COMMONWEALTH OF MASSACHUSETTS
MPTC
Municipal Police Training Committee

Training Year 2026 In-Service Training Guide

TY26 In-Service Training:

TY26 In-Service Training Requirements (40 hours):

1. Legal Update – Six (6) hours
2. Annual CPR/FA Requirement (M.G.L.c. 111 § 201) – Six (6) hours
3. Annual Firearms Requalification & Training – Eight (8) hours
4. Law & Procedure – Three (3) hours
5. Firearms Law Refresher – Three (3) hours
6. Crime Scene – Three (3) hours
7. Police Response to Critical Incidents – Three (3) hours
8. Domestic Violence – Three (3) hours
9. SHIELD: Protecting Those Who Serve – Three (3) hours
10. Executing the Mission: Trauma Informed Policing ONLINE ONLY – Two (2) hours

Reporting Department Run TY26 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:

- Click on "Training and Events" on the left-hand navigation menu, then select "Report Completed Training".

- Select "Starting with a pre-approved course or course material."
- Select the appropriate course from the drop-down menu and enter the class dates in the fields that appear.
- Click "Continue" from the bottom right-hand corner*.

*Please Note: There are separate course options for each portion of the two-part CPR training. Please select the appropriate options to receive credit.

- On the next page, enter the location information of the class.

The Privacy Act of 1974 may apply to this form.   Additional Details

Dates   01/01/2024 - 01/01/2024

Location   Enter an organization name...

Address

Address 2

City

State   Select a state...   Use international address

Zip Code   +

- Scroll down to enter training roster information. 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.

Students

Enter name (as Last Name, First Name) or User ID   In-Service   Add to Roster

Select from list of personnel

No students have been added to the roster. The roster will display when you add the first student.

Documents

Attach a Document

No documents have been provided. Attach a document

Comments

No comments have been provided. Add a comment

- Lastly, you must add pertinent information using the Documents Section. This includes written rosters and qualification sheets.

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

Assigning Online Content as a Point of Contact:

To assign your personnel to online content:

1. In the Acadis Portal click on the "Training and Events" tab
2. Select "available Training" from the drop-down menu
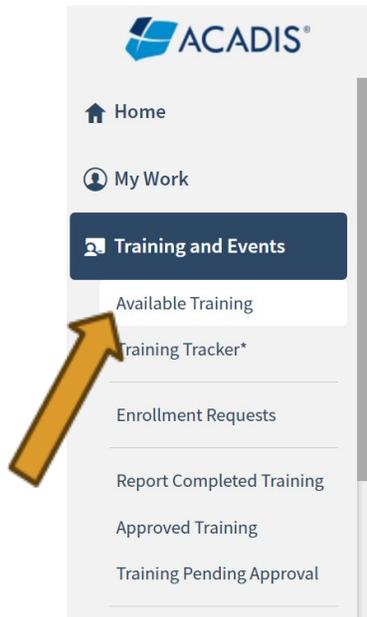
To filter your class results for in-service:

1. For Training Year 2024 In-Service classes, select "In-Service TY24" from the Program drop-down menu
2. Under Training and Delivery, check "Online" for an online class
3. Press the blue "Apply" button to filter and see your results

Filters

Available training will be limited to events matching all of the criteria provided below. Past and unpublished training is never displayed.

Keyword	Enter keyword...
Program	Select a program... ▼
Program Category	Select a program category... ▼
Registration Status	Select a registration status... ▼
Training Delivery	☐ Online ☐ Classroom
Location	Select a location... ▼
Training Date	Display training available within the specified date ranges.

☐ Within 30 Days
☐ 30 to 90 Days
☐ 90 to 180 Days
☐ 180 Days to 1 Year
☐ More than 1 Year

Cancel | Clear All Filters | **Apply**

To assign personnel to online classes:
1. Select the button with three dots to access more options
2. Select "Assign to Personnel"

Training and Events

Available Training

▼ Filters   Clear Filters

Training Delivery = Online ✕

Updates Online			
In-Service TY24 - TY24 Officer Wellness Online	6h 0m	07/01/2023 - 06/30/2024	● Open

Take Training ⋮

Assign to Me

Assign to Personn...