

Ohio Association of Chiefs of Police
Advisory Services

**REQUIRED ANNUAL TRAINING FOR ASSESSORS
AND LEAD CONSULTANTS**

As professionals, it is essential that all Advisory Services Consultants remain current in their knowledge and skills relative to both law enforcement and the assessment center process. While this policy is intended to recognize that Consultants have appropriate reasons for not attending the required annual training provided and to provide for those circumstances, the goal remains that all Consultants attend each year's training. ASPC assures our clients that our Consultants remain current in their training.

- I. One training conference will be conducted each year for both Assessors and Lead Consultants. The training conference will consist of a morning session and an afternoon session. Each session will be worth 1 Training Credit for an Advisory Services consultant, if the consultant attends all of that session. Attending all of both sessions (morning and afternoon) will be worth 2 Training Credits.
- II. For any consecutive three year period, a consultant must have earned 4 Training Credits. If the consultant falls below the 4 Training Credit minimum, they will be suspended and not be assigned assessment centers until they attend additional, subsequent training sessions that allow them to meet the 4 Training Credit per three year requirement.
- III. After two suspensions in a six (or less) year period of time, the consultant will no longer be a member of Advisory Services.
- IV. Anytime a consultant is suspended and the suspension was due to absences caused by serious illness, death in the family, military deployment or other reasons of similar significance, the person may submit a written request, with reasons for the absences, to the Chair of the Advisory Services Policy Committee asking that the committee consider the circumstances involved. The Committee will consider the circumstances on a case by case basis.
- V. Training dates will be announced several months in advance and topics one month in advance to assist consultants in their decisions to attend.
- VI. The training sessions normally will be held in Central Ohio during the month of April and will be scheduled from approximately 9:00 a.m. to 2:30 p.m.
- VII. Certificates worth 1 Training Credit will be given at the end of both the morning and afternoon sessions, but each participant must stay for the entire morning or afternoon training session to obtain the certificate.
- VIII. No make-up sessions will be scheduled.
- IX. While this policy will be effective starting with the 2010 training conference, no make up sessions will be scheduled for those who missed the 2009 training.

(Revised: 9/11/09)