



# Criminal Justice Standards and Training Commission

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## CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION TECHNICAL MEMORANDUM 2020-05

DATE: April 21, 2020  
TO: Criminal Justice Training Center Directors  
FROM: Director Dean Register *DR*  
Criminal Justice Professionalism Division  
SUBJECT: Delivery of Basic Recruit Training Program Courses Using Distance Learning

On April 8, 2020, the Criminal Justice Standards and Training Commission approved a temporary waiver request submitted by Director Jay Romine on behalf of statewide training center directors. The temporary waiver allows the training centers to offer basic recruit training in a distance learning format without classroom requirements during the state of emergency declared by Governor DeSantis in Executive Order Number 20-52. This temporary waiver does not allow for the delivery of high liability courses, the proficiency portion of DUI Traffic Stops, or physical fitness in a distance learning format. The temporary waiver is effective from April 8, 2020 until the expiration of Executive Order Number 20-52, the current State of Emergency, or August 1, 2020, whichever occurs first.

To ensure training centers are able to offer consistent training during this emergency situation, the following frequently asked questions and corresponding answers are being provided to assist the training center personnel:

**Question 1:** Do the courses presented in a distance learning format have to conform to the contact hours for classroom courses?

**Answer:** As with the classroom delivery, the courses may be taught competency-based so the course hours can vary, but the overall BRTP hours must still be adhered to.

**Question 2:** Do the students have to complete attendance rosters?

**Answer:** The instructor or coordinator can complete the attendance rosters as long as he or she can confirm each student attended the entire session.

**Question 3:** Does the training have to be instructor-led?

**Answer:** Yes. While the delivery can be via an electronic format, the content must be delivered by an instructor with the students able to interact and ask questions. Videos and other media that would normally be a part of the content delivery can still be used. Discussion boards would need to be in a live interaction format.

**Question 4:** Does the training have to be synchronous or asynchronous?

**Answer:** The training must be synchronous, allowing students to interact with the instructor.

**Question 5:** Can the role-play and communications exercises be performed using distance learning?

**Answer:** While these were not designed to be delivered in a distance learning environment, schools can use video conference software to allow the instructor to present the scenario and have students respond. Group discussion could be held to discuss the students' responses and to provide feedback as well give students guidance on other options for response. Instructors could also use small groups to address different scenarios using video conferencing or other methods and have the small groups present to the class as a whole during a live discussion.

**Question 6:** Are the courses presented via distance learning subject to audit and monitoring by Commission staff?

**Answer:** Yes. You should document the courses in your class file just as you would a classroom-based course and also include the method of delivery. You should also determine how Commission staff can have access to monitor training sessions.

**Question 7:** Are the students allowed to complete the physical fitness requirement on their own and report it to the training center?

**Answer:** No. The Commission specifically excluded physical fitness from the temporary waiver allowing eLearning.

**Question 8:** Can the end-of-course examinations be administered in a distance learning format?

**Answer:** While not specifically prohibited, the director would have to ensure compliance with Rule 11B-35.0085, F.A.C., related to exam security and confidentiality as well as being able to confirm the student received no assistance during the exam.

**Question 9:** Are training centers required to deliver training in a distance learning format?

**Answer:** No. The eLearning format is offered as an option.

Please direct questions to Terry Baker at [terrybaker@fdle.state.fl.us](mailto:terrybaker@fdle.state.fl.us) or (850) 410-8688.

cc: Criminal Justice Standards and Training Commission