



Santa Rosa Junior College  
Public Safety Training Center  
5743 Skylane Boulevard, Windsor, CA 95492  
Phone 707.836.2906 Fax 707.836.2948  
Website: PSTC.Santarosa.edu

# Training Managers Course (TMC)

## DATES

Summer 2023: August 1<sup>st</sup> – 3<sup>rd</sup>

Fall 2023: November 7<sup>th</sup> – 9<sup>th</sup>

## DAY & TIME

8am-5pm

**\*Full attendance and participation in ALL 24hrs is required to receive POST certificate of completion.**

## COST

Agency Sponsored \$39.00 Fee – Non Agency Sponsored \$64.50 (California Residents ONLY) Fees subject to change.

## CERTIFICATIONS

POST Plan IV Course Control #2980-41520

## LOCATION

Cambria Hotel Sonoma Wine Country

5870 Labath Ave. Rohnert Park, CA 94928

707-206-7514

<https://www.choicehotels.com/reservations/groups/CT18N4> (Link for the 8/1 – 8/3/2023 course)

NOTE\*\*\*Reservations must be made no later than 7/2/2023 to get the discounted rate\*\*\*

## COURSE DESCRIPTION.

The Training Managers course is designed to provide law enforcement training managers with the knowledge, theories, skills, and insights essential to successfully carrying out the management of training within modern law enforcement organizations. The course will address the following:

- The Training Manager's role
- Developing and implementing a training plan
- POST – the organization and its service delivery system: EDI, TMN and The Learning Portal
- POST compliance
- Legal issues associated with training
- Determining individual and organizational training needs
- Training records management

**Participants must bring a laptop computer with wireless internet capability to class.**

## RESERVATIONS

Email your request to Nikki Soto at [nsoto@santarosa.edu](mailto:nsoto@santarosa.edu) or call 707.836.2907

**Non-Discrimination Statement:** The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This non-discrimination policy covers admission, access and treatment in District programs and activities – including but not limited to academic admissions, financial aid, education services and athletics – and application for District employment



Santa Rosa Junior College  
Public Safety Training Center  
5743 Skylane Boulevard, Windsor, CA 95492  
Phone 707.836.2906 Fax 707.836.2948  
Website: PSTC.Santarosa.edu

## **PAYMENT**

**Santa Rosa Junior College NO LONGER ACCEPTS CASH PAYMENTS so please plan accordingly**

You can make payment on day one by **DEBIT OR CREDIT CARD (Visa, MC or Discover ONLY/American Express NOT accepted)**. For all agency personnel, Santa Rosa Junior College will invoice for payment **after** course.

## **COLLEGE APPLICATION**

Please go to [Santa Rosa Junior College's homepage](#). Click **Apply Now**. Next, click on **New or Returning Students Information** option. Scroll down and click on the **CCCApply/Begin Application for Admission!** If you have not created an account in the last year, you will need to click **Create a New Account** otherwise, enter your Username and Password to **Sign In**. Once your account has been created, return to the log in page and enter your Username and Password to log in. Then, click **Start a New Application**. Then, **Start Application**. Choose the appropriate **Term Applying For**. For **Educational Goal** select **Maintain Certificate or License**. For **Major Category** select **Public Safety**. For **Intended Major/Program of Study**, select **Administration of Justice**. Please be sure to click **Submit Application** before logging out of your CCC Apply account.

## **POST LOGIN AND EDI ACCESS**

Before attending the course, the attendee (NOT the Training Manager) MUST do the following:

### **Obtain Access to the POST Learning Portal by:**

- Logging in to the [POST Learning Portal](#) to ensure your account is active.
  - a. The sign-in is called POST PASS. From the Portal, click Sign In if you have a PASS account. Click Create Account if you do not have a PASS account and follow the instructions. (PASS allows for a single sign in for all POST websites.)
- Sign up as a **Learning Portal Administrator**, especially if you are a civilian training manager.
  - a. Follow the below link to complete and submit the Learning Portal Administrator Request form: [Learning Portal Administrator Application](#)
  - b. As a Learning Portal Administrator you will have certain rights to manage your agency training within the Portal. You can add and assign non-peace officers to training. You will also have access to reports and the online community, the Training Manager Network (TMN), which houses FAQs and allows for discussions with other training managers.

If you have any questions contact: [Learning Portal Support](#)

### **Obtain EDI Access by:**

Completing this form, [Electronic Data Interchange Application](#), at least three weeks prior to the start of class, as it requires the signature of the agency head before it will be processed. Please be sure to read the instructions carefully on the EDI Access form as you must FAX your completed and signed application to POST at the contact info listed in the form.

**Non-Discrimination Statement:** The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This non-discrimination policy covers admission, access and treatment in District programs and activities – including but not limited to academic admissions, financial aid, education services and athletics – and application for District employment