

REQUEST FOR CONFERENCE CERTIFICATION

All courses must receive approval prior to instruction

Please type or print all information

Conference Title _____

Location of Conference: _____

Requested By _____
Department or Agency

Mailing Address _____
Street or PO Box

City State Zip

Contact Person _____ Telephone _____

Email: _____

Total Conference Hours: _____ Hours Requested for Certification: _____

For Conference Certification

- Conference Schedule
- Individual Course Detail:
 - a. Title of each requested certified course/topic/session.
 - b. Date and Duration (hours) of each certified course/topic/session.
 - c. Resume of all instructors.
- Instructor and course evaluation instrument. (The form or other method the students use to evaluate the course and the instructor.)
- Conference Dates

Conference Sponsor/Instructor Lesson Plan Affidavit

- A **notarized affidavit** from the conference sponsor, or course instructor, must be submitted attesting that all certified Instructor Lesson Plans and/or Information/Materials presented will be made available to the DPS Training & Recruiting Division staff upon request

Tracking and issuing certificates of attendance is the responsibility of the Conference Sponsor. **LEA-86A** may be used to track individual course attendance. All DPS certified individuals listed on the submitted **LEA-86A** will be awarded credit for the training course, otherwise the attendee must submit a conference certificate of attendance to DPS Training and Recruiting Division to receive in-service training course credit. Form **LEA-86A** must be submitted to the DPS Training & Recruiting Division within 30 days from the date the conference is completed.

DPS Training Use Only

Processed By:	Conference Certification#:	Certification Expires:
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