Training Managers Course (TMC)

Dates:	**Spring** **Summer** **Fall** February 4-6 ~~August 4-6~~ November 3-5 May 5-7 Canceled
Day & Time:	Tuesday - Thursday 8am - 5pm ***Full attendance and participation in ALL 24 hours is required in order to receive POST certificate of completion***
Cost:	**Spring** **Summer** **Fall** **$39.50 Agency Sponsored** **$39.50 Agency Sponsored** **$39.50 Agency Sponsored** **$62.50 Non-Agency Sponsored** **$59.50 Non-Agency Sponsored** **$62.50 Non-Agency Sponsored** Fees are subject to change. Cost for California residents only; non-residents pay an additional $265 per unit
Certifications:	POST Plan IV Course Control # 2980-41520
Location:	Hampton Inn & Suites at 8937 Brooks Road South, Windsor, CA, 95492. You may make hotel reservations by calling 707-837-9355 or Click here to book your Public Safety Training Center rate The following rates will automatically be applied if room reservations are made online. If you call, specify the corporate ID 2773358 to ensure the rates listed. Jan 1 – March 31 $118 per night/April 1 – October 31 $130 per night/Nov 1 – Dec 31 $118 per night *All Rates Apply Monday – Thursday Only
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 • POST compliance • Legal issues associated with training • Determining individual and organizational training needs • Training records management • The college as a resource • Adult training processes and practices **Participants must bring a laptop computer with wireless internet capability to class.**
Reservations:	Email your request to Katie Kubota at kkubota@santarosa.edu or call 707.836.2906.
College Application:	Please go to www.santarosa.edu. 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 **Advanced Officer Training (CERT)**. 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 at **https://lp.post.ca.gov/** 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: https://lp.post.ca.gov/Support/ContactUs
	Obtain EDI Access by:
	• Completing this form 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.
	Follow this link:: Electronic Data Interchange Application
Payment:	Payment can be made by credit card (Visa or MasterCard) or by check made payable to: **Santa Rosa Junior College**. Payments can be made in advance or at the door. Agencies can be billed after the course. Please mail check to: Santa Rosa Training Center, Attn: Katie Kubota 5743 Skylane Blvd., Windsor, CA 95492.
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.