

Instructors, academy users, academy administrators, agency users, and agency administrators will have access to the training function to create classes.

Step 1 - Click on the Training function.



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Peace Officer Training and Certification Start Page

Logged in as Officer Friendly with the security level of an Agency Administrator with A.B.A.C. POLICE DEPARTMENT

You are currently logged on with a temporary password.

Change your password now to avoid user profile lock out.

[Change Password](#)

Your profile has not been verified in over 90 days.

Verify your profile and update if necessary.

[Access Profile](#)

[Logout](#) | [Profile](#)

The current time is 4:53 am. Your session will expire after 20 minutes of inactivity.

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Work with Training Class

Step 2 - Click on Add a Training Class.

Add A Training Class

Class Status

Course Code *All or first letters*

Class Date 2011 *MM DD YYYY all or partial*

The class status can be checked for any open classes, created classes, completed classes, and classes awaiting POST Approval. Choose the menu item and click on "refresh view."

Refresh View

Found 0 classes					
Action	Course Code	Training Location Type	Training Coordinating Agency	Begin Date	Status
		No matching classes found			

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Add Training Class

[Return to All Classes](#)

Category

[Search](#)

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Step 3 - Select the category of the type of training class from the pull down menu. If you know course codes from the old software, it will be the first letter in the course code that has been used in the past.

- Your choices here are:
- Computer Based Training
 - Inservice
 - Recognized Seminars/Conferences
 - Out of State Training
 - Non Certified Training
 - Roll Call
 - Teleconferencing
 - Recertification Courses
 - Video



The current time is 4:58 am. Your session will expire after 20 minutes of inactivity.

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Add Training Class

[Return to All Classes](#)

INSERVICE

Topic

[Search](#)

Step 4 - Select the topic of the training class from the pull down menu. If you know course codes from the old software, it will be the second letter in the course code that has been used in the past.

Your choices here are determined by your selection in Step 3. (For example, Inservice was chosen in Step 3, and is indicated above "topic".



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Add Training Class

[Return to All Classes](#)

INSERVICE FIREARMS

Sub Topic

[Search](#)

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Step 5 - Select the sub topic of training class from the pull down menu. If you know course codes from the old software, it will be the third letter in the course code that has been used in the past.

Your choices here are determined by your choices in step 3 & step 4.

In this example, the category chosen was **INSERVICE**, and the topic chosen was **FIREARMS**.

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Add Training Class

[Return to All Classes](#)

Found 3 courses for IFR INSERVICE FIREARMS FIREARMS REQUALIFICATION.

[New Search](#)

Step 6 - After the first three choices are made (first three letters of old course codes if you know them), you will see a list of course descriptions listed for your selection. Choose the appropriate one clicking on the select button. In this case the letters IFR were chosen as it relates to INSERVICE FIREARMS REQUALIFICATIONS course descriptions.

	Course Description	Hours	Status
Select	IFR01F REMEDIAL FIREARMS TRAINING	0	1
Select	IFR03F MAKEUP USE OF DEADFORCE/FIREARMS REQ	2	1
Select	IFR02F FIREARMS REQUAL& USE OF DEADLY FORCE	2	1
	██████████		

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The current time is 5:19 am. Your session will expire after 20 minutes of inactivity.

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Once you have selected your course description, you will be filling out the details for your class.

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Add Training Class

[Return to All Classes](#)

Training Course Code IFR02F FIREARMS REQUAL& USE OF DEADLY FORCE

Training Course Hours*

Step 7 - Enter # of actual training hours (required). Note: Some courses such as this one have a minimum requirement that must be taught. This one requires a minimum of two hours.

Training Course Location Type Agency

Training Coordinating Agency A.B.A.C. POLICE DEPARTMENT

Training Course Location

Step 8 - Enter Training Course location.

Training Course Sub Topic

Step 9 - Enter Sub Topic if desired.

Beginning Date* / / (mm/dd/yyyy)

Step 10 - Enter beginning date. (required)

Ending Date / / (mm/dd/yyyy)

Step 11 - Enter ending date for classes taught over a period of more than one day. (as required)

Beginning Time : (hh:mm)

Beginning time and ending time should match the actual hours of the course. (recommended, but not required)

Ending Time : (hh:mm)

[Confirm Addition](#)

Step 12 - Click confirm addition.

Required fields are highlighted and marked with *

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The current time is 5:25 am. Your session will expire after 20 minutes of inactivity.

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Add Training Class

New training class for IFR02F FIREARMS REQUAL& USE OF DEADLY FORCE added.

[Return to All Training Classes](#)

Identifying Information Identifying information for this training class.

[Modify Class](#)

This class requires an instructor certified to teach Firearms to be completed.

Here is the info for the class being taught (old top portion of the Course Completion Report (C12). You can click on Modify class if you need to change any information.

Training Course IFR02F FIREARMS REQUAL& USE OF DEADLY FORCE

Training Hours 2

Training Course Location Type Agency

Training Coordinating Agency A.B.A.C. POLICE DEPARTMENT

Training Course Location

Training Course Sub Topic

Beginning Date September 1, 2011

Ending Date

Beginning Time

Ending Time

Class Status Open

Instructors should scan a sign-in sheet with each class. It should have a minimum of the officer's printed name, Officer Key#, and signature. A suggestion is to use old C12 forms without bubbling in info or social security numbers. Instructors can also scan and upload agendas & syllabi, but there is a limited upload file size. **DO NOT ATTEMPT TO UPLOAD LESSON PLANS OR POWERPOINTS PLEASE!** Click on browse to find the scanned file on your computer.

Enter description such as "sign in sheet" or "agenda" here. Then click Upload New Documentation.

Description

[Modify Instructors](#)

Primary Instructor None

Roster Status Created

[Modify Students](#)

Key Name Added to Roster Employing Agency Score

Class Change History

Changed by User	Change Date	Change Time
Officer Friendly	September 1, 2011	5:32 am

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Edit Training Class

[Return to All Training Classes](#)

Identifying Information Identifying information for this training class.

[Modify Class](#) **This class requires an instructor certified to teach Firearms to be completed.**

Training Course IFR02F FIREARMS REQUAL& USE OF DEADLY FORCE

Training Hours 2

Training Course Location Type Agency

Training Coordinating Agency A.B.A.C. POLICE DEPARTMENT

Training Course Location

Training Course Sub Topic

Beginning Date September 1, 2011

Ending Date

Beginning Time

Ending Time

Class Status Open

File is valid, and was successfully uploaded.

You will see your uploaded documents below. You can view or remove these documents here. Upload up to two or three documents as necessary.

[Browse...](#) Description [Upload New Documentation](#)

Uploaded Documentation	
Description	Action
Agenda	View Remove

[Modify Instructors](#)

Primary Instructor None

Click on Modify Instructors to choose a primary instructor, and you can choose a secondary instructor if desired. Either instructor chosen are the only individuals that can complete this class in this software.

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Edit Training Class

[Return to All Training Classes](#)

Training Course IFR02F FIREARMS REQUAL& USE OF DEADLY FORCE

[Return to Class](#) [Find Instructor](#)

Click on Find Instructor to select an instructor.

None on file at this time

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The current time is 5:44 am. Your session will expire after 20 minutes of inactivity.

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Edit Training Class

[Return to All Training Classes](#)

Training Course IFR02F FIREARMS REQUAL& USE OF DEADLY FORCE

Certified Instructors Firearms

[Return to Class](#)

Last Name

First Name

Match Type

Instructor Key

[Search](#)

To choose an instructor, you can enter last name only, first name only, or the instructor key only. Common names may require entry of both first and last names. You can also choose Exact or Similar for match type.

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The current time is 5:47 am. Your session will expire after 20 minutes of inactivity.

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Edit Training Class

[Return to All Training Classes](#)

Training Course IFR02F FIREARMS REQUAL& USE OF DEADLY FORCE

Certified Instructors Firearms

Found 1 instructor with first name beginning with "Mitchell" and last name beginning with "Jones" certified to teach Firearms.

[Return to Class](#) [New Search](#)

Instructor Key Name	
Select as Primary	Select as Secondary [REDACTED] JONES , MITCHELL [REDACTED]
	[REDACTED] [REDACTED]

Once you have entered the info on the previous screen, if available, your instructor choices will appear. Remember, the instructor must have the required & proper certification to teach and complete this course per POST rules.

Select the instructor as either primary or secondary. Repeat sequence to add up to two instructors.

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The current time is 5:49 am. Your session will expire after 20 minutes of inactivity.

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Edit Training Class

[Return to All Training Classes](#)

Training Course IFR02F FIREARMS REQUAL& USE OF DEADLY FORCE

[Return to Class](#) [Find Instructor](#)

Primary Instructor MITCHELL F. JONES [Remove from Class](#)

Once you have selected your instructor, you will have the choices to return to the class, find another instructor, or remove the instructor from the class.

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The current time is 5:52 am. Your session will expire after 20 minutes of inactivity.

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Modify Instructors

Primary Instructor MITCHELL F. JONES

Roster Status Created

Modify Students

To add students to a roster, click on Modify Students.



Key Name Added to Roster Employing Agency Score

Class Change History

Changed by User	Change Date	Change Time
Officer Friendly	September 1, 2011	5:32 am

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The current time is 6:04 am. Your session will expire after 20 minutes of inactivity.

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There are three options for adding students to a roster for a class.

When you click on Search Student, you will be able to type a name or Okey to find an officer.

When you click on Select Student, you will be able to select a student from your agency roster or any agency's roster.

You can save a file of "scanned" Okeys from cards, or any file created & saved as a .txt file with a list of Okeys. Just browse your computer files & select import. Remember it must be in .txt format.

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Edit Training Class

[Return to All Training Classes](#)

Training Course IFR02F FIREARMS REQUAL& USE OF DEADLY FORCE

[Return to Class](#) [Search Student](#) [Select Student](#) [Browse...](#) [Import Roster](#)

None on file at this time

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The current time is 6:07 am. Your session will expire after 20 minutes of inactivity.

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Edit Training Class

[Return to All Training Classes](#)

Training Course IFR02F FIREARMS REQUAL& USE OF DEADLY FORCE

[Return to Class](#)

Student Type *Student is an _____?*
Last Name
First Name
Match Type
Officer/Instructor Key

When you click select student, you can enter the officer's last name, first name, choose match types of exact or similar, and/or the officer/key or instructor key to find a student. Click on search to find student.

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The current time is 6:11 am. Your session will expire after 20 minutes of inactivity.

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Edit Training Class

[Return to All Training Classes](#)

Training Course IFR02F FIREARMS REQUAL& USE OF DEADLY FORCE

Found 2 officers with first name beginning with "Mitchell" and last name beginning with "Jones".

[Return to Class](#) [New Search](#)

← **Student Key Name**

Select as Student	██████	JONES , MITCHELL
Select as Student	██████	JONES, MITCHELL F
	██████	████████████████████

In this example, Jones was entered as the last name, Mitchell was entered as the first name, and similar was chosen as match type. First names should be used for common last names. Click on Select as Student to add the desired student to the roster. The option to remove the officer from the class will appear on the next screen.

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The current time is 6:13 am. Your session will expire after 20 minutes of inactivity.

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Edit Training Class

[Return to All Training Classes](#)

Training Course IFR02F FIREARMS REQUAL& USE OF DEADLY FORCE

[Return to Class](#)

When you choose Select Student, Instructors, agency users, and agency instructors will see their agency's roster first. To change to another agency's roster, select from the pull down menu and click on refresh roster.

Select Agency [Refresh Roster](#)

Currently 15 Actively Employed Officers with A.B.A.C. POLICE DEPARTMENT

O Key Name

1	O137684 JUSTIN C CRUCE	Select
2	O031964 BRYAN A GOLDEN	Select
3	O154398 MATTHEW R HENRY	Select
4	O069429 JOSEPH F JOHNSON JR	Select
5	O161234 JEFFREY J KELLY	Select
6	O161365 AUSTIN M MCGINN	Select
7	O160231 MITCHELL R PEAVY	Select
8	O032879 BILLY D PURCELL	Select
9	O124207 DEBORAH M PYLES	Select
10	O047832 KIMBERLY D SCARBOROUGH	Select
11	O164847 RYAN A SIMMONS	Select
12	O084105 JOHN C STEPHENS	Select
13	O013833 JOHNNY F SUMNER	Under POST Review
14	O148374 MICKIE THOMPCKINS	Select
15	O155578 MARVIN J WATTS	Select

To select officers, just click on the select button. If you click on an officer incorrectly, you can click Remove to remove them from the roster on this screen.

Once you have selected all your students from rosters, click on return to class. You will see all of students selected as completing the class.

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Edit Training Class

[Return to All Training Classes](#)

Choose Browse, when a roster of Okeys ONLY is desired to be imported. These rosters would be created by using a barcode scanner or in software such as Notepad or Excel. Click on import roster to add individuals to the roster.

Training Course IFR02F FIREARMS REQUAL& USE OF DEADLY FORCE

[Return to Class](#) | [Search Student](#) | [Select Student](#) | [Browse...](#) | [Import Roster](#)

None on file at this time

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Edit Training Class

[Return to All Training Classes](#)

Training Course IFR02F FIREARMS REQUAL& USE OF DEADLY FORCE

[Return to Class](#) [Search Student](#) [Select Student](#) [Browse...](#) [Import Roster](#)

Key	Name		
1 0014776	MITCHELL F JONES	Pass	Remove from Class

[Logout](#) | [Profile](#)

The current time is 7:05 am. Your session will expire after 20 minutes of inactivity.

The default for students added to the class is "Pass". To change a student to "Fail", just click on the Pass button and explain the failure. To change from a failure back to Pass, just click on the failure. The student's name will be in RED LETTERS if failure is chosen. You can also select remove from the class at this screen.

Click on Return to Class when you have completed your roster.

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Edit Training Class

[Return to All Training Classes](#)

Identifying Information Identifying information for this training class.

[Modify Class](#) [Complete Class](#) [Cancel Class](#)

Training Course IFR02F FIREARMS REQUAL& USE OF DEADLY FORCE

Training Hours 2

Training Course Location Type Agency

Training Coordinating Agency A.B.A.C. POLICE DEPARTMENT

Training Course Location

Training Course Sub Topic

Beginning Date September 1, 2011

Ending Date

Beginning Time

Ending Time

Class Status Open

[Browse...](#) Description [Upload New Documentation](#)

Uploaded Documentation	
Description	Action
Agenda	View Remove
Sign In Sheet	View Remove

[Modify Instructors](#)

Once the roster **and** the class has been completed, the primary or secondary instructor can complete the class. When you click on Complete Class, another screen will appear and ask to confirm completion. Once completion is confirmed, the training will be added to the officer's training history.

NOTE: Instructors should enter the training promptly to assist officers in keeping up-to-date training records. Instructors have 30 days to get the course entered after date of completion without explanation. Audits will be done on instructor entries. Instructors should not attempt to complete classes that they are not qualified to teach.