

TY23 In-Service Training Guide

TY23 In-Service Training Requirements

By vote of the MPTC Committee, for training year 2023 (July 1, 2022 – June 30, 2023) all veteran law enforcement officers are required to complete (40) hours of in-service training, including (24) hours of subject specific mandated training and (16) hours of additional training to be chosen by departments.

Officers are also required to complete CPR training and firearms requalification annually, which departments can opt to count towards their department choice training.

TY23 In-Service Training Requirements:

1. Legal Updates - (6) hours
2. Frontline Digital Evidence - (3) hours
3. Trauma Informed Policing – (3) hours
4. Officer Response to Interpersonal Violence – (3) hours
5. Duty to Intervene - (3) hours
6. Hate Crimes - (3) hours
7. 212 Degrees: Preventing Officer Crises - (3) hours
8. Department Choice Training - (16) hours

Training Trackers and Compliance Monitoring

The completion of TY23 in-service training requirements will be monitored and recorded in Acadis via Training Trackers (formerly known as Career Roles). Department points of contact (POCs) will have the ability to view training trackers to monitor compliance for their organization and personnel.

The training trackers will automatically update upon successful completion of in-service classes hosted online or in-person by the MPTC. In-service classes hosted by departments must be reported in the Acadis Portal by a department POC to receive credit. Completion of 16-hour department choice training must also be reported in the Acadis Portal.

Training Year 2023 In-service Training Tracker Requirements:

1. TY23 16-Hour Department Choice
2. TY23 212 Degrees: Preventing Officer Crises
3. TY23 Duty to Intervene
4. TY23 Frontline Digital Evidence
5. TY23 Hate Crimes
6. TY23 Legal Updates
7. TY23 Officer Response to Interpersonal Violence
8. TY23 Trauma Informed Policing
9. Annual Firearms Requirements
10. Annual Two-Part CPR/First Responder – Year 2 (Classroom and Practical portions)

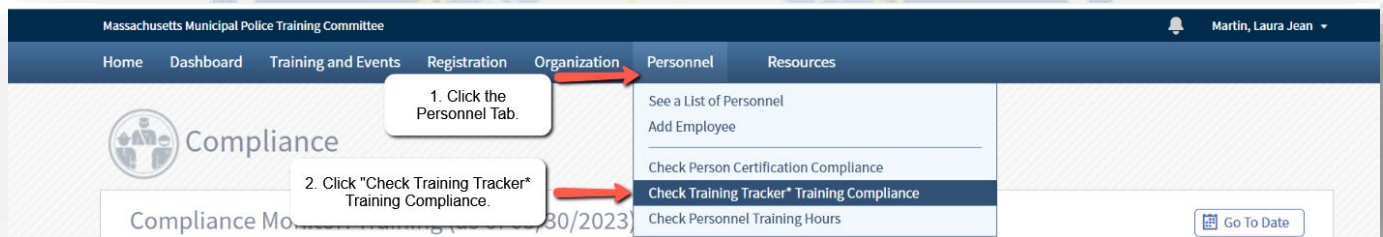
Department POC Guide: Monitoring and Reporting Required Training


Viewing Training Trackers

Department POC's can view Training Trackers for both their organization and for individual officers via the [MPTC Acadis Portal](#). Officers can view their own progress on their Portal homepage.

To View Organization Compliance:

- On the Portal homepage header, hover your cursor over the **“Personnel”** tab and select **“Check Training Tracker Training Compliance”** from the menu.




This page will display the Compliance Monitor for your organization. It lists the training requirements along with the number of personnel who have been assigned to, completed, and not completed each requirement. Click each total to populate a list of personnel within that category. 

Compliance Monitor: Training (as of 04/21/2023) Go To Date

By default, professional development requirements reflect progress toward the next due date. This information updates nightly. Last updated 04/21/2023 01:49 AM.

<input type="checkbox"/> Requirement	Due	Assigned	Incomplete	Complete	Progress
<input type="checkbox"/> TY23 16-Hour Department Choice	Complete by 09/30/2023	3	1	2	<div style="width: 66%;"></div>
<input type="checkbox"/> TY23 212 Degrees: Preventing Officer Crises	Complete by 09/30/2023	3	0	3	<div style="width: 100%;"></div>
<input type="checkbox"/> TY23 Annual Firearms Requirement	Complete by 09/30/2023	3	2	1	<div style="width: 33%;"></div>
<input type="checkbox"/> TY23 CPR/First Responder - Year 2	Complete by 09/30/2023	3	0	0	<div style="width: 0%;"></div>
<input type="checkbox"/> TY23 Duty to Intervene	Complete by 09/30/2023	3	0	2	<div style="width: 66%;"></div>
<input type="checkbox"/> TY23 Frontline Digital Evidence	Complete by 09/30/2023	3	0	3	<div style="width: 100%;"></div>
<input type="checkbox"/> TY23 Hate Crimes	Complete by 09/30/2023	3	0	3	<div style="width: 100%;"></div>
<input type="checkbox"/> TY23 Legal Updates	Complete by 09/30/2023	3	0	3	<div style="width: 100%;"></div>
<input type="checkbox"/> TY23 Officer Response to Interpersonal Violence	Complete by 09/30/2023	3	1	2	<div style="width: 66%;"></div>
<input type="checkbox"/> TY23 Trauma Informed Policing	Complete by 09/30/2023	3	2	1	<div style="width: 33%;"></div>

more ▾

Export Selected 

To View an Individual's Compliance:

To view a specific individual's training tracker, navigate to your department's personnel list (click on the "Personnel" tab in the header) and click on the individual's name. Scroll to find their training tracker (*shown below*).

CURRENT RESPONSIBILITIES

The following plans are expected to be completed for professional development that supports current roles.

Name	Audience	Effective Date	Attainment Requirements		Continuous Requirements (days until due)			
			Completed	Due	Overdue	0-30	31-180	181-365
Training Year (TY) 22 In-Service MPTC	General	07/01/2021	5 of 9	09/30/2022		None		
 TY23 MPTC In-Service MPTCHQ	General	07/01/2022	7 of 10	09/30/2023		None		

Reporting Department-Run TY23 In-Service Training

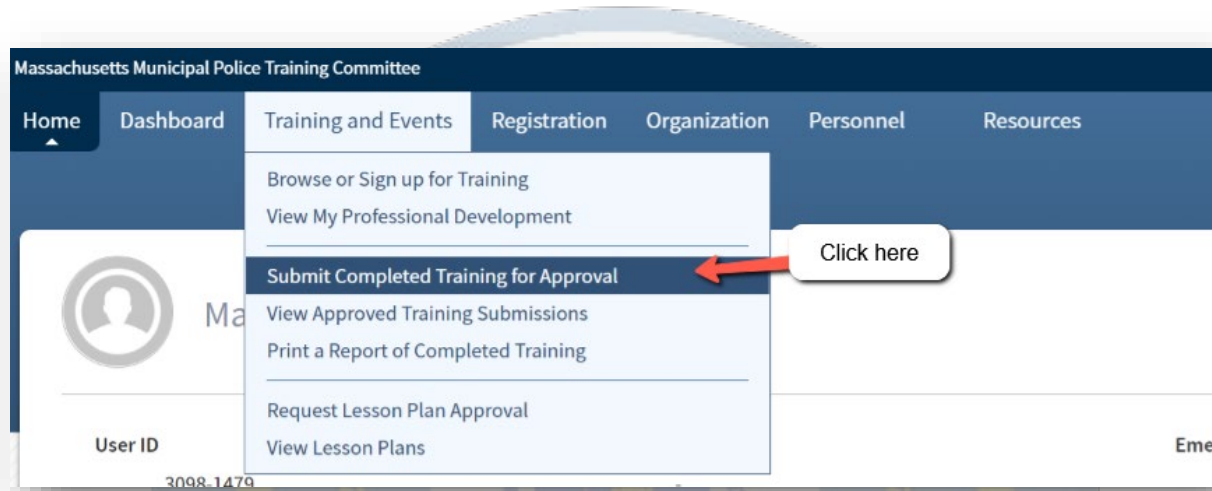
Departments who conducted their own in-service training with MPTC certified instructors should submit completed training information for department personnel via the [MPTC Acadis Portal](#). Reporting must be completed by a department point-of-contact.

Please note that **all portions** of CPR and Firearms must be completed prior to reporting.

Please follow all steps as outlined below to ensure proper credit is received.

To Report Department-Run Training:

- On the [MPTC Acadis Portal](#) homepage, hover over the “**Training and Events**” tab in the header and click “**Submit Completed Training for Approval.**”



- Select the option to start with a pre-approved course.
- Select the appropriate course from the drop-down menu and click **Continue.**

Please Note: There are separate course options for each portion of the two-part CPR training. Please select the appropriate options to receive credit. For Firearms training, if conducted in multiple sessions, please report once after all requirements have been met.

- Enter the class dates and click **Continue**.
 - **Please note:** TY23 In-Service should be completed by 6/30/23.

Home Dashboard Training and Events Registration Organization Personnel Resources

Training
Submit Completed Training

Training Event Information

Indicate how you will submit event information.

* I will submit my event by:

Starting with a pre-approved course or course material

Training *

In-Service TY23 - TY23 212 Degrees: Preventing O... x

Training Dates *

11/10/2022 to 11/10/2022

Entering my own course information

Default Roster Add the students from a previous training roster to the new training roster

* Required Information

Cancel **Continue**

- Enter training location.

TY23 212 Degrees: Preventing Officer Crises - Department Run - 002

In-Service TY23: MPTC Academy

The Privacy Act of 1974 may apply to this form. [Additional Details](#)

Dates 11/10/2022 - 11/10/2022

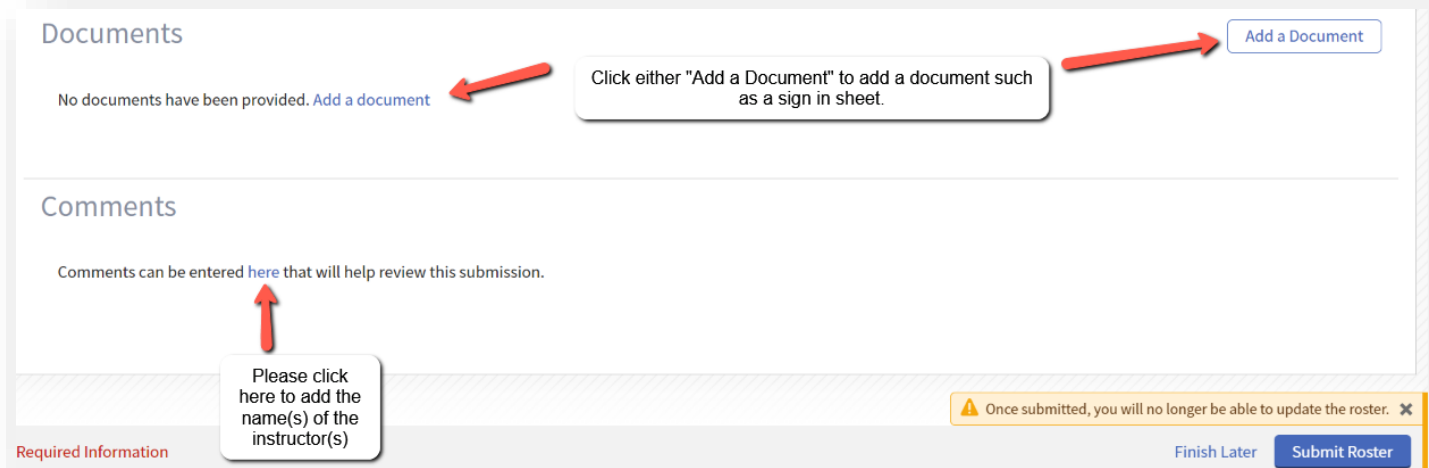
Location Abington Police Department x

Enter training location or choose from the dropdown menu

- Complete the training roster. Select students from your personnel list by typing a name, selecting from the drop-down menu, or clicking **Select from list of personnel**. Then click **Add to Roster**. Repeat to add all students to the class roster.



- Upload any pertinent documents such as attendance records, certificates, etc.
- Add the instructor’s name in the “**Comments**” section.



- Ensure all information is complete and accurate.
- Once complete, click the “**Submit Roster**” button.

Please note: Rosters **cannot** be updated after submission. If you wish to complete and submit at a later date, select “**Finish Later.**” The draft will be accessible in the “**Drafts & Submissions Pending Approval**” section.

Reporting 16-Hour Department Choice Training

Department Points of Contact (POCs) can report the fulfillment of the 16-hour department choice training requirement by following the same process used to report department-run training. Because this requirement represents multiple trainings rather than a single training event, however, departments can opt to report for all personnel at once.

To report the fulfillment of this requirement for all personnel at once:

- From the “**Training and Events**” tab, select “**Submit Completed Training for Approval**”
- Select the 16-Hour Department Choice course from the dropdown menu
- Select the date range that encompasses all training events *or* select the start and end dates of the TY23 training year

- In the **Location** dropdown menu, select your department
- Under **Students**, select “**Select from List of Personnel.**” In the pop-up, check the box in the header to select all personnel. Please deselect anyone has not completed the 16 hours.
- Add supporting documentation
- Submit

Please note, by submitting, POCs will attest to the accuracy of the information submitted. All personnel included on the roster will receive credit for meeting the 16-hour department choice training requirement. Please verify that only personnel that have met the 16-hour requirement are added to the roster.

