NEW COURSE APPROVAL REQUEST
TRAINING & SUPPORT GROUP / TRAINING DIVISION/CHICAGO POLICE DEPARTMENT

DATE

Directions: This form is used to request approval of a new course offered to Department members pursuant to S11-10 "Department Training Records Maintenance Program." Submission of a Standardized Lesson Plan (CPD-63.120) or Course Summary Sheet-Guest Presenters (CPD-63.122) is required for all Department training courses. If curriculum has been completed, attach to this form for review and approval. If not completed, *final* course approval will not be granted until the curriculum is submitted for review and approval.

REQUESTER'S NAME

RANK/TITLE

REQUESTING UNIT NAME

EMAIL ADDRESS

TELEPHONE NO.

TITLE OF COURSE

PURPOSE OF COURSE (Provide a brief statement of the overall instructional goal for the course.)

SCOPE OF COURSE (Provide a more detailed description of the course objectives, including answers to the following questions: Who is developing /developed the course?, Who will be instructing the course?, Proposed length of the course?, Intended audience?, Type of training? (e.g. classroom, scenario-based, etc.) Where will the course be taught?)

CURRICULUM ATTACHED? ☐ YES ☐ NO

	STAR /EMPLOYEE NO.	DATE
SIGNATURE: REQUESTER		
APPROVED BY: REQUESTING UNIT C/O	STAR /EMPLOYEE NO.	DATE
APPROVED BY: C/O IDQC SECTION	STAR /EMPLOYEE NO.	DATE
APPROVED BY: C/O TRAINING DIVISION	STAR /EMPLOYEE NO.	DATE
APPROVED BY: DEPUTY CHIEF, TRAINING & SUPPORT GROUP	STAR /EMPLOYEE NO.	DATE

CPD-63.123 (3/20)