

MO CIT Guidelines for POST Course Approval



At least 90 days prior to the training date(s)

- Provide training dates to Kimberly Hicks via email, khicks@mobhc.org to be posted on www.missouricit.org.

60-90 days prior to the training date(s)

- Review class content materials (PowerPoints) and update local resources and local contact information as needed.
- Contact the Training Coordinator and provide information on the training for POST submission and approval to include:
 - Date(s) of the training.
 - Location of the training.
 - Schedule of training, including instructor's names with each course.
 - [Instructor Records](#) for each session (include any LEO who participates in Role Plays as observers or actors).

30-60 days prior to the training date(s)

- Contact the Training Coordinator and make sure there is no follow up needed for the course.
- Course will be submitted to POST during this time frame.
- Contact Kimberly Hicks, khicks@mobhc.org for CIT training supplies (folders, flash drives, pins, velcro vest patches). These items are not mailed, so please plan to pick up at an upcoming State CIT meeting.

15-30 days prior to the training date(s)

- Contact the Training Coordinator and make sure there is no follow up.
- Obtain a copy of the [Course Attendance Sign in Sheets](#) and the [Training Participant Reporting Spreadsheet](#) from the online toolkit.
- If needed, obtain certificate(s) for the course(s) from the Training Coordinator (by day 5/last day of the training. NOTE: anything in red needs to be filled in or changed). However, you can fill out and print the certificates for each participant.

After Training

- Submit [Training Participant Reporting Spreadsheet](#), [Course Attendance Sign in Sheets](#), [Course Schedule & Council Name](#) to Kimberly Hicks and Training Coordinator.
- If applicable, please also submit your [Mini Grant Invoice](#) to Kimberly Hicks for payment.
- Review course evaluations
- Debrief training with local CIT Council
- Contact Training Coordinator with any concerns
- Maintain file of local CIT Council trainings and participants

Missouri Crisis Intervention Team (MO CIT) Council
Training Coordinator Contact Information:
Crystal Kent: ckent@mobhc.org

The Training Coordinator will email you with a confirmation stating the information was received. Once the course has been reported to POST, another email will be sent stating the course was reported to POST. Please note this could take up to 30 days to reflect on the POST CLEE website per POST.

If you have any questions, please contact the Training Coordinator for assistance with any part of the process.