



MCOLES
Michigan Commission on Law Enforcement Standards

MITN Distance Learning Course Registration Requirements

April 17, 2020

Distance, or online, learning is a growing trend for in-service training programs. In response to this trend the Michigan Commission on Law Enforcement Standards (MCOLES) provides in-service training providers the following guidance to register, describe, and designate various types of distance learning courses in the MCOLES Information and Tracking Network (MITN).

Background

MCOLES is responsible for registering, categorizing and capturing attendance with respect to in-service training for licensed law enforcement officers in the state of Michigan.

Since 2004, the system used by MCOLES to accomplish these tasks has been the MCOLES Information and Tracking Network (MITN). MITN is a web-based system which provides agencies the mechanism to comply with the Commission's statutory mandates and is consistent with the administrative rules related to both the MCOLES Act 1965 PA 203 and the Michigan Justice Training Fund Act 1982 PA 302.

Training is registered in MITN for two reasons:

1. It allows law enforcement agencies to use Law Enforcement Distribution (LED) funds for the tuition and ancillary training costs (mileage, lodging, meals, etc. where qualified), and
2. It provides a means to capture the attendance of law enforcement officers at registered courses and posts this training to the officer's individual MCOLES training record.

MITN registration and training attendance reporting is mandatory for law enforcement agencies to be able to use their LED funds to offset the cost of the training.

Registering Courses in MITN

When training is initially entered into MITN by a training provider's authorized operator the information gathered is essentially the same for both types of presentations (live classroom or online).

- Course Information
 - Title, description, hours, instructor information, dates and locations.
 - Objectives and Outline.
 - For online courses two additional entries need to be made:
 - In the Comments Section please insert **"This is ONLINE Training."**
 - Name and describe the online method or platform being used to conduct the course (for more information see description section below).

Submitting Training Completion Information

After the training has been delivered student rosters **must** be entered into MITN.

- Either the vendor or the host agency will have to keep attendance records of officers observing the video/online presentation.
- Enter the officer's MCOLES ID number using the roster link in the dates and locations section.

Failure to enter the training completion information via the roster will result in:

- An agency not being allowed to use LED funds to offset the cost,
- Officers being disadvantaged by not having a record of training for court and promotional purposes.
- Possible sanctions to the training provider.

Description of Distance Learning / On-line Courses

For purposes of describing your course please refer to the information below and provide information in the comments section to allow an agency or officer to understand how the training is going to be delivered.

- Student Collaboration
 - Vendors should describe if students and instructors are able to access messaging tools that allow immediate communication.
- Small Team Problem Solving and Learning
 - Vendors should describe if the online training delivery platform allows for synchronous and/or asynchronous group learning and problem-solving exercises.
 - Synchronous learning happens in real time and allows for students to interact with each other and the instructor.
 - Asynchronous learning happens on an independent schedule that is convenient for the student. Typically, assignments, and discussions are due back by a certain date set by the instructor. Also included in this category are pre-recorded lectures, self-guided tutorials, and videos.
- Historical Reference
 - Vendors should describe if course material and lectures are available for students to access for future reference.
- Back Channel Tools
 - Vendors should describe if the online forum allows participants a space to voice concerns and ask questions of each other without interrupting the flow of the class.
- Video Training
 - Vendors should describe the type of delivery, e.g. video lecture, video scenarios, video scenarios with performance assessment included.

MCOLES personnel are available to answer any questions regarding the registration of training and recording of rosters. Please contact Patrick Hutting at 517-636-7868 (office phone) after normal business operations are resumed or 517-881-4479 (work cell) during the current pandemic protocols with any inquiries.