

Training Managers Course (TMC)

DATES

Summer 2023: August 1st – 3rd

Fall 2023: November 7th – 9th

DAY & TIME

8am-5pm

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

COST

Fall: \$65.50 Fee (California Residents ONLY) Fees subject to change

CERTIFICATIONS

POST Plan IV Course Control #2980-41520

LOCATION (Both Courses)

Cambria Hotel Sonoma Wine Country
5870 Labath Ave. Rohnert Park, CA 94928
707-206-7514

August course: 8/1 – 8/3/2023

<https://www.choicehotels.com/reservations/groups/TA9117> (Link for the 8/1 – 8/3/2023 course)

November course: 11/7 – 11/9/2023

<https://www.choicehotels.com/reservations/groups/QA09S5> (Link for the 11/7 - 11/9/2023 course)

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

RESERVATIONS

Email your request to Peggy Ruge at pruge@santarosa.edu or call 707.836.2906

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

Student Requirements: BRING A LAPTOP TO CLASS

The following tasks must be completed at least a week before the first day of class:

<p>1. Obtain Electronic Data Interchange (EDI) <u>Presenter Access</u> by submitting the Electronic Data Interchange (EDI) Presenter Access Application form (POST 3-102) located at https://post.ca.gov/portals/0/post_docs/publications/3-102.pdf</p>	<p>Access enables the user to submit and modify POST-certified courses, schedule training presentations, and submit course rosters. The Presenter Course Reports (information about courses offered, status of rosters, and presentation dates and locations) are included in this access.</p>
<p>2. Obtain EDI <u>Agency</u> access by submitting the Electronic Data Interchange (EDI) Access Application form (POST 3-101) at https://post.ca.gov/portals/0/post_docs/publications/3-101.pdf</p>	<p>Access enables the user to view the agency roster and training compliance reports. Your agency may not grant access.</p>

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



<p>3. Login to the POST Learning Portal at https://lp.post.ca.gov/ to ensure your account is active.</p>	<p>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 an account and follow the instructions. PASS allows for a single sign-in for all POST websites.</p>
<p>4. Sign up as a Learning Portal Administrator by submitting the Learning Portal Administrator Request form located at https://post.ca.gov/portals/0/post_docs/publications/2-339.pdf</p>	<p>As a Learning Portal Administrator, you will have certain rights to manage your agency training within the Portal including the ability to assign peace officers and support staff to training. You will also have access to reports and the online community, the Training Manager Network (TMN), which houses FAQs and documents, and allows for discussions with other training managers.</p>
<p>5. Ensure you can access EDI and the TMN from your laptop via wireless Internet. We will not have time to troubleshoot equipment issues in class.</p>	<p>If you have registered other personnel from your agency to attend, please ensure they have access as described.</p>