



Georgia Peace Office Standards and  
Training Council  
Course Recognition Request

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**SECTION I: Course Information**

A. **Course Title:** \_\_\_\_\_ **Course Hours:** \_\_\_\_\_

B. The following information must be provided, on a separate sheet of paper, for each instructional topic within the course:

- |  |                                    |
|--|------------------------------------|
| 1. Topic Title   | 6. Classroom Type                  |
| 2. Lesson Purpose /<br>Terminal Performance Objective    | 7. Course Materials                |
| 3. Student Performance Objective /<br>Enabling Objective | 8. Course References               |
| 4. Hours   | 9. Student Manuals                 |
| 5. Instructional Method                                  | 10. Course Prepared By             |
|  | 11. Date Course Prepared / Revised |

C. **Student Prerequisites:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. **Course Completion Requirements:**

*List minimum score required for each evaluation method used.*

Cognitive Test: \_\_\_\_\_ Performance Test: \_\_\_\_\_ Other (Describe): \_\_\_\_\_

\_\_\_\_\_

Attendance: \_\_\_\_\_ %

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**SECTION II:**

Requesting Academy / Agency: \_\_\_\_\_

Academy / Agency Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Name / Title: \_\_\_\_\_  
*(Person Requesting Recognition)*

Signature: \_\_\_\_\_

POSTFORM R-4 (Revised 08/02)