

**JUSTICE AND PUBLIC SAFETY CABINET**  
**Kentucky Law Enforcement Council**  
**(Amended at ARRS Committee)**

**503 KAR 1:090. Approval of course curriculums.**

RELATES TO: KRS 15.330(1)(a), (g), (h), 15.440

STATUTORY AUTHORITY: KRS 15.330(1)(a), (h)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 15.330(1)(a) authorizes the Kentucky Law Enforcement Council to prescribe standards for the approval and continuation of approval of schools which conduct law enforcement and telecommunications training courses, including minimum standards for curriculums for courses. This administrative regulation establishes standards and procedures for approval of curriculum for courses.

Section 1. Submission Requirements. For the council to adequately determine the merits of a proposed course curriculum or proposed revision to a previously approved curriculum, the proposed curriculum or proposed revision shall:

- (1) Be submitted to the council at least forty-five (45) days prior to the date of anticipated review;
- (2) Be submitted by a recognized school or a school certified by the council ;
- (3) Be taught by one (1) or more certified instructors or instructors whose certification has been waived by the Kentucky Law Enforcement Council;
- (4) Be submitted with a completed KLEC Form 31 to the Kentucky Law Enforcement Council;
- (5) Include a specific learning objective for every portion of the course;
- (6) Include a course description;
- (7) Include a description of the method of student learning evaluation;
- (8) Include a bibliography;
- (9) Include a schedule indicating the number of hours for each block of instruction; and
- (10) Indicate and justify a passing performance level on all student learning evaluations.

Section 2. School Endorsement. A proposed course curriculum or proposed curriculum revision submitted by a school shall be endorsed by the director of the school or the director's designee.

Section 3. Approval Procedure. Upon review of the merits of a proposed course curriculum or proposed curriculum revision in accordance with Section 1 of this administrative regulation, the council shall vote whether to approve, approve with stipulations, or disapprove. Course curriculum approval shall last for only three (3) years. Curriculums that are to be continued shall be resubmitted for approval at least forty-five (45) days before the council meeting that occurs last before the expiration of the three (3) year period.

Section 4. Notification of Council Action. Within sixty (60) days of the council's vote, the council shall complete KLEC Form 33 and notify in writing the school that submitted the curriculum, whether the curriculum or curriculum revision was approved.

Section 5. Incorporation by Reference.

- (1) The following material is incorporated by reference:
  - (a) KLEC Form 31, "Curriculum Development Form", 2021; and
  - (b) KLEC Form 33, "Curriculum Development Approval Form", 2021.
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Law Enforcement Council, 4449 Kit Carson Drive , Richmond,

Kentucky 40475-3102, Monday through Friday, 8 a.m. to 4:30 p.m. This material is also available on the Council's Web site at <https://klecs.ky.gov/>.  
(11 Ky.R. 1540; Am. 1775; eff. 5-14-1985; 16 Ky.R. 1981; eff. 5-13-1990; 41 Ky.R. 593; 1978; eff. 4-3-2015; 48 Ky.R. 970, 2046; eff. 4-5-2022.)

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