

Submitting Lesson Plans through the Acadis Portal:

- Step 1** Log in to the Portal –
<https://acadis-portal.tn.gov/AcadisViewer/login.aspx>
- Step 2** Under the “**Training & Events**” tab at the left of the screen, choose “**Request Lesson Plan**”.
- Step 3** **Approving Organization:** TLETA – Academy Licenses
ALWAYS choose this option.
- Step 4** **Course Title:** 2025 Name of Agency In-Service
(Ex: 2025 Mayberry PD Inservice)
or
2025 Name of Agency and name of Specialized Class
(Ex: 2025 Mayberry PD Instructor Development)
- **Make sure and list “w/” whatever mandates to be included in this training/ lesson plan**
(Ex: **2025 Mayberry PD Inservice w/MI/EVOC or 2025 Mayberry PD Instructor Development w/CSA**)
- **For 2025, the mandatory Admin topics abbreviations will be as follows:**
- DUI - DUI/SFST**
CSA/MI/EVOC/FA abbreviations remain same.
- Any submission without year and agency name at beginning of course title will automatically be rejected – this titling is the only method for locating lesson plans in Acadis system after approval.**
- Step 5** **Course Number:** Leave this blank.
- Step 6** **Course Description:** If any of the mandatory topics are included, enter them here and then any other information you want to include about the course.
- Step 7** **Length:** Enter the number of hours in this box.
- Step 8** Leave the CEU box blank.
- Step 9** **Effective Date:** Enter the date training begins.

- Step 9** **Learning Objectives:** Every program of instruction, course, or training activity begins with a goal. List your learning objectives here.
(Ex: what you want the students to know/be able to do at the end of the training)
- Step 10** **Target Attendees:** Particular group of people, identified as the intended recipient of a training event, i.e. Full-time Law Enforcement, Part-time Law Enforcement.
- Step 11** **Expected Class Size:** example - 10 to 20 students
List the number of instructors.
- Step 12** **Evaluation Procedure:** For In-Service - testing will confirm their knowledge they obtained from the class. For Specialized classes - testing and/or critique will confirm their knowledge they obtained from the class.
***Please list score or percentage required to pass the written exam AND to pass Firearms qualification if applicable (minimum is 75% under POST Rules).**
- Step 13** **Methods/Techniques:** List visual aids such as PowerPoints, handouts, interaction with students. Practical training exercises, hands on instruction from the instructors, etc.
- Step 14** **Bibliography/Source:** Please list the sources for your training materials – department policies, TCA codes, specific instructor manuals, textbooks, case law, etc.
- Step 15** **Other information:** Enter Start Date and End Date of Training here or put “Training Year 2025” if you want the training approved for entire year.
- Step 16** **Instructor Qualifications:** You can list instructor qualifications in this area OR type “see attached instructor Bios”.
- Step 17** **Specific Instructors:** Fill in as needed, but you can only add officers from your agency. Even if an instructor is listed in this dropdown section, a bio still must be attached. To ensure all bios are included, scan ALL instructor bios to a single PDF file and attach (see Step 21).
- Step 18** **Space Requirements:** Classroom size should be large enough to accommodate the students attending. (Classroom is adequate for 35 students, etc.) If you are going to utilize a firing range, be sure there are enough firing stations for your class.
- Step 19** **Instructor Materials:** List handouts, any supplies you want to give the students to better enable them to have an enjoyable and learning experience.

- Step 20** **Equipment/Supplies:** List equipment/supplies instructors will need for their class.
- Step 21** **Documents:** Attach the following documents: **schedule**, instructor **bios** (scanned to one file in alphabetical order), **PowerPoints saved as PDF files**, test questions and test answer key. (T/F questions are not permitted under POST Rules.)
- Step 22** **Special Request:** You can list any special requests or notes in this section. It is not required.
- Step 23** When you are certain everything is correct, click the “Submit for Approval” button.

Once your training has been reviewed and approved, **your POST Course Number will be added to the approved courses on the Resources page of the POST website.** The website is updated at the end of each week. It will be your responsibility to maintain the POST Course Approval Number and to provide it to those attending your training.

You will need the POST Course Number to submit approved training through the portal.