill area (Subject Control/Firearms).

Notwithstanding, attending the MCOLES Instructor Development Course would be beneficial for all instructors.

**#38: Can a person who successfully completed the 40-hour Michigan Fire Firefighters Training Council Instructor 1 program (passed the written and practical) obtain CPE Instructorship through reciprocity - basically, turning in a copy of their certificate?**

**Yes.** Refer to FAQ #19 for more detail. This situation would meet the requirement as long as all of the basic instructor development curriculum is covered in that instructor course.

**#39: Is there a way to look up the yearly training of my officers in MITN to see if any already qualify for these new requirements?**

**Yes.** The agency MITN operator should be able to review the registered training an individual officer has completed, as long as the course was entered/registered in MITN and a training completion roster was entered containing that individual officer's MCOLES license number.

The training will need to (1) fall within the required categories for that year and (2) occur within that year.

**#40: Will the COPS Training Portal automatically report the training to MITN, like PoliceOne Academy does?**

**No.** COPS does not currently upload training into MITN, however, MCOLES is currently working with COPS to explore that possibility.

In the interim, you can submit the course information on the [in-service training webpage](#).

COPS should be able to provide you with the required information for registration. As such, **you are registering the training in MITN** and uploading the roster of attendance and completion.

**#41: Do I have to do anything different with our current LEXIPOL online training to have them recognized as CPEs?**

**Yes.**

#1: Ensure the training was completed within the year you are seeking credit. Refer to FAQ #22 for more detail.

#2: Ensure the training meets one of the MCOLES mandated topics or agency determined topic for the year. Refer to FAQ's #7, #15, #16 and the Quick Reference Guide on the [CPE Pilot webpage](#).

**#42: How do we get our Emergency Vehicle Operations class recognized by MCOLES? Are we able to get our EVO Instructor School MCOLES approved as well?**

**Yes.** Submitting a class/training for registration in MITN to satisfy the new CPE requirements will follow the same process previously used to be eligible for 302 funding. Referencing "CPE 2024" in the *Course ID* portion of the registration request will assist in identifying it will be used to meet CPE requirements.

A skill area training, such as EVO, may be used for several years, however, please note that the submission is only good for one year. For future registration, you need to change the *Course ID* to "CPE 2025" and make any needed updates to the curriculum.

**#43: Does each officer complete the two-page MITN Operator Agreement (checking the second box Basic Law Enforcement Training Academy)?**

**No.** Your designated agency MITN operator will be able to enter training rosters for all registered training or training identified by a vendor, as having registered in MITN.

**#44: We have a fully executed MITN User Agency Agreement already on file. Is there anything additional that I need to do?**

**No.** There is nothing additional you need to do.

**#45: How do I identify which vendor course offerings meet the annual CPE requirement?**

Refer to the respective vendor websites, provided on the [CPE Pilot webpage](#). The individual vendors advised they would have a specific landing page for Michigan and have identified specific courses to meet MCOLES' CPE requirement. Please contact the specific vendor for information regarding their courses.

**#46: How is CPE supposed to be set up so my staff can begin their training, and have it properly recorded in MITN as completed?**

Each agency must maintain a record of training completed by their officers for the yearly requirements. Refer to FAQ's #7, #8, #15, #16 and the Quick Reference Guide provided on the [CPE Pilot webpage](#).

**#47: MCOLES has Virtual Academy listed as a "CPE Supporting Link". Does this mean that all stock courses in Virtual Academy are pre-approved by MCOLES for the purposes of complying with CPE requirements? If I think a course in Virtual Academy generally covers "victim rights", for example, how do I know that MCOLES agrees?**

**No.** Refer to FAQ #8. The vendors have identified courses that meet CPE requirements on their respective webpages. Additionally, you are welcome to call the vendor to confirm. **It is incumbent upon the agency to ensure that the course is registered in MITN.**

**#48: If an online course through one of the vendors covers "victim's rights" as well as other topics, will I get credit for only the number of hours victim's rights is covered or for the entire course hours?**

**Yes.** The course needs to cover one of the required topics listed on the Quick Reference Guide, provided on the [CPE Pilot webpage](#). The course needs to be registered in MITN so you can receive credit for the entirety of the course hours. Refer to FAQ #8 for more detail. Additionally, the vendors have identified courses that meet CPE requirements on their respective webpages. Additionally, you are welcome to call the vendor to confirm. **It is incumbent upon the agency to ensure that the course is registered in MITN.**

**#49: Many licensed, certified, and/or trained professionals don't have specific "instructor training." If I want to bring in a licensed or certified personal trainer to train my staff on "health and wellness," but they don't meet the requirement of having completed the MCOLES instructor development course or a "recognized instructor training," is the training they provide ineligible for CPE credit?**

As FAQ #19 states, this situation would meet the requirement, however, they would only be qualified to instruct in the area associated with their license or certification. Notwithstanding, attending the MCOLES Instructor Development Course would be beneficial for all instructors.

**#50: If I found a good YouTube video on “ethics in policing” or another CPE topic, could this be used as CPE credit if it isn't registered in MITN?**

Refer to FAQ #8. Individual agencies may elect to conduct their own in-house training. You can submit the course information on the [in-service training webpage](#).

**#51: Can we use the CPE funds for purchasing and/or keeping training tracking/video library software?**

**Such requests would have to be approved by MCOLES.** There is not enough information provided here to make a determination. Refer to the [in-service training webpage](#) for more detail.

**#52: We have completed training for 2024 already. Can we use that completion for the CPE hours if we get the training outline approved in MITN?**

**Yes, as long as the training is completed within the year you are seeking credit.** The course needs to cover one of the required topics listed on the Quick Reference Guide, provided on the [CPE Pilot webpage](#).

**#53: When will the actual curriculum be announced for the CPE pilot program?**

Refer to FAQ's #7, #15, and #16. Additionally, refer to the Quick Reference Guide, provided on the [CPE Pilot webpage](#).

**#54: We subscribe to PoliceOne Academy online training. If the training states that it is "MICHIGAN MCOLES APPROVED" does that mean it will count towards our 12 credit hours in 2024?**

**Yes, as long as the training is completed within the year you are seeking credit.** The course needs to cover one of the required topics listed on the Quick Reference Guide, provided on the [CPE Pilot webpage](#).

**#55: If we elect to conduct our own In-House training, what does the “PREAPPROVED BY LAW ENFORCEMENT AGENCY HEAD OR THEIR DOCUMENTED & APPROVED AGENCY DESIGNEE” requirement need to look like? On a certain form? A signature somewhere?**

This is an internal process for the agency. Consider internal documentation of this approval for audit purposes.

**#56: With the new guidelines for recording revenue and expenditures for police officer continuing professional education, does the “account” in reference need to be a separate bank account or general ledger account? Section 11(2) of MCOLES Act (1965 PA 203, MCL 28.611) – Part V. Agency Fiscal Responsibilities.**

It needs to be a general ledger account.

**#57: Can the CPE funds be used to pay for online training subscriptions such as PoliceOne and/or Virtual Academy?**

Yes. Refer to FAQ #8.

**#58: If I and another agency employ an officer part-time, do we both have to do the minimum CPE requirements or can we split it, or if one agency does it does that satisfy the requirement (same question if an officer works full-time for one agency and part-time for another)?**

Refer to FAQ #28. If you are employed full-time with an agency, you and your full-time (primary) agency will be responsible for ensuring you meet the mandatory CPE training requirements. If you are employed part-time by more than one agency, the first agency that hired you will be considered your primary agency.

You and your primary agency will be responsible for ensuring you meet the CPE training requirements. However, for any law enforcement agency where you work part-time, can send you to CPE-required training.

An individual is considered in compliance with the CPE requirements for all agencies they may work for in that given calendar year.