



INSTRUCTOR HONORARIA – HOURS OF INSTRUCTION REQUEST

State Form 46376 (R4 / 3/2026)
INDIANA LAW ENFORCEMENT TRAINING BOARD

INSTRUCTION: This form is to be completed by the Instructor.

Name: _____
Last First Middle Initial

Name of Department / Employer: _____

Dept/Emp Address: _____
Number and Street, PO box, RR City State ZIP Code

Course Number: _____ Course Title: _____

Lecture Subject: _____ OIC _____

Instructor Hours – Fill in items 1, 2, 3, 4 and sign your name on line 5.

Week Day	Monday	Tuesday	Wednesday	Thursday	Friday
1. Date:					
2. Hours: AM/PM					
3. Travel Y or N					

4. I am choosing as my Instructor Honoraria - Choose One

Complimentary Dorm Room or **Credit Hours**

I affirm that I have read the expectations of an instructor and completed the instruction on the dates listed.

5. Signature of Instructor: _____ Date: _____ OIC Init. _____ Date _____

=====FOR OFFICE USE ONLY=====

<p>In Lieu of Instructor Hours - Instructor was given Housing</p> <p>YES NO</p> <p># of Days _____</p>	<p>Issue Instructor Hours: (Circle One) Yes / No</p> <p>Total Hours of Instruction: _____</p> <p>Total Hours of Travel: _____</p> <p>TOTAL Credit Hours Given: _____</p>
<p>Audited by: _____</p>	<p>Date: _____</p>

Guest Instructor Expectations

The Indiana Law Enforcement Academy is very grateful for your willingness to share your law enforcement knowledge and experience with our students. We rely heavily on outside instructors as a force multiplier to our training staff. Thank you in advance for your participation.

I wanted to take this opportunity to remind you of ILEA's expectations for our guest instructors. When interacting with our students, all guest instructors must:

- *Always maintain a professional relationship with our students. Any personal friendships should be held until after the student graduates.
- *Always treat our students with respect, evidenced by the language and examples you use during your instruction, the training aids you share, and your response to the students' level of training comprehension.
- *Be fair and honest when evaluating a student's performance on written tests or psychomotor skill tests.
- *Encourage communication from the students to ensure they are comprehending the training objectives.
- *Always look out for the best interests of the students while you are here instructing. If another instructor is not complying with our expectations, you should inform an ILEA staff member.

The values of the Indiana Law Enforcement Academy include; Respect, Professionalism, Accountability and Inclusion. When you are participating with our students, please exemplify these core values in all you do.

Thank you for being part of 50 years of professional law enforcement training at ILEA.

Timothy M. Horty

Executive Director

Indiana Law Enforcement Academy (July 2025)