

D.A.R.E. AMERICA NATIONAL POLICY AND PROCEDURES

NUMBER 07-01

SUBJECT: REVIEW OF D.A.R.E. TRAINING RELATED CONFERENCE AND WORKSHOPS

Date: September 1, 2001

PURPOSE

To provide clear procedural guidelines for the review of all D.A.R.E. in-service training sessions, conferences workshops and vendor participation.

POLICY

While the original D.A.R.E. Officer Training provides the foundation for all D.A.R.E. officers, in-service training and conference workshops; are vital in assisting officers to maintain their skill level and proficiency in presenting D.A.R.E. curricula. All information provided must be consistent with national D.A.R.E. standards for curricula and training. It is essential that attendees at D.A.R.E. training sessions receive only approved information and products that are consistent with program objectives so that program integrity and consistency are preserved.

The following review process will help ensure quality training for officers. Likewise, the process will help ensure that there are no infringements upon licensing or service mark agreements.

PROCEDURE

1. All formal D.A.R.E. training sessions and/or workshop training sessions are to be reviewed and approved by the jurisdictional State Training Center (STC). The review process is two-fold:
 - o o An administrative review and, when possible
 - o o On-site monitoring
2. At least 90 days prior to conducting a D.A.R.E. in-service training session and/or training workshop, an overview for each block of instruction shall be submitted to the jurisdictional STC for review. Once a class or workshop has received formal approval, it may be taught until such time as changes are made to the approved overview or until the information is longer valid.

3. When the STC receives written notification from a D.A.R.E. conference organization regarding a request for approval of a D.A.R.E. training class or workshop, prompt action shall be taken to review and provide a response to the request. The review shall ensure that training content is consistent with the D.A.R.E. model and does not conflict with any national D.A.R.E. standard. The STC shall provide timely written response to the requesting entity and forward a copy of all relative material to the concerned D.A.R.E. America Regional Director for review.
4. Only vendors licensed by D.A.R.E. America are eligible to participate in D.A.R.E. training conferences. No fees shall be assessed upon a D.A.R.E. America licensed vendor to participate in a D.A.R.E. training conference.
5. State training coordinators/centers are responsible for monitoring compliance with the provisions of sections C-1 through C-4 of this policy and procedure for D.A.R.E. training activities conducted within their jurisdiction. In the absence of a state training coordinator/center, monitoring of this policy and procedure is the responsibility of the concerned D.A.R.E. America Regional Director.
6. The concerned D.A.R.E. America Regional Director shall be responsible for provisions of this policy and procedure when the state training coordinator/center is conducting in-service training sessions or workshops.
7. The decision of a state training coordinator/center can be appealed by filing a written request for review with the concerned D.A.R.E. America Regional Director. The Regional Director will review the appeal and provide a prompt response. Should the decision of the Regional Director be challenged an appeal may be made to the Senior Deputy Director, D.A.R.E. America.