



## Protocol “F”

### CEU PROCEDURAL GUIDELINES

#### **CEU Criteria:**

Continuing education units (CEU) will be evaluated by the CEU Manager based on the following guidelines:

- One (1) CEU is equivalent to fifty (50) minutes of educational instruction.
- Evaluation for approval is based on the following information:
  - Qualification of training provider
  - Qualification of training instructor
  - Qualification of educational content
- Approval will be given for training under any the following categories:
  - Professional Conduct and Ethics
  - Statutory Compliance
  - Investigative Legal Issues
  - Investigative Techniques
- All documentation submitted will be evaluated for approval.

#### **Approved Training Providers:**

Training providers who submit documentation for approval will be evaluated as being qualified to provide training. Approved providers may advertise themselves as “FCI Approved Training Providers.”

Once the training provider is approved, the Training Provider may publicize future training as “FCI Approved” when they have submitted the required documentation and final evaluation of CEU’s approved for that training event is pending.

#### **Prior Approval:**

Training providers requesting prior approval of an educational offering should submit a written or email request with the following documentation required for evaluation and approval:

- Date, times, and location of training event.
- Schedule of training sessions.
- Biographical qualifications of instructor.
- Topic and outline of educational content.

#### **Proof of Attendance:**

Training providers are required to maintain an accurate record of attendance. Training providers must provide either of the following documents:

- FCI sign-in sheet – submitted to FBCI.
- Certificate of attendance – submitted to the FCI in attendance.

**Outside Training:**

Florida Certified Investigators may obtain FCI CEU credit for training they have attended that was not submitted for prior approval by the training provider and must submit the following documentation to the FBCI for accurate evaluation and approval:

- Attendance certificate.
- Training provider and event information.
- Schedule of training sessions.
- Biographical qualifications of instructor.
- Topic and outline of educational content.

Protocol F approved and adopted by FBCI on 10/14/2011