

Continuing Education Hours Training

LAW ENFORCEMENT TRAINING INSTITUTE
UNIVERSITY OF MISSOURI-COLUMBIA
SCHOOL OF LAW/EXTENSION DIVISION
321 Hearnes Center, Columbia, Missouri 65211
Telephone (573) 882-6021 OR 800-825-6505 OR Fax (573) 884-5693
e-mail: doritya@missouri.edu

PROFESSIONAL ADMINISTRATIVE & REGULATORY TRAINING PROGRAM

February 26-March 2, 2007 8:00 a.m. to 5:00 p.m.

Room #309 Hearnes Center, Columbia, Missouri

PROGRAM: This program is designed for persons who are responsible for investigating, inspecting, or auditing any profession which requires its members to be "licensed" or "certified" by a State, agency, or board to be able to practice that profession. It is intended for those interested in learning a systematic approach to investigations, by providing the "basics" of good administrative and regulatory investigation. The training will benefit those who are either: (1) novices to the investigative area, or (2) who have some criminal investigative experience, but are new to the administrative area. This program is about the solid basics of good investigation. Upon successful completion of this course, participants will receive a certificate for **32 hours of POST approved Continuing Education** in the core curricula areas of **Technical Studies (28 hours) and Legal Studies (4 hours)**.

Topics to be covered Include: *The Professional Role of the Administrative Investigator; The Legal Arena and System (Administrative Law, Evidence Development and Preservation); The Intake Process (Case Building & Management, Case Documentation and Packaging); Utilization of Case Resources (Internal Resources, External Resources); The Communications Process (Human Relations Skills, Interview Skills, Factual Report Writing Skills); Testimony and Demeanor in the Regulatory Setting; Case Studies, Group Work, and Discussions; Evaluations and Testing.*

WHEN AND WHERE: This program will be presented from 8:00 a.m. to 5:00 p.m. daily, room #309 Hearnes Center, University of Missouri-Columbia campus, Columbia, Missouri 65211. For a list of area hotels/motels please contact our office.

REGISTRATION: The registration fee of \$500.00 includes all instruction, Continuing Education Units (CEUs), handout materials, and a certificate of completion. *This program is not covered by the Training/Continuing Education Account Agreement, but may be paid for from this fund if monies are available.*

affirmative action/equal opportunity institution

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February 26-March 2, 2007 \$500.00 Columbia, Missouri

Name _____ Title _____

Agency _____ Agency Phone _____

E-mail address: _____ Agency Fax _____

Agency
Address _____

Home Address _____

Social Security Number _____ Date of Birth _____

____ Enclosed	____ Bringing	____ Invoice	____ Training Fund
____ Credit Card	# _____		Exp. Date _____

Make checks payable to University of Missouri, and mail to: LAW ENFORCEMENT TRAINING INSTITUTE, 321 Hearnes Center, Columbia, Missouri 65211. Full refunds will be accommodated up to **five** working days prior to seminars. Cancellations after five days or no shows will be subject to a **20% service charge** regardless of payment type.