

Law Enforcement Executive Management Institute Request for Training Approval

If you wish to request approval for Continuing Education Units (CEU) for Chief of Police training, please complete the following information.

Name _____ Rank _____

Department _____

Address _____

City _____ Zip Code _____

Phone number _____ Fax number _____

Signature _____ Your e-mail address _____

Training

Name of Agency/Company presenting training _____

Name/Title of course _____

Location of course _____ Dates of course _____

Number of continuing education credits requested _____

The following information must be submitted with all requests:

- ✓ Data supporting the training as executive/management training (syllabus, course curriculum, flyer, etc.)
AND
- ✓ Upon completion of the training, a certificate of completion or record of course completion must be submitted to the LEEMI office.

Mail, fax or email completed form with documentation to:

**Law Enforcement Executive Management Institute
700 North 10th St., Ste. 250 Baton Rouge, LA 70802
Phone (225) 387-3261 Fax (225)387-3262
Stephanie@lachiefs.org**

----- For LEEMI Use Only -----

APPROVED by LEEMI Board/Staff as meeting the requirements for training.
_____ Hours of training approved (Based on information provided by attendee.)

DISAPPROVED as meeting the requirements for training.
If you wish this request to be re-evaluated, please forward any additional information to justify your request to the LEEMI office.

Signed _____ Title _____ Date _____

_____ Posted in database _____ Confirmation letter _____ Filed