2025 FLETA Standards & Glossary Crosswalk

2020 Standards - Section 1 Program Administration	2025 Standards - Section 1 Program Administration	Changes:
1.01 Ethics Training If the program is a basic or entry-level law enforcement program, the program includes specific job-related training in ethics and integrity. Advisory: Potentially not applicable.	**1.01 Ethics Training** If the program is a basic or entry-level law enforcement program, the program includes specific job-related training in ethics and integrity. Advisory: Potentially not applicable.	No change
1.02 Shared Responsibility Agreements (A1.06) If full-time instructional staff or training facilities span multiple organizations, a written agreement/policy is in place specifying the authority and responsibilities of each party. Advisory: Potentially not applicable.	**1.02 Shared Responsibility Agreements (A1.06)** If full-time instructional staff or training facilities span multiple organizations, a written agreement/policy is in place specifying the authority and responsibilities of each party. Advisory: Potentially not applicable.	No change
1.03 Program Security Measures The applicant has implemented security measures specific to the program. Advisory: The intent of this standard is the focus on program-specific security measures (e.g., weapons, explosives, hazardous materials, equipment, classroom security, controlled substances, etc.).	**1.03 Security Measures** The applicant has implemented security measures. Advisory: The intent of this standard is the focus on program and/or facility specific security measures (e.g., weapons, explosives, hazardous materials, equipment, classroom security, controlled substances, access control, etc.).	Standard modified Advisory modified
1.04 eTraining Technical Assistance (A1.07) When conducting eTraining, technical assistance is available. Advisory: Potentially not applicable.	**1.04 eTraining Technical Assistance (A1.07)** When conducting eTraining, technical assistance is available. Advisory: Potentially not applicable.	No change
1.05 Training Equipment Maintenance (A1.12) Training equipment is properly maintained in accordance with organizational policy or industry standards. Advisory: None	**1.05 Training Equipment Maintenance (A1.11)** If the program has training equipment, it is maintained in accordance with organizational policy or industry standards. Advisory: Potentially not applicable.	Standard modified Advisory modified
1.06 Suspension of Hazardous Training (A1.13) The applicant suspends or discontinues training activities that become hazardous due to exigent circumstances. Advisory: The intent of this standard is to address such things as inclement or adverse weather conditions, accidents, equipment failure, power outage, etc.	**1.06 Suspension of Hazardous Training (A1.12)** The applicant suspends or discontinues training activities that are in progress and become hazardous due to exigent circumstances. Advisory: The intent of this standard is to address such things as inclement or adverse weather conditions, accidents, equipment failure, power outage, infectious disease, etc.	Standard modified Advisory modified

2020 Standards - Section 1 Program Administration	2025 Standards - Section 1 Program Administration	Changes:
1.07 Copyrighted Material (A1.14) When copyrighted materials are used, the applicant complies with relevant rules and laws. Advisory: Potentially not applicable.	**1.07 Copyrighted Material (A1.13)** When copyrighted materials are used, the applicant complies with relevant rules and laws. Advisory: Potentially not applicable.	No change
1.08 Program Recordkeeping (A1.15) The applicant maintains records for each offering of the training program. At a minimum, each record will include:. .01 - curriculum content (e.g., syllabi, lesson plans, training materials, etc.); .02 - a listing of all instructors and other instructional personnel indicating the actual block of instruction in which each presented or participated; .03 - inclusive dates the program is conducted and actual dates and times when each segment of training occurs; .04 - roster of participants; and .05 - practical evaluations and/or written examinations and keys. Advisory: None	**1.08 Program Recordkeeping (A1.14)** The applicant maintains records for each offering of the training program. At a minimum, each record will include:. .01 - curriculum content (e.g., syllabi, lesson plans, training materials, etc.); .02 - a listing of all instructors and other instructional personnel indicating the actual block of instruction in which each presented or participated; .03 - inclusive dates the program is conducted and actual dates and times when each segment of training occurs; .04 - roster of participants; and .05 - practical evaluations and/or written examinations and keys. Advisory: None	No Change
1.09 Student Recordkeeping (A1.16) The applicant maintains records for each student attending the program. At a minimum, each record will include: .01- if the training has prerequisites, documentation that verifies the student met all prerequisites for attending the training program; .02 - a complete record of the students' training evaluations (grades, scores, final results); .03 - documentation of any exceptions, waivers, or reasonable accommodations requested or granted to the student; and 04 - documentation that verifies the student successfully completes the training program. Advisory: .01 is potentially not applicable.	**1.09 Student Recordkeeping (A1.15)** The applicant maintains records for each student attending the program. At a minimum, each record will include: .01- if the training has prerequisites, documentation that verifies the student met all prerequisites for attending the training program; .02 - a complete record of the students' training evaluations (grades, scores, final results); .03 - documentation of any exceptions, waivers, or reasonable accommodations requested or granted to the student; and .04 - documentation that verifies the student successfully completes the training program. Advisory: .01 is potentially not applicable.	No change
1.10 Training Records Management (A1.17) The applicant follows procedures for program-related and student training records (physical and/or electronic), regarding: .01 - security; .02 - release; .03 - retention; and .04 - destruction. Advisory: The intent of the standard is to address processes associated with program and student record keeping, and may include such items as transcript requests, FOIA requests, system backup notifications, records access logs, external requests for agency training materials, etc.	**1.10 Training Records Management (A1.16)** The applicant follows procedures for training records (physical and/or electronic), regarding: .01 security and .02 retention. Advisory: The intent of the standard is to address the training organization's records management processes associated with security and retention of training program and student records.	Standard modified .02 & .04 deleted Advisory modified

2020 Standards - Section 1 Program Administration	2025 Standards - Section 1 Program Administration	Changes:
1.11 Training Program Expenditures (A1.11) The applicant projects and tracks expenditures for the training program. Advisory: None	Deleted	Deleted
1.12 Medical Clearance Process (A1.18) If physical activity is a required part of the curriculum, the applicant adheres to its policy for medical clearance. Advisory: Potentially not applicable.	**1.11 Medical Clearance Process (A1.17)** If physical activity is a required part of the curriculum, the applicant adheres to its policy for medical clearance. Advisory: Potentially not applicable.	Number changed
1.13 Student Misconduct Process (A1.19) The applicant adheres to its policy for student misconduct. Advisory: Evidence may include documentation of notification, adjudication, and/or redress for allegations of student misconduct.	**1.12 Student Misconduct Process (A1.18)** The applicant adheres to its policy for student misconduct. Advisory: Evidence may include documentation of notification, adjudication, and/or redress for allegations of student misconduct.	Number changed

2020 Standards - Section 2 Program Training Staff	2025 Standards - Section 2 Program Instructor Staff	Changes:
2.01 Staff Orientation (A2.01) The applicant provides an orientation to training staff that includes: .01 - applicant's mission and/or vision; .02 - program goals and/or objectives; .03 - code of conduct; .04 - violations and consequences of prohibited conduct; .05 - organizational Structure; and .06 - safety rules/regulations and procedures. Advisory: None.	**2.01 Instructor Orientation (A2.01)** The applicant provides an orientation to instructors that includes: .01 - applicant's mission and/or vision; .02 - program goals and/or objectives; .03 - code of conduct; .04 - potential consequences of prohibited conduct; .05 - organizational structure; and .06 - safety rules/regulations and procedures. Advisory: None.	Title modified Standard modified .04 modified
2.02 New Instructors Monitored (A2.02) The applicant monitors and provides guidance/feedback to newly assigned instructors. Advisory: None	**2.02 New Instructors Monitored (A2.02)** The applicant monitors and provides guidance/feedback to new instructors. Advisory: Evidence may include, but is not limited to, evaluations, instructor certification panel results, personal conferences, email conversations, mentor reports, or other documentation.	Standard modified Advisory added
2.03 Basic Instructional Training The applicant ensures and documents that instructors receive basic instructional skills training. Advisory: None	**2.03 Basic Instructor Training (A2.03)** The applicant ensures and documents that instructors receive basic instructor training. Advisory: None	Title modified Standard modified
2.04 Maintain Subject Matter Expertise (A2.04) The applicant ensures and documents development of its instructor staff in their area of expertise through formal or informal training, operational participation, or field observation. Advisory: Evidence may include items such as, reviewing operational reports, journal article reviews, TDY assignments to the field, town halls, recertification, etc.	**2.04 Instructor Development (A2.04)** The applicant ensures and documents development of its instructors through formal or informal training or operational participation. Advisory: Evidence may include items such as, reviewing operational reports, journal article reviews, TDY assignments to the field, town halls, recertification, reading articles on advanced instructional competencies, development in mentoring and coaching, training on instructional systems design, etc. Evidence should show acquired skills beyond the applicant's initial or minimum instructor requirements.	Title modified Standard modified to merge 2.04 and 2.05 Advisory modified
2.05 Instructional Skills Development The applicant ensures and documents development of its instructor staff in instructional facilitation through formal or informal training, operational participation, or field observation. Advisory: Evidence may include items such as reading articles on advanced instructional competencies, development in mentoring and coaching, training on instructional systems design, etc.	Deleted	Merged with 2.04

2020 Standards - Section 2 Program Training Staff	2025 Standards - Section 2 Program Instructor Staff	Changes:
2.06 Instructor Quality Checks The applicant conducts and documents quality checks of its instructional staff by supervisors (or designees) to ensure training quality is maintained. Advisory: None	**2.05 Instructor Quality Checks (A2.05)** Supervisors (or designees) conduct and document quality checks on instructors. **Advisory:** The intent of this standard is to ensure quality controls for instructors primarily assigned to deliver one or more training programs.	Number changed Standard modified Advisory added
2.07 Guest Presenter Quality Assurance When using guest presenters, the applicant ensures training quality is maintained. Advisory: Potentially not applicable. The intent of this standard is to ensure training quality is maintained when inviting persons, who are not designated as instructors, to deliver materials, who are speaking on an infrequent basis, or where the agency cannot control/direct the training/development of the individual.	**2.06 Guest Presenter Quality Assurance** When using guest presenters, the applicant ensures training quality is maintained. Advisory: Potentially not applicable. The intent of this standard is to ensure training quality is maintained when inviting persons to deliver materials who are not designated as instructors; who are speaking on an infrequent basis; or, where the training organization cannot control/direct the training or development of the individual.	Number changed Advisory modified
2.08 Other than Full-Time Instructor Quality Assurance (A2.06) When a program has other than full-time instructors, the applicant ensures training quality is maintained. Advisory: Potentially not applicable. The intent of this standard is to address instructors that are part-time, adjunct, detailed, coaches, mentors, field advisors, etc.	**2.07 Other than Full-Time Instructor Quality Assurance (A2.06)** When a program has other than full-time instructors, the applicant ensures that training quality is maintained. Advisory: Potentially not applicable. The intent of this standard is to address instructors who are part-time, adjunct, detailed, coaches, counselors, mentors, field advisors, etc.	Number changed Standard modified Advisory modified

2020 Standards - Section 3 Program Training Development	2025 Standards - Section 3 Program Training Development	Changes:
3.01 Curriculum Archive (A3.02) The applicant uses an archiving system to store and retrieve curriculum development/revision documents. Advisory: None	**3.01 Curriculum Archive (A3.02)** The applicant uses an archiving system to store and retrieve curriculum development/revision documents. Advisory: None	No change

3.02 Examination and/or Evaluation Security (A3.03)
The applicant develops, approves, secures, and administers examinations and/or evaluation(s) within the program:
    .01 - When using written examinations(s)
    .02 - When using practical evaluation(s)
 	
Advisory: .01 or .02 is potentially not applicable.
	3.02 Written Examination Approval and Security (A3.03)
	When using written examination(s), the applicant:
	.01 approves and
	.02 secures the examination(s).
	
	Advisory: Potentially not applicable. The intent of the standard is to minimize potential compromise.
		Title modified
		2020 version of 3.02 modified and split into two standards.
		Advisory modified

	3.03 Practical Evaluation Approval and Security (A3.04) When using practical evaluation(s), the applicant: .01 approves and .02 secures the evaluation(s). Advisory: Potentially not applicable. The intent of the standard is to minimize potential compromise.	New standard from 2020 version of 3.02 being modified and split. Advisory modified
3.03 Document Review Process The applicant reviews documents that influence the content of the training such as, but not limited to, current agency policies, procedures and manuals, or operational reports. Advisory: None.	Deleted	Deleted
3.04 Task Validation The applicant defines and validates tasks to derive training objectives. Advisory: The applicant may use subject matter experts, policies, legislation, etc. to determine: the tasks to be trained, the organization/grouping of job-related tasks, and the special conditions under which tasks will be performed.	**3.04 Task Validation** The applicant defines and validates tasks (job requirements). Advisory: The applicant may use subject matter experts, and/or the review of policies, legislation, procedures and manuals, operational reports, etc. to determine: the tasks to be trained, the organization/grouping of job-related tasks, and the special conditions under which tasks will be performed.	Standard modified Advisory modified
3.05 Objective Development Objectives are derived from job tasks (job requirements). Advisory: A task-to-objective matrix may be used to demonstrate this relationship.	**3.05 Objective Development** Objectives are derived from job tasks (job requirements). Advisory: A task-to-objective matrix may be used to demonstrate this relationship.	No change
3.06 Objectives Sequenced (A3.04) Objectives are sequenced to facilitate student progress from one level of skill and knowledge to another. Advisory: None.	Deleted	Deleted

2020 Standards - Section 3 Program Training Development	2025 Standards - Section 3 Program Training Development	Changes:
3.07 Students Evaluated on Objectives (A3.05) Students are evaluated on each objective. All evaluation criteria are referenced to one or more objectives. Advisory: An objective-to-test item matrix may be used to demonstrate this relationship.	**3.06 Students Evaluated on Objectives (A3.05)** Students are evaluated on each objective. All evaluation criteria are referenced to one or more objectives. Advisory: An objective-to-test item matrix may be used to demonstrate this relationship.	Number changed
3.08 Program Cost Estimate Program documents identify instructional strategies, methodologies, and/or resources to estimate program costs. Advisory: Pre-existing programs may use historical program expenditures to estimate costs.	**3.07 Program Resources** Program documents identify instructional strategies, methodologies, and/or resources to estimate program costs. Advisory: Pre-existing programs may use historical program expenditures to estimate costs.	Number changed Title modified
3.09 Risk Assessment and Safety Protocols (A3.06) When the training program is inherently dangerous, and/or creates potential safety risks, the applicant conducts risk assessments and implements procedures to mitigate identified hazards. Advisory: Potentially not applicable. The intent of this standard is to show how the risk assessment is applied to the training.	**3.08 Risk Assessment and Safety Protocols (A3.06)** When the training program is inherently dangerous, and/or creates potential safety risks, the applicant conducts risk assessments and implements procedures to mitigate identified hazards. Advisory: Potentially not applicable. The intent of this standard is to show how the risk assessment is applied to the training.	Number changed
3.10 Training Materials (A3.07) Training materials describe activities to ensure consistent delivery of instruction. Advisory: Items may include, but are not limited to, lesson plans, instructor guides, program(s) of instruction, presentations with instructor notes, etc.	**3.09 Training Materials (A3.07)** Training materials describe activities to ensure consistent delivery of instruction. Advisory: Items may include, but are not limited to, lesson plans, instructor guides, program(s) of instruction, presentations with instructor notes, etc.	Number changed
3.11 Review and Approval of Training Materials (A3.08) Training materials are reviewed and approved prior to their use. Advisory: Items may include, but are not limited to, lesson plans, instructor guides, program(s) of instruction, presentations with instructor notes, etc.	**3.10 Review and Approval of Training Materials (A3.08)** Training materials are reviewed and approved prior to their use. Advisory: Items may include, but are not limited to, lesson plans, instructor guides, program(s) of instruction, presentations with instructor notes, etc.	Number changed .
3.12 Pilot Completed (A3.09) The program is pilot tested with documented results. Advisory: The pilot requirement addresses new or revised programs. Ongoing maintenance to training materials may not require a pilot.	**3.11 Pilot Completed (A3.09)** The program is piloted with documented results. Advisory: The pilot requirement addresses new or revised programs. Ongoing maintenance to training materials may not require a pilot.	Number changed Standard modified .

2020 Standards - Section 3 Program Training Development	2025 Standards - Section 3 Program Training Development	Changes:

3.13 Examination and/or Evaluation Criteria (A3.10)
The applicant establishes the standard(s) of competence:
      .01 - When using written examinations(s)
      .02 - When using practical evaluation(s)
 	
Advisory: .01 or .02 is potentially not applicable. As an example, training programs may use numerical cut scores, pass/fail, go/no go, sat/unsat, or other methods for documenting participant completion of written exams, laboratory/practical exercises, performance activities, or other assessment tools used to evaluate the standard(s) set by the training organization.
	3.12 Written Examination and/or Practical Evaluation Criteria (A3.10)
	The applicant establishes the standard(s) of competence:
	      .01 - When using written examination(s)
	      .02 - When using practical evaluation(s)
	
	Advisory: .01 or .02 is potentially not applicable. As an example, training programs may reference other programs/organizations, consider attrition/failure rates, use informed judgement, comparative/contrast groups, conjectural methods, rely on subject matter experts, or other methods when determining the standard set by the training organization. Training programs may use numerical cut scores, pass/fail, go/no go, sat/unsat, or other methods for documenting participant completion of written exams, laboratory/practical exercises, performance activities, or other tools used to evaluate the standard set by the training organization.
		Number changed
		Title modified
		Advisory modified

3.14 Equivalent Written Examinations (A3.11) When written examinations are used, multiple versions must be available and evaluate the same objectives. Advisory: Potentially not applicable. An objective-to-test item matrix may be used.	**3.13 Equivalent Written Examinations (A3.11)** When written examinations are used, **equivalent** versions must be available and evaluate the same objectives. Advisory: Potentially not applicable. An objective-to-test item matrix may be used.	Number changed Standard modified
3.15 Equivalent Practical Evaluations (A3.12) When different versions of practical evaluations are used, the evaluated objectives must remain the same. Advisory: Potentially not applicable. An objective-to-test item matrix may be used.	**3.14 Equivalent Practical Evaluations (A3.12)** When equivalent versions of practical evaluations are used, the evaluated objectives must remain the same. Advisory: Potentially not applicable. An objective-to-test item matrix may be used.	Number changed Standard modified
3.16 Student Reaction Review – Level 1 The applicant conducts, compiles, and reviews student reactions (Level 1 of the Kirkpatrick model or an equivalent), identifying opportunities to improve the program, instruction, and support/administrative elements of the training received. Advisory: None.	**3.15 Student Reaction Review – Level 1** The applicant reviews student reactions (Level 1 of the Kirkpatrick model or an equivalent), identifying opportunities to improve the program, instruction, and support/administrative elements of the training received. Advisory: None.	Number changed Standard modified

3.17 Examination and/or Evaluation Review - Level 2
The applicant reviews the examination and/or evaluation results (Level 2 of the Kirkpatrick model or an equivalent) to determine gaps in instruction, training materials, or the examination and/or evaluation tool(s):
      .01 - When using written examinations(s)
      .02 - When using practical evaluation(s)
 	
Advisory: .01 or .02 is potentially not applicable.
	3.16 Written Examination and/or Practical Evaluation Review - Level 2
	The applicant reviews the examination and/or evaluation results (Level 2 of the Kirkpatrick model or an equivalent) to determine gaps in instruction, training materials, or the examination and/or evaluation tool(s):
	      .01 - When using written examination(s)
	      .02 - When using practical evaluation(s)
	
	Advisory: .01 or .02 is potentially not applicable.
		Number changed
		Title modified

2020 Standards - Section 3 Program Training Development	2025 Standards - Section 3 Program Training Development	Changes:
3.18 Program Effectiveness Review - Level 3 The applicant gathers and reviews feedback (Level 3 of the Kirkpatrick model or an equivalent) from graduates and others who often observe the graduates' behavior, such as their immediate supervisors, subordinates, and/or peers to identify opportunities to improve the program. Advisory: None	**3.17 Program Effectiveness Review - Level 3** The applicant reviews feedback (Level 3 of the Kirkpatrick model or an equivalent) from graduates and others who often observe the graduates' performance, such as their immediate supervisors, subordinates, and/or peers to identify opportunities to improve the program. Advisory: None	Number changed Standard modified
3.19 Comprehensive Program Review (A3.13) The applicant ensures that training programs are comprehensively reviewed within a five-year period and revised, if necessary. A comprehensive review consists of, at a minimum, Levels 1-3 of the Kirkpatrick model or an equivalent. Advisory: None.	**3.18 Curriculum Review Process (A3.13)** The applicant conducts a curriculum review process of a training program within a five-year period, which includes the review of Levels 1, 2, and 3 evaluations of the Kirkpatrick model or an equivalent. Advisory: None.	Number changed Title modified Standard modified

2020 Standards - Section 4 Program Training Delivery	2025 Standards - Section 4 Program Training Delivery	Changes:
4.01 Training Materials are Followed Training materials are followed for instruction conducted in the program. Advisory: None.	**4.01 Training Materials are Followed** Training materials are followed for instruction conducted in the program. Advisory: None.	No change
4.02 Student Materials and/or Equipment (A4.01) Students have access to program-related materials and/or equipment. Advisory: None.	Delete	Deleted

4.03 Training Delivery Space and/or Resources (A4.02)
The applicant provides training space and/or resources identified in the training materials to support the program:
   .01 - When delivering in-person training
   .02 - When delivering eTraining
 	
Advisory: .01 or .02 is potentially not-applicable. Evidence may include, but is not limited to, facilities, equipment, or hardware/software.
	4.02 Training Delivery Space, Equipment, Resources, and/or Student Materials (A4.01)
	The applicant provides training space, equipment, resources, and/or student materials identified to support the program:
	.01 When delivering in-person training
	.02 When delivering eTraining
	
	Advisory: .01 or .02 is potentially not applicable. Evidence may include, but is not limited to facilities, equipment, or hardware/software.
		Number changed
		Standard modified (merged with 4.02)
		Title modified

4.04 Student Orientation (A4.03)
The applicant provides an orientation to students that includes:
   .01 - program goals and/or objectives;
   .02 - training schedules;
   .03 - practical evaluation and/or written examination requirements;
   .04 - when training is conducted in person, students receive information on safety rules and emergency procedures;
   .05 - code of conduct rules and requirement; and
   .06 - disciplinary procedures.
 	
Advisory: .04 is potentially not applicable.
	4.03 Student Orientation (A4.02)
	The applicant provides an orientation to students that includes:
	   .01 - program goals and/or objectives;
	   .02 - training schedules;
	   .03 – practical evaluation and/or written examination requirements;
	   .04 – when training is conducted in person, students receive information on safety rules and emergency procedures;
	   .05 - code of conduct rules; and
	   .06 - disciplinary procedures
	
	Advisory: .04 is potentially not applicable.
		Number changed
		Standard modified

4.05 Remedial Training and Reevaluation (A4.04) The applicant adheres to its policy for student remediation and reevaluation. Advisory: This standard does not apply to prerequisite requirements.	**4.04 Remedial Training and Reevaluation (A4.03)** The applicant adheres to its policy for student remediation and reevaluation. Advisory: This standard does not apply to prerequisite requirements.	Number changed
4.06 Role Player Preparation (A4.05) When used, role players are prepared to perform roles required by the training program. Advisory: Potentially not applicable. Role players may include students, instructors, or staff.	**4.05 Role Player Preparation (A4.04)** When used, role players are prepared to perform roles required by the training program. Advisory: Potentially not applicable. Role players may include students, instructors, or staff.	Number changed

2020 Standards - Section 4 Program Training Delivery	2025 Standards - Section 4 Program Training Delivery	Changes:
4.07 Student Identification Protocol (A4.06) When eTraining includes unproctored examinations, protocols are in place to verify student identity. Advisory: Potentially not applicable.	**4.06** Student Identification Protocol (A4.05) When eTraining includes unproctored examinations, protocols are in place to verify student identity. Advisory: Potentially not applicable.	Number changed

2020 Standards - Section 1 Academy Administration	2025 Standards - Section 1 Academy Administration	Changes:
A1.01 Vision, Mission, Goals The academy establishes vision, mission, goals, and/or objectives. Advisory: The intent of this standard is for the academy to have a defined purpose.	**A1.01 Vision, Mission, Goals** The academy establishes vision, mission, goals, and/or objectives. Advisory: The intent of this standard is for the academy to have a defined purpose.	No change
A1.02 Directives Procedures The academy establishes, promulgates, and reviews directives, policies, and procedures. Advisory: The intent of this standard is to ensure the academy has a process that supports the development, approval, and distribution of documents that govern academy operations.	**A1.02 Directives Procedures** The academy establishes, promulgates, and reviews directives, policies, and procedures. Advisory: The intent of this standard is to ensure the academy has a process that supports the development, approval, and distribution of documents that govern academy operations.	No change
A1.03 Organizational Structure The academy documents and establishes organizational structure. Advisory: None.	**A1.03 Organizational Structure** The academy establishes and documents an organizational structure. Advisory: None.	Standard modified
A1.04 Definition of Responsibilities The academy defines, in writing, the responsibilities, authority, and accountability of personnel involved in managing, supervising, and implementing training. Advisory: Position descriptions or similar documents exist.	**A1.04 Definition of Responsibilities** The academy defines, in writing, the responsibilities of personnel involved in managing, supervising, and implementing training. Advisory: Position descriptions or similar documents exist.	Standard modified
A1.05 Training Needs Determined The academy determines the short and long-term training needs of its customer base. Advisory: The intent of this standard is to determine such things as facility requirements, workload requirements, staffing levels, or projected student throughput.	**A1.05 Training Needs Determined** The academy determines the training needs of its customer base. Advisory: The intent of this standard is to determine such things as facility requirements, workload requirements, staffing levels, or projected student throughput.	Standard modified
A1.06 Shared Responsibility Agreements (1.02) If full-time instructional staff or training facilities span multiple organizations, a written agreement/policy is in place specifying the authority and responsibilities of each party. Advisory: Potentially not applicable.	**A1.06 Shared Responsibility Agreements (1.02)** If full-time instructional staff or training facilities span multiple organizations, a written agreement/policy is in place specifying the authority and responsibilities of each party. Advisory: Potentially not applicable.	No change
A1.07 eTraining Technical Assistance (1.04) When conducting eTraining, technical assistance is available. Advisory: Potentially not applicable.	**A1.07 eTraining Technical Assistance (1.04)** When conducting eTraining, technical assistance is available. Advisory: Potentially not applicable.	No change
A1.08 Facility Security The academy implements facility security measures. Advisory: Controls are in place for such things as facility access, protection of property, and identification of individuals.	**A1.08 Facility Security** The academy implements facility security measures. Advisory: Controls are in place for such things as facility access, protection of property, and identification of individuals.	No change

2020 Standards - Section 1 Academy Administration	2025 Standards - Section 1 Academy Administration	Changes:
A1.09 Environmental/Occupational Safety If the academy has training facilities, it adheres to environmental, fire, and occupational safety guidelines. Advisory: Potentially not applicable. Inspections are completed to ensure training is conducted in facilities that are safe from environmental, safety, and fire hazards. Evidence may include copies of inspection reports or completed check sheets	**A1.09 Environmental/Occupational Safety** The academy adheres to environmental, fire, and occupational safety guidelines. Advisory: Inspections are completed to ensure training is conducted in facilities that are safe from environmental, safety, and fire hazards. Evidence may include copies of inspection reports or completed check sheets.	Standard modified Advisory modified
A1.10 COOP The academy has, and reviews, a Continuity of Operations Plan (COOP). Advisory: The plan documents how to continue/resume operations in response to an unforeseen catastrophic event.	**A1.10 COOP** The academy has, and reviews, a Continuity of Operations Plan (COOP). Advisory: The plan documents how to continue/resume operations in response to an unforeseen catastrophic event.	No change
A1.11 Budget and Accounting Process (1.11) The academy projects and tracks expenditures for each training program. Advisory: None	Deleted	Deleted
A1.12 Training Equipment Maintenance (1.05) Training equipment is properly maintained in accordance with organizational policy or industry standards. Advisory: None	**A1.11 Training Equipment Maintenance (1.05)** Training equipment is maintained in accordance with organizational policy or industry standards. Advisory: None	Standard modified Number changed
A1.13 Suspension of Hazardous Training (1.06) The academy suspends or discontinues training activities that become hazardous due to exigent circumstances. Advisory: The intent of this standard is to address such things as inclement or adverse weather conditions, accidents, equipment failure, power outage, etc.	**A1.12 Suspension of Hazardous Training (1.06)** The academy suspends or discontinues training activities that are in progress and become hazardous due to exigent circumstances. Advisory: The intent of this standard is to address such things as inclement or adverse weather conditions, accidents, equipment failure, power outage, infectious disease, etc.	Standard modified Advisory modified Number changed
A1.14 Copyrighted Material (1.07) When copyrighted materials are used, the academy complies with relevant rules and laws. Advisory: Potentially not applicable.	**A1.13 Copyrighted Material (1.07)** When copyrighted materials are used, the academy complies with relevant rules and laws. Advisory: Potentially not applicable.	Number changed

2020 Standards - Section 1 Academy Administration	2025 Standards - Section 1 Academy Administration	Changes:
A1.15 Program Recordkeeping (1.08) The academy maintains records for each offering of the training program. At a minimum, each record will include:. .01 - curriculum content (e.g., syllabi, lesson plans, training materials, etc.); .02 - a listing of all instructors and other instructional personnel indicating the actual block of instruction in which each presented or participated; .03 - inclusive dates the program is conducted and actual dates and times when each segment of training occurs; .04 - roster of participants; and .05 - practical evaluations and/or written examinations and keys. Advisory: None	**A1.14 Program Recordkeeping (1.08)** The academy maintains records for each offering of the training program. At a minimum, each record will include:. .01 - curriculum content (e.g., syllabi, lesson plans, training materials, etc.); .02 - a listing of all instructors and other instructional personnel indicating the actual block of instruction in which each presented or participated; .03 - inclusive dates the program is conducted and actual dates and times when each segment of training occurs; .04 - roster of participants; and .05 - practical evaluations and/or written examinations and keys. Advisory: None	Number changed
A1.16 Student Recordkeeping (1.09) The academy maintains records for each student attending the program. At a minimum, each record will include: .01- if the training has prerequisites, documentation that verifies the student met all prerequisites for attending the training course; .02 - a complete record of the students' training evaluations (grades, scores, final results); .03 - documentation of any exceptions, waivers, or reasonable accommodations requested or granted to the student; and 04 - documentation that verifies the student successfully completes the training course. Advisory: .01 is potentially not applicable.	**A1.15 Student Recordkeeping (1.09)** The academy maintains records for each student attending the program. At a minimum, each record will include: .01- if the training has prerequisites, documentation that verifies the student met all prerequisites for attending the training course; .02 - a complete record of the students' training evaluations (grades, scores, final results); .03 - documentation of any exceptions, waivers, or reasonable accommodations requested or granted to the student; and .04 - documentation that verifies the student successfully completes the training course. Advisory: .01 is potentially not applicable.	Number changed
A1.17 Training Records Management (1.10) The academy follows procedures for program-related and student training records (physical and/or electronic), regarding: .01 - security; .02 - release; .03 - retention; and .04 - destruction. Advisory: The intent of the standard is to address processes associated with program and student record keeping, and may include such items as transcript requests, FOIA requests, system backup notifications, records access logs, external requests for training materials, etc.	**A1.16 Training Records Management (1.10)** The academy follows procedures for training records (physical and/or electronic), regarding: .01 security and .02 retention. Advisory: The intent of the standard is to address the training organization's records management processes associated with security and retention of training program and student records.	Standard modified .02 & .04 deleted Number changed Advisory modified
A1.18 Medical Clearance Process (1.12) If physical activity is a required part of the curriculum, the academy adheres to its policy for medical clearance. Advisory: Potentially not applicable.	**A1.17 Medical Clearance Process (1.11)** If physical activity is a required part of the curriculum, the academy adheres to its medical clearance process. Advisory: Potentially not applicable.	Standard modified Number changed

2020 Standards - Section 1 Academy Administration	2025 Standards - Section 1 Academy Administration	Changes:
A1.19 Student Misconduct Process (1.13) The academy adheres to its policy for student misconduct. Advisory: Evidence may include documentation of notification, adjudication, and/or redress for allegations of student misconduct.	**A1.18 Student Misconduct Process (1.12)** The academy adheres to its policy for student misconduct. Advisory: Evidence may include documentation of notification, adjudication, and/or redress for allegations of student misconduct.	Number changed

2020 Standards - Section 2 Academy Staff	2025 Standards - Section 2 Academy Instructor Staff	Changes:
A2.01 Staff Orientation (2.01) The academy provides an orientation to training staff that includes: .01 - applicant's mission and/or vision; .02 - program goals and/or objectives; .03 - code of conduct; .04 - violations and consequences of prohibited conduct; .05 - organizational structure; and .06 - safety rules/regulations and procedures. Advisory: None.	**A2.01 Instructor Orientation (2.01)** The academy provides an orientation to instructors that includes: .01 - applicant's mission and/or vision; .02 - program goals and/or objectives; .03 - code of conduct; .04 - potential consequences of prohibited conduct; .05 - organizational structure; and .06 - safety rules/regulations and procedures. Advisory: None.	Title changed Standard modified
A2.02 New Instructors Monitored (2.02) The academy monitors, and provides guidance/feedback to newly assigned instructors. Advisory: None	**A2.02 New Instructors Monitored (2.02)** The academy monitors and provides guidance/feedback to new instructors. Advisory: Evidence may include, but is not limited to, evaluations, instructor certification panel results, personal conferences, email conversations, mentor reports, or other documentation.	Standard modified Advisory modified
A2.03 (2.03) Basic Instructional Training The academy ensures and documents that instructors receive basic instructional skills training. Advisory: None	**A2.03 Basic Instructor Training (2.03)** The academy ensures and documents that instructors receive basic instructor training. Advisory: None	Title changed Standard modified
A2.04 Maintain Subject Matter Expertise (2.04) The academy ensures and documents development of its instructor staff in their area of expertise through formal or informal training, operational participation, or field observation. Advisory: Evidence may include items such as, reviewing operational reports, journal article reviews, TDY assignments to the field, town halls, recertification, etc.	**A2.04 Instructor Development (2.04)** The academy ensures and documents development of its instructor staff through formal or informal training or operational participation. Advisory: Evidence may include items such as, reviewing operational reports, journal article reviews, TDY assignments to the field, town halls, recertification, reviewing articles on advanced instructional competencies, development in mentoring and coaching, training on instructional systems design, etc. Evidence should show acquired skills beyond the applicant's initial or minimum instructor requirements.	Title modified Standard modified to merge program 2.04 and program 2.05 Advisory modified
A2.05 EEO and Harassment Training The academy requires all training staff to complete training in EEO and harassment. Advisory: Training may include EEO, Sexual Harassment, No-Fear Act, etc.	Deleted	Deleted
	A2.05 Instructor Quality Checks (2.05) Supervisors (or designees) conduct and document quality checks on instructors. **Advisory:** The intent of this standard is to ensure quality controls for instructors primarily assigned to deliver one or more training programs.	Added to reflect program standard
A2.06 Other than Full-Time Instructor Quality Assurance (2.08) When an academy has other than full-time instructors, the applicant ensures that training quality is maintained. Advisory: Potentially not applicable. The intent of this standard is to address instructors that are part-time, adjunct, detailed, coaches, mentors, field advisors, etc.	**A2.06 Other than Full-Time Instructor Quality Assurance (2.07)** When an academy has other than full-time instructors, the applicant ensures that training quality is maintained. Advisory: Potentially not applicable. The intent of this standard is to address instructors who are part-time, adjunct, detailed, coaches, counselors, mentors, field advisors, etc.	Advisory modified.

2020 Standards - Section 3 Academy Training Development	2025 Standards - Section 3 Academy Training Development	Changes:
A3.01 Uses Systematic Approach The academy uses an industry-recognized, systematic approach to training development. Advisory: None	**A3.01 Uses Systematic Approach** The academy uses an industry-recognized, systematic approach to training development. Advisory: None	No change
A3.02 Curriculum Archive (3.01) The academy uses an archiving system to store and retrieve program and curriculum development/revision documents. Advisory: None	**A3.02 Curriculum Archive (3.01)** The academy uses an archiving system to store and retrieve program curriculum development/revision documents. Advisory: None	No change

A3.03 Examination and/or Evaluation Security (3.02)
The academy develops, approves, secures, and administers examinations and/or evaluation(s) within the program:
    .01 - When using written examinations(s)
    .02 - When using practical evaluation(s)
 	
Advisory: .01 or .02 is potentially not applicable.
	A3.03 Written Examination Approval and Security (3.02)
	When using written examination(s), the academy:
	.01 approves and
	.02 secures the examination(s).
	
	Advisory: Potentially not applicable. The intent of the standard is to minimize potential compromise.
		Title modified
		2020 version of A3.03 modified and split into two standards.
		Advisory modified

	A3.04 Practical Evaluation Approval and Security (3.03) When using practical evaluation(s), the academy: .01 approves and .02 secures the evaluation(s). Advisory: Potentially not applicable. The intent of the standard is to minimize potential compromise	New standard from 2020 version of A3.03 being modified and split. Advisory modified
A3.04 Objectives Sequenced (3.06) Objectives are sequenced to facilitate student progress from one level of skill and knowledge to another. Advisory: None.	Deleted	Deleted
A3.05 Students Evaluated on Objectives (3.07) Students are evaluated on each objective. All evaluation criteria are referenced to one or more objectives. Advisory: An objective-to-test item matrix may be used to demonstrate this relationship.	**A3.05 Students Evaluated on Objectives (3.06)** Students are evaluated on each objective. All evaluation criteria are referenced to one or more objectives. Advisory: An objective-to-test item matrix may be used to demonstrate this relationship.	No change
A3.06 Risk Assessment and Safety Protocols (3.09) When training is inherently dangerous and/or creates potential safety risks, the academy conducts risk assessments and implements procedures to mitigate identified hazards. Advisory: Potentially not applicable. The intent of this standard is to show how the risk assessment is applied to the training.	**A3.06 Risk Assessment and Safety Protocols (3.08)** When training is inherently dangerous and/or creates potential safety risks, the academy conducts risk assessments and implements procedures to mitigate identified hazards. Advisory: Potentially not applicable. The intent of this standard is to show how the risk assessment is applied to the training.	No change

2020 Standards - Section 3 Academy Training Development	2025 Standards - Section 3 Academy Training Development	Changes:
A3.07 Training Materials (3.10) Training materials describe activities to ensure consistent delivery of instruction. Advisory: Items may include, but are not limited to, lesson plans, instructor guides, program(s) of instruction, presentations with instructor notes, etc.	**A3.07 Training Materials (3.09)** Training materials describe activities to ensure consistent delivery of instruction. Advisory: Items may include, but are not limited to, lesson plans, instructor guides, program(s) of instruction, presentations with instructor notes, etc.	No change
A3.08 Review and Approval of Training Materials (3.11) Training materials are reviewed and approved prior to their use. Advisory: Items may include, but are not limited to, lesson plans, instructor guides, program(s) of instruction, presentations with instructor notes, etc.	**A3.08 Review and Approval of Training Materials (3.10)** Training materials are reviewed and approved prior to their use. Advisory: Items may include, but are not limited to, lesson plans, instructor guides, program(s) of instruction, presentations with instructor notes, etc.	No change
A3.09 Pilot Completed (3.12) Programs are pilot tested with documented results. Advisory: The pilot requirement addresses new or revised programs. Ongoing maintenance to training materials may not require a pilot.	**A3.09 Pilot Completed (3.11)** Programs are piloted with documented results. Advisory: The pilot requirement addresses new or revised programs. Ongoing maintenance to training materials may not require a pilot.	Standard modified

A3.10 Examination and/or Evaluation Criteria (3.13)
The academy establishes the standard(s) of competence:
        .01 - When using written examinations(s)
        .02 - When using practical evaluation(s)
 	
Advisory: .01 or .02 is potentially not applicable. As an example, training programs may use numerical cut scores, pass/fail, go/no go, sat/unsat, or other methods for documenting participant completion of written exams, laboratory/practical exercises, performance activities, or other assessment tools used to evaluate the standard set by the training organization.
	A3.10 Written Examination and/or Practical Evaluation Criteria (3.12)
	The academy establishes the standard(s) of competence:
	.01 - When using written examination(s)
	.02 - When using practical evaluation(s)
	
	Advisory: .01 or .02 is potentially not applicable. As an example, academies may reference other programs/organizations, consider attrition/failure rates, use informed judgement, comparative/contrast groups, conjectural methods, rely on subject matter experts, or other methods when determining the standard set by the training organization. Training programs may use numerical cut scores, pass/fail, go/no go, sat/unsat, or other methods for documenting participant completion of written exams, laboratory/practical exercises, performance activities, or other tools used to evaluate the standard set by the training organization.
		Number changed
		Title modified
		Advisory modified

A3.11 Equivalent Written Examinations (3.14) When written examinations are used, multiple versions must be available and evaluate the same objectives. Advisory: Potentially not applicable. An objective-to-test item matrix may be used.	**A3.11 Equivalent Written Examinations (3.13)** When written examinations are used, equivalent versions must be available and evaluate the same objectives. Advisory: Potentially not applicable. An objective-to-test item matrix may be used.	Standard modified
A3.12 Equivalent Practical Evaluations (3.15) When different versions of practical evaluations are used, the evaluated objectives must remain the same. Advisory: Potentially not applicable. An objective-to-test item matrix may be used.	**A3.12 Equivalent Practical Evaluations (3.14)** When equivalent versions of practical evaluations are used, the evaluated objectives must remain the same. Advisory: Potentially not applicable. An objective-to-test item matrix may be used.	Standard modified

2020 Standards - Section 3 Academy Training Development	2025 Standards - Section 3 Academy Training Development	Changes:
A3.13 Comprehensive Program Review (3.19) The academy ensures that training programs are comprehensively reviewed within a five-year period and revised, if necessary. A comprehensive review consists of, at a minimum, Levels 1-3 of the Kirkpatrick model or an equivalent. Advisory: None.	**A3.13 Curriculum Review Process (3.18)** The academy conducts a curriculum review process of training programs within a five-year period, which includes the review of Levels 1, 2, and 3 evaluations of the Kirkpatrick model or an equivalent. Advisory: None.	Standard modified

2020 Standards - Section 4 Academy Training Delivery	2025 Standards - Section 4 Academy Training Delivery	Changes:
A4.01 Student Materials and/or Equipment (4.02) Students have access to program-related materials and/or equipment. Advisory: None.	Delete	Deleted

A4.02 Training Delivery Space and/or Resources (4.03)
The academy provides training space and/or resources identified in the training materials to support the program:
   .01 - When delivering in-person training
   .02 - When delivering eTraining
 	
Advisory: .01 or .02 is potentially not-applicable. Evidence may include, but is not limited to, facilities, equipment, or hardware/software.
	A4.01 Training Delivery Space, Equipment, Resources, and/or Student Materials (4.02)
	The academy provides training space, equipment, resources, and/or student materials identified to support the program.
	   .01 When delivering in-person training
	   .02 When delivering eTraining
	
	Advisory: .01 or .02 is potentially not applicable. Evidence may include, but is not limited to, facilities, equipment, or hardware/software.
		Number changed
		Standard modified to match with new program standard

A4.03 Student Orientation (4.04)
The academy provides an orientation to students that includes:
   .01 - program goals and/or objectives;
   .02 - training schedules;
   .03 - practical evaluation and/or written examination requirements;
   .04 - when training is conducted in person, students receive
      information on safety rules and emergency procedures;
   .05 - code of conduct rules and requirements; and
   .06 - disciplinary procedures.
 	
Advisory: .04 is potentially not applicable.
	A4.02 Student Orientation (4.03)
	The academy provides an orientation to students that includes:
	   .01 - program goals and/or objectives;
	   .02 - training schedules;
	   .03 - practical evaluation and/or written examination requirements;
	   .04 - when training is conducted in person, students receive
	      information on safety rules and emergency procedures;
	   .05 - code of conduct rules; and
	   .06 - disciplinary procedures.
	
	Advisory: .04 is potentially not applicable.
		Number changed
		Standard modified

A4.04 Remedial Training and Reevaluation (4.05) The academy adheres to its policy for student remediation and reevaluation. Advisory: This standard does not apply to prerequisite requirements.	**A4.03 Remedial Training and Reevaluation (4.04)** The academy adheres to its policy for student remediation and reevaluation. Advisory: This standard does not apply to prerequisite requirements.	Number changed
A4.05 Role Player Preparation (4.06) If professional role players are used, the academy has a process for acquiring, preparing, and evaluating them. Advisory: Potentially not applicable.	**A4.04 Role Player Preparation (4.05)** If professional role players are used, the academy has a process for acquiring, preparing, and evaluating them. Advisory: Potentially not applicable.	Number changed
A4.06 Student Identification Protocol (4.07) When eTraining includes unproctored examinations, protocols are in place to verify student identity. Advisory: Potentially not applicable.	**A4.05 Student Identification Protocol (4.06)** When eTraining includes unproctored examinations, protocols are in place to verify student identity. Advisory: Potentially not applicable.	Number changed

ACADEMY – A designated training organization, including staff, facilities, etc., that conducts basic, specialized, and/or advanced training for federal law enforcement and/or support personnel.

ACADEMY ACCREDITATION – Organizational-level recognition that all training programs that an academy manages are administered, developed, and delivered according to the FLETA standards. To be eligible for academy accreditation, a training organization must achieve accreditation for all law enforcement service basic training programs (as defined in the glossary) and either use a FLETA -accredited basic instructor training program or achieve accreditation for its basic instructor training program. A training organization without basic training programs must achieve accreditation for their primary program(s) and either use a FLETA -accredited basic instructor training program or achieve accreditation for its basic instructor training program. Attainment of academy accreditation does not confer accreditation to all programs under the academy.

ACCREDITATION – Recognition bestowed by the FLETA Board that an academy/program is compliant with the FLETA standards.

ACCREDITATION MANAGER (AM) – The individual(s) assigned by the TO to manage accreditation activities for one or more academies/programs. The AM is the person(s) responsible for all aspects of the TO's accreditation activities and materials. The AM serves as the primary point(s) of contact for the OA Program Manager.

ADVISORY – Information that provides additional guidance to a FLETA standard.

AGENCY – Federal organization that trains personnel to perform and/or support a law enforcement mission.

AND/OR – A function word to indicate that two words or items are to be taken together or individually. Academies/programs that perform both expressions are expected to use the function word "and," while academies/programs that perform only one of the items would use the function word "or."

ANNUAL REPORT – A report submitted annually by accredited academies/programs. The Annual Report advises the FLETA Board of any significant changes that would have an impact on accreditation status.

APPLICANT – A training organization seeking accreditation for an academy/program.

ASSESSOR – An individual who has successfully completed the assessor qualification process, which includes the FLETA OA's Assessor Training Program, OJT, and other requirements established by the OA Executive Director. Only federal employees may serve on FLETA assessments.

AUTHORIZING OFFICIAL (AO) – A senior official of an applicant TO who has the authority to enter into a written agreement to apply for FLETA accreditation. The AO should have the authority to obligate funds, make budget decisions and policy changes, and assign personnel.

BASIC INSTRUCTOR TRAINING – A foundational training program designed to prepare new instructors for full-time assignment to a training academy. The training should incorporate a number of instructional methodologies such as lectures, discussions, demonstrations, role-plays, facilitation, and/or practical exercises.

BASIC TRAINING PROGRAM – An entry-level program that is transitional to law enforcement service and provides training on critical competencies and responsibilities, or has a nexus to law enforcement service. Successful completion of a basic training program is generally a requirement for appointment to a job or job series in a law enforcement service job, or one with a law enforcement support mission.

BOARD REVIEW COMMITTEE (BRC) – Members of the FLETA Board designated to review academies and programs for FLETA accreditation. The BRC reviews the FLETA Assessment Report, asks questions of the applicant and FLETA assessment TL, and provides accreditation recommendations to the FLETA Board.

CONTINUITY OF OPERATIONS PLAN (COOP) – A plan developed by an applicant to continue/resume operations during a period of business interruption due to unforeseen circumstances, such as power outages, natural disasters, or terrorist attacks. The plan must address the process for the safety of training organization students, training staff, and resources. The plan may be referred to by different names, such as Disaster Recovery Plan or Business Resumption Plan.

CORRECTIVE ACTION PLAN (CAP) – A plan developed by the applicant to correct deficiencies identified during the self-assessment, FLETA assessment, Annual Report, if granted Provisional Accreditation by the FLETA Board, or possibly submitted any time by the organization during reaccreditation.

COURSE – See Training Program.

CURRICULUM REVIEW PROCESS – A thorough and systematic evaluation of the program, which includes the review of Levels 1, 2, and 3 evaluations of the Kirkpatrick model or an equivalent. The process may include but is not limited to: the review of curriculum materials as it relates to job requirements, learning objectives, program and course content, instructional methodology and technology, and sequencing of objectives. The frequency at which the comprehensive program review occurs is driven by the content and scope of the training program, but at a minimum, occurs within a five-year period.

DIRECTIVE/POLICY – Any administrative document that is written and published with vested authority to control or direct processes and personnel within the organization. Directives/Policies are governing documents above the training materials (See Training Materials).

eTRAINING – Training sessions delivered, in whole or in part (blended), with technology and accessed through a network (intranet or internet) or experienced via portable media, for a specific audience on a recurring basis. eTraining:
• may be supported synchronously or asynchronously by an instructor/facilitator who is not in the same location as the student(s);
• is tested online or in-person, and the results of the evaluated material are a requirement for successful completion of the program;
• has an expectation that learning will occur and/or performance will improve, or that a prescribed level of proficiency will be achieved, as evidenced by an appropriate evaluation tool; but
• does not apply to electronic materials, systems, or technologies used only to support and/or enhance in-person delivery.

eTRAINING: COMPUTER-BASED TRAINING (CBT) – A self-paced mode of training accessed via computer, CD ROM, or DVD, which may not be dependent upon a network for delivery. This training is typically self-paced and may not require an instructor/facilitator.

eTRAINING: DELIVERY ASYNCHRONOUS – Interaction that does not take place at a designated time. An example includes, but is not limited to, self-paced online training supported by an instructor/facilitator.

eTRAINING: DELIVERY SYNCHRONOUS – A real-time, instructor/facilitator-led eTraining event, in which the instructor/facilitator maintains control of the class, and students are able to interact. Examples of content delivery include using audio or videoconferencing, web-based platforms, or two-way live broadcasts of lectures to students in a classroom.

eTRAINING: INSTRUCTOR/FACILITATOR – An individual assigned to support the delivery of eTraining.

eTRAINING: WEB-BASED TRAINING (WBT) – A self-paced mode of training accessed through a network (intra or internet).

EVALUATION – A systematic process conducted to observe and judge how well individuals, procedures, or programs have met the objectives or goal of the training program. Evaluation is used for many purposes including, but not limited to, verifying the attainment of a standard of competence; analyzing the various aspects of the program, instruction, and support/administrative elements of the training; and validating or identifying the effectiveness of the program based on job performance and/or field expectation.

Glossary

EXTENSION – Additional time granted to an applicant by the FLETA OA Executive Director and/or Board to complete a step in the accreditation process that has been delayed due to unforeseen circumstances.

FACILITY – A physical structure or property used to conduct training or provide support for instruction.

FLETA ASSESSMENT – The process of reviewing an applicant's proofs of compliance with the FLETA standards. The FLETA OA directs the FLETA assessment and uses a team of qualified individuals to formally assess an academy/program in preparation for review by the BRC.

INDIVIDUAL STANDARD COMPLIANCE REPORT (ISCR) – A FLETA form completed by the applicant, which serves as the table of contents for each standard, listing the proofs of compliance and other academy/program information. The ISCR is used by the applicant and the assessment team to organize the materials being presented.

INHERENTLY DANGEROUS TRAINING – Training that has the potential to cause personal injury and/or damage to equipment/property.

INSTRUCTORS – Individuals who deliver training on behalf of the TO. Instructors may be full-time or TO staff primarily assigned, as defined by the organization, to instruct the program(s).

INSTRUCTORS: OTHER THAN FULL-TIME – Instructors who are not assigned to the TO but who instruct in the program.

INSTRUCTIONAL SYSTEMS DESIGN (ISD) – See Systematic Approach to Training.

JOB TASK ANALYSIS (JTA) – The process of determining the duties and activities of a particular job. The JTA may be used in defining job requirements, selection processes, job training, and in establishing the content validity of training and testing.

LESSON PLAN– See Training Materials.

LEVEL 1 (Kirkpatrick's Model) – Measures the degree that the participant reacts favorably to training. Student feedback or critique forms are ~~usually~~ one method used to collect Level 1 data.

LEVEL 2 (Kirkpatrick's Model) – Measures the degree that participants acquire the intended knowledge, skills, and abilities based upon their participation in the training. Written examinations and practical evaluations are examples of tools used to collect Level 2 data.

LEVEL 3 (Kirkpatrick's Model) – Measures the degree that participants apply what they learned when they are back on the job. There are several ways to collect Level 3 feedback including analyzing operational data, conducting trend analysis, conducting surveys and/or interviews with students and their supervisors or other personnel who directly observe the graduates' performance, etc.

MEMO TO FILE – A memorandum, signed by the AO, or designee, developed and included as evidence in the file(s) for the sole purpose of explaining when the academy/program had no opportunity to employ a particular directive/policy as it related~~s~~ to the standard for a specific year(s). Memos to file cannot replace actual evidence in the file(s).

MODEL PRACTICE – A policy, practice, or procedure that is notable as an efficient and effective method for meeting the TO's mission. Model practices are successful at delivering and/or improving outcomes for a particular TO and may have the potential for achieving process improvement for other organizations as well. They are available for informational purposes and are not requirements.

Glossary

NON-COMPLIANCE – A determination made by the FLETA Board in which the process or actions associated with the standard does not meet the requirements (i.e., the system or process is absent or does not meet the requirements) or that the academy/program is not following its directive(s)/policy(~~polic~~ies).

NOT APPLICABLE (N/A) – A designation identified by the applicant/academy, acknowledged by the OA Executive Director, and validated by the FLETA assessment team through an interview and/or observation that a specific standard does not apply to an academy/program based upon the nature of operations. The words "If" or "When" identify standards that could be considered N/A.

OBJECTIVES - Descriptions of expectations that learners must be able to exhibit before they are considered competent. Objectives outline:
• the desired performance – what must be known or demonstrated;
• the condition – the environment or circumstances in which the performance must be accomplished; and
• the standard – the level of proficiency required to demonstrate an acceptable level of competence for the task or job.

PHYSICAL ACTIVITY – Any bodily movement that utilizes energy to complete the training task/exercise beyond typical movement or activity. Examples may include, but are not limited to physical training/exercise, stress-induced training, extended-duration tasks, lifting/carrying, aquatic activities, etc.

PILOT –The initial offering(s) of any training program or block(s) within the program to gather data on the effectiveness of instruction, results of student performance, and time to complete the training.

PRACTICAL EVALUATION – A training mechanism in which students are evaluated on one or more objective(s) using a scenario or role-play, report writing, in-basket, hands-on, presentation, laboratory, or other exercise(s)/activity(ies).

PREREQUISITE – An established requirement set and managed by the academy/program that the students must meet to be accepted/admitted into a training program.

PROFESSIONAL ROLE-PLAYER – See Role Player.

PROGRAM ACCREDITATION – The recognition by the FLETA Board that a training program is administered, developed, and delivered according to the FLETA standards.

PROGRAM MANAGER (PM) – The individuals within the FLETA OA responsible for consulting with and assisting assigned applicants with the FLETA accreditation process.

PROOFS OF COMPLIANCE – Evidence of adherence to a standard through directive/policy and supporting evidence, which may be supported by interviews and/or observations.

PROVISIONAL ACCREDITATION – Status granted by the FLETA Board when an applicant requires additional time, not to exceed the date of the next scheduled FLETA Board meeting, to successfully complete an approved CAP to be in compliant with all applicable FLETA standards.

Glossary

REACCREDITATION – A fresh look at an academy/program to ensure that it continued to meet the FLETA standards. The assessment for reaccreditation is conducted essentially the same as an initial assessment, e.g., files addressing each standard must contain the written directive/policy and supporting evidence to demonstrate that the TO is adhering to its policy, but the files must include all directives/policies in effect during the reaccreditation cycle and evidence for each year of the reaccreditation cycle.

RISK ASSESSMENT – An analysis conducted by an applicant/academy to determine the potential risks to personnel, property, and facilities. The TO and/or those involved in program development should be aware of the risks associated with each training program and take appropriate and reasonable measures to mitigate risks identified through the risk assessment.

ROLE-PLAYER – A participant who acts out a role for the purposes supporting the student who is practicing a skill or set of skills, or to simulate a real-world situation. Role-players follow written or verbal instructions to ensure that the objective(s) of the exercise or scenario are maintained in support of the learning/improvement/development of skills or competencies. Role-players may include, but are not limited to, students, staff, instructors, and/or individuals contracted for the sole purposes of role-playing during training activities.

SELF-ASSESSMENT – A step in the accreditation process initiated and directed by the applicant in which a team of assessors, selected by the applicant, reviews the academy/program in preparation for the FLETA assessment.

SELF-ASSESSMENT MEMORANDUM (SAM) – A written certification that a self-assessment was completed, and that the applicant believes its academy/program for which accreditation is being sought meets the FLETA standards. The SAM must be provided to the FLETA OA 60 days before the FLETA assessment begins.

SPECIALIZED/ADVANCED TRAINING – Training for special long-term assignments, special endorsements, or advanced skills, such as Special Weapons Action Teams, hostage negotiation, counterterrorism, white-collar crime, etc. These programs may be provided for a single TO or to multiple TOs that share the law enforcement responsibility.

STANDARD – A single or multiple requirements that must be met by the applicant.

STUDENTS – A general term used for individuals who attend/participate in training programs. Organizations may refer to attendees as: learners, students, trainees, attendees, participants, etc.

SUBJECT MATTER EXPERT (SME) – An individual with the special skill or knowledge representing mastery of a particular subject.

SYSTEMATIC APPROACH TO TRAINING (SAT) – A systematic method for establishing and maintaining training programs to ensure that essential knowledge and skills are identified, taught, and evaluated for successful job performance. Examples include Analysis, Design, Development, Implementation, and Evaluation (ADDIE), Dick and Carey Systems Approach, Kemp Design Model, Gagne's Nine Events of Instruction, Successive Approximation Model (SAM), etc.

TEAM LEADER (TL) – An individual appointed to lead the assessment team through all phases of the assessment.

TRAINING MATERIALS – Lesson plans, instructor guides, programs of instruction, presentations with instructor notes, or other similar documents that outline instruction to be followed.

TRAINING ORGANIZATION – A federal entity or group that is responsible for funding, managing, developing, and/or delivering training on behalf of a federal branch, department, agency, office, council, independent establishment, and/or government corporation. To be eligible for FLETA accreditation, the training organization must be a federal entity, and the training must be funded through federal appropriations to support a federal law enforcement mission.

Glossary

TRAINING PROGRAM – Blocks, courses, groups of training sessions, or learning activities conducted for specific audiences on a recurring basis, with the expectation that learning will occur and/or performance will improve, or that a prescribed level of proficiency will be achieved, as evidenced by an appropriate evaluation tool (i.e. training program must include Levels 1, 2, and 3 or an equivalent). Training programs may be in-person, eTraining, or blended.

UNPROCTORED – Evaluations that are not directly monitored during delivery.

WAIVER – Granted by the FLETA Board for a temporary condition that does not allow the academy/program to meet a standard.

WITHDRAWAL – A request, signed by the AO, used to cancel a current application for academy/program accreditation.

WRITTEN EXAMINATION – An evaluation mechanism in which students are evaluated on one or more objective(s) using a written tool such as, but not limited to, multiple-choice, true/false, fill-in the blank, essay, in-basket, or other activity.