



## Law Enforcement Training Advisory Commission

840 S. Spring Street, Suite B • Springfield, IL 62704

Phone (217) 726-7014 • Fax (217) 726-7833 • Email [letac@mtu10.com](mailto:letac@mtu10.com) • Website [www.letac.org](http://www.letac.org)

Bruce Liebe, Director

# Workshop on Required ILETSB Forms to Gain Approval.

**November 6, 2023**  
**9:30 a.m.-12:00 p.m.**

## **LETAC**

**840 S. Spring Street, STE B.**  
**Springfield, Illinois 62704**

**Instructor:** **Jan Mirikitani**, the instructor for this course, has taught this program for 30+ years. Jan has been a law enforcement & government trainer since 1989 & teaches on the municipal, state, and federal levels. She has consulted with multiple federal, state, & municipal agencies providing leadership, coaching, & mentorship succession training, strategic planning, character-driven professionalism, & leadership development skills. She has been a key-note speaker & trainer for state, regional, & federal conferences. If you have *ANY questions*, please contact her at [jbcnsltg@hotmail.com](mailto:jbcnsltg@hotmail.com).

### **SUMMARY:**

Jan Mirikitani, who teaches the Instructor School for LETAC and other MTUs, will go over all required forms that must be used to submit a lesson plan for approval. Those forms include:

1. Form C: get your instructor approved.
  - a. Trainee must include a copy of course certificates/scanned in, demonstrating their qualifications to teach a specific course.
2. Bio: your instructor writes a bio (1 sheet of paper) on his/herself, background, education, military service, interests in training, & what they have previously trained.
3. Lesson Plan: includes the Learning Objectives, Synopsis (summary of your LOs in sentence form), the Lesson Plan with sufficient explanation for a new learner, Source Document/resources, a written test if required, & the form of evaluation to be used

**Illinois Law Enforcement Training & Standards Board Mobile Team Unit #10**

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for the course.

- a. The Learning Objectives must be identified in the Lesson Plan, showing where that Objective is covered.
  - b. Mandates must be inserted as to where they will be covered for a 30-minute period.
  - c. The LP must be broken down into a time block schedule, clarifying how the class time will be used to cover the material listed.
4. All of #3 inserted (cut & pasted) into the MTU form (required by the Training Board).
  5. A one-page coversheet that is the Clif Notes version of your course.
  6. The A-2 form also called the Executive Institute/MTU Course Certification Application.

**Those attending should bring with them a copy of their trainer's Form C, bio, Lesson Plan, including the synopsis, Learning Objectives, and Source Document to use during the workshop. Forms will be provided for use in class. If possible, please bring a computer.**

**Non-Member Tuition:** \$0 Non-Member tuition shall apply to civilians, officers from State/Federal agencies, and officers from Local Law Enforcement agencies which are not a member of any MTU. Tuition will be invoiced to departments upon course completion. If a pre-registered student from a Non-Member agency fails to attend training, and the agency fails to provide advance notice within 7 days of the start date of that class, the agency will be invoiced the entire amount of the student's tuition.

**To Register:** Email registration to [register@letac.org](mailto:register@letac.org). You may also fill out and submit our online registration form through the website at [www.letac.org](http://www.letac.org) or call 217-726-7014 to register by phone (be sure to include all pertinent information). **MTU#10 Law Enforcement members who are under the mandate requirements will be given priority on state mandated courses and then MTU#10 local members. If it is not a mandated course, all MTU# 10 local members will be given registration preference until seven days prior to the date of class. After that date, registrations will be taken on a first-come, first-served basis, regardless of MTU status. *We cannot accept registrations from individual officers. All registrations must go through your Chief, Sheriff, or department training office, even if you are attending class on your own time.***

**Cancellation:** If a class must be canceled for any reason, every effort will be made to do so at least 2 weeks before the class is scheduled to begin. However, there are circumstances where last minute cancellation is out of our control. All officers who have been registered for training will be contacted at the email address given at registration, so please be sure to provide an email address which is checked often. Cancellations will also be posted to our mailing list and our Facebook and Twitter accounts.

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