

# STEPS FOR LAW ENFORCEMENT CLASS FUNDING

THROUGH THE COLORADO ATTORNEY GENERAL'S OFFICE AND MHFACO

## BEFORE THE CLASS

1. Identify which law enforcement agency is your target audience
2. Secure instructors certified in the Public Safety module
3. Upload course to National and MHFACO.org
4. 4-6 weeks before: Complete Law Enforcement checklist and submit to [pwarren@mhfacolorado.org](mailto:pwarren@mhfacolorado.org)
5. Receive approval of checklist from MHFACO
6. Collect Law Enforcement pre-survey data (can be done before or on day of class)

## DAY OF THE CLASS

7. Collect roster (use the Law Enforcement template to collect role data) and Law Enforcement post-survey

## AFTER THE CLASS

8. Scan roster and email [pwarren@mhfacolorado.org](mailto:pwarren@mhfacolorado.org) as soon as possible
9. Enter survey data into SurveyMonkey
10. Receive reimbursement within one month of receipt of documentation



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[www.mhfacolorado.org](http://www.mhfacolorado.org)