



Frostburg City Police Department
37 Broadway PO Box 440
Frostburg, Maryland 21532
301-689-3000 (Tel.) 301-689-0642 (Fax)

IN-SERVICE TRAINING COURSE COMPLETION REPORT

INSTRUCTIONS

1. Officers are required to complete this form and to attach a copy of any certificate of completion or diploma bearing the instructor's signature upon completing any in-service training course.
2. The completed form and certificate/diploma must be submitted and placed in the training reports mailbox at police headquarters within two weeks of completing an in-service training course.
3. If any information for this report form is not available during the course, such as the "P" number or test score, please note that on this report form.
4. Officers may keep the original certificate or diploma received from training, and it is recommended that officers retain these documents for their records.

REPORT FORM

Officer/Student Name: _____

Officer/Student MPCTC Certification #: _____

Course Title: _____

Course "P" Number: _____

Credit Hours: _____

Written Test Score: _____

Attendance Date(s): _____

Location of Training: _____

Course Instructor Name: _____

Instructor E-Mail: _____

I certify that I completed the above-listed in-service training course, that the information provided is true and correct to the best of my knowledge, and:

(Check One)

- I have attached a copy of the course completion certificate or diploma.
- I did not receive any course completion certificate or diploma.

Officer/Student Signature: _____ Date: _____