

## 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  
6767 Perkins Road Ste. 120 Baton Rouge, LA 70808  
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