



Tri-River Police Training Region, Inc.



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COURSE CERTIFICATION REQUIREMENTS

When you are planning any in-house training and you would like it certified, below are the required steps. In addition, all in-service training courses will require re-submission periodically to ILETSB, even if the training is the same as previously submitted.

At least 2 months prior to the training, we must receive the following documentation if applicable: (PDF format works best for us)

1. Completed: "ILETSB Form-A2_2023-01". (Attached)
2. Completed: "Form-X" if your materials are copyrighted. (Attached)
3. A Specific (ILETSB approved format - Attached) Outline of the training to include the hours and mandates that are met in each section of training.
4. "ILETSB Form-C", (Attached) Application for Instructor Approval, for each instructor, documenting their training resume, making them a proficient instructor of the material being trained. (Be sure to include all Instructor Certificates to confirm your qualifications to train the subject matter requested)
5. All supporting documentation that you will be using during your presentation/training. (PowerPoint slide presentations, handouts, policies & procedures, any other information to support the training mandates you hope to fulfill)
6. The specific dates & location of where the training class will be held. (If Known)

Once this information is sent to me at: director@tri-river.org, I will submit it to the ILETSB for their review and approval of the specific mandates that will be covered.

Once I receive approval from the ILETSB, I will follow up with the Department.

When you do the training, Tri-River will need a roster of those who attended (Full Names listed), the date they attended and their PTB #. A Tri-River Class evaluation will also need to be completed by each student.

Once you have this information, it can be sent to us at director@tri-river.org. I hope this helps with the process!

Bradley Hertzmann
Executive Director



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