MEMORANDUM OF UNDERSTANDING
BETWEEN
Northeast Texas Community College/Northeast Police Academy
And
____________________________________________ (Agency)

1. PURPOSE: The purpose of this MOU is to provide a framework for cooperation and coordination between Northeast Texas Community College – Northeast Police Academy, hereinafter referred to as NTCC/NEPA and ________________________________, the agency herein referred to as ________________________________, for scheduled criminal justice training courses.

2. DURATION: The agreement shall be for a period of one year from the beginning of the training period unless otherwise extended by mutual agreement of NTCC/NEPA and ________________________________ (Agency).

3. JOINT RESPONSIBILITY: NTCC/NEPA and ________________________________ (Agency). NTCC/NEPA agrees to publish a schedule of offerings and ________________________________ (Agency) agrees that the tuition and any fees for classes needed by law enforcement officers from the agency to renew TCOLE certification, will be paid by the agency within thirty (30) days of billing from NTCC/NEPA.

4. NTCC/NEPA’S ROLES AND RESPONSIBILITIES:
   a. To work with ________________________________ (Agency) in providing a schedule of criminal justice offerings to meet the training needs of the participants;
   b. To provide the delivery of instruction;
   c. To maintain accurate records of the participants from ________________________________ (Agency) employees spent in training activities and to report that accounting to The Texas Commission on Law Enforcement (TCOLE);
   d. To provide certificates of completion to participants upon the successful completion of the agreed upon training curriculum.
   e. To bill ________________________________ (Agency) for employees that attend training courses within 10 days of completion of training.

5. (AGENCY)’S ROLES AND RESPONSIBILITIES:
   a. To pre-register employees attending training to assist NTCC/NEPA to ensure class will make;
   b. To provide NTCC/NEPA with all necessary employee data for enrollment in NTCC/NEPA’s Continuing Education courses and for fulfillment of college reporting requirements and accurate TCOLE reporting;
   c. To pay NTCC/NEPA the posted tuition/fees for each course. It is further agreed that if ATCOG funds pay a portion of the tuition/fees per student, then ________________________________ (Agency) agrees to pay any remaining balances.

The Parties acknowledge their acceptance and execution of this Agreement by their signatures below.

____________________________________________
Agency Representative

____________________________________________
Northeast Texas Community College Representative

____________________________________________
Date

____________________________________________
Date

9/1/15

Northeast Texas Community College is an equal opportunity, affirmative action, ADA institution
Agency name ________________________________________________

Agency address ________________________________________________

City: ______________________________ State: _____________ Postal Code: _________

Contact person: _______________________________ Position with Agency: ________________

Contact number: __________________________Alternate number: __________________________

Email: __________________________Alternate email address: __________________________

Our agency would prefer the billing invoices by:  Regular mail: _______ or Email: ___________

Signature of Agency Representative/Responsible party: ________________________________

Date: __________________________

Please submit completed forms to the Continuing Education office by email - continuinged@ntcc.edu or by fax: 903-434-4408. Contact Iris Vega at 903-434-8134 for more information.

Revised 9/1/15


Received by CE office on: __________________________ by __________________________