

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

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CONSTABLES' TRAINING BULLETIN

NUMBER 77

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Constables' Certification, Education and Training System (CCETS) Available in July 2014

The Constables' Certification, Education and Training System (CCETS) will be available for the Training Delivery Contractors, and all Constables and Deputy Constables on Tuesday, July 22, 2014. CCETS will replace the current Constable Information System (CIS).

All Users must register in CCETS prior to a user account being assigned. The registration process is very easy and Program Staff have provided a "walk through" of the registration process through a video demonstration. Please go to the PCCD Website at www.pccd.pa.gov for the links to the video demonstration and to register for CCETS. On the PCCD website, click on the "Training" link on the upper right side, you will see the Constable Training Program information. At the bottom of the paragraph is a link "More...", this will take you to the full Constable Training webpage. On the right there is a link: "Register / Login to CCETS."

Login and Registration Page:

Below is the initial login page for all users. Please read the instructions on the right side of the screen very carefully. PCCD staff does not have the ability to unlock user accounts or reset passwords. All users will initially click on the "First Time User" link to get started.

The screenshot shows the login page for the Constables' Certification Education and Training System (UAT). The page has a blue header with the title "Constables' Certification Education and Training System (UAT)" on the left and "Pennsylvania Commission on Crime and Delinquency" on the right. The main content area is white. On the left, there are input fields for "User Name*" and "Password*", a "Login" button, and links for "First Time User", "Forgot your password?", and "Change your password and/or e-mail address.". On the right, there is a section titled "If you are having problems logging into the CCETS application, please read the following information" followed by a list of instructions. At the bottom, there is a footer with copyright information, the website URL, version number, and support email.

The “First Time User” link will take the user to the registration page, shown below.

The screenshot shows the registration page for the Pennsylvania Constables' Certification Education and Training System (CCETS). The page has a blue header with the Pennsylvania Commission on Crime and Delinquency logo. Below the header, there are four steps: Step 1: Registration Information, Step 2: Personal Information, Step 3: Login Information, and Step 4: Terms Of Use Signoff. The "Register" button is highlighted. The main content area contains a welcome message and instructions for new and existing users. At the bottom, there is a footer with copyright information, the website URL (www.pccd.state.pa.us), version information (fw2.0.183 v1.3.125), and support contact information (CD-CCETSSupport@pa.gov).

Constables' Certification Education and Training System (System Test)

Step 1: Registration Information Step 2: Personal Information Step 3: Login Information Step 4: Terms Of Use Signoff

[Register](#) [Cancel](#)

Welcome to the Constables' Certification, Education and Training System (CCETS) Registration Page.

- If you have never registered and currently do not possess a Pennsylvania Universal Login or are not a current state employee or contractor, select the Register button below to begin the Registration Process for CCETS.
- If you have registered for other state websites, you may be able to use the same login information for CCETS. Select the cancel button below to return to the Login page to enter your User Name and Password. You will be prompted to verify your personal information through the CCETS Registration process.
- If you are a current state employee or contractor, you may use your "CWOPA" login information. You must enter the entire user name as "cwopaluusername". Select the cancel button below to return to the Login page to enter your User Name and Password. The "Forgot your Password" and "Change Password and /or email address" links will not work when logging into CCETS with a "CWOPA" login. You will be prompted to verify your personal information through the CCETS Registration process.

Click on the "Register" button below to begin the registration process.

[Register](#) [Cancel](#)

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The user will be guided through a series of questions to determine the type of user.

The screenshot shows the first step of the registration process, "Step 1: Registration Information". It contains a series of questions to determine the user's role and status. The questions are: "Are you registering as a current Constable or Deputy Constable?", "Do you have a valid term of office as a Constable or Deputy Constable?", "Do you have an assigned Certification Number?", and "Are you interested in attending the Constables' Program's 80-hour Basic Training course?". Each question has a "Yes" or "No" radio button. Below the questions, there is a section for "Constable/Deputy Constable Information" with fields for Home County, Date Of Birth, Gender, Preferred Contact Method, and Certification Number. The "Next >>" button is highlighted. The footer is the same as the previous page.

Constables' Certification Education and Training System (System Test)

Step 1: Registration Information Step 2: Personal Information Step 3: Login Information Step 4: Terms Of Use Signoff

[Next >>](#) [Cancel](#)

Please answer the following questions:

Are you registering as a current Constable or Deputy Constable? * ☒ Yes ☐ No

Do you have a valid term of office as a Constable or Deputy Constable? ☒ Yes ☐ No

Do you have an assigned Certification Number? * ☐ Yes ☒ No

Are you interested in attending the Constables' Program's 80-hour Basic Training course? * ☒ Yes ☐ No

Constable/Deputy Constable Information

Home County: * Chester Date Of Birth: * 07/07/1970

Gender: * ☒ Male ☐ Female SSN: * 123-45-6789

Preferred Contact Method: * Email Certification Number:

[Next >>](#) [Cancel](#)

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The next screen will show your personal information if you are currently a constable or deputy registered with PCCD.

The screenshot shows the second step of the registration process, "Step 2: Personal Information". It contains fields for personal information, mailing address, business address, and contact information. The "Next >>" button is highlighted. The footer is the same as the previous page.

Constables' Certification Education and Training System (System Test)

Step 1: Registration Information Step 2: Personal Information Step 3: Login Information Step 4: Terms Of Use Signoff

[<< Previous](#) [Next >>](#) [Cancel](#)

Personal Information

Title: First Name: * John Middle Name: Last Name: * Doe Suffix:

Mailing Address

Address Line 1: * 123 Broad St Address Line 2: City: * Malvern State: * Pennsylvania Zipcode: * 19355

Business Address

Address Line 1: Address Line 2: City: State: Pennsylvania Zipcode:

Contact Information

Primary Phone Number * Phone Type: Work Phone Number: (610) 555-1212 Extension:

Primary Email Address Email Type: Work Email Address: jdoe54@mail.com [Remove](#)

[Add a Phone Number](#) [Add an Email Address](#)

[<< Previous](#) [Next >>](#) [Cancel](#)

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Next the user will create a user name, password and security question. You must remember your username and password; PCCD staff cannot access them or change them.

The screenshot shows the 'Step 3: Login Information' page of the PCCD Constables' Certification Education and Training System. The page has a blue header with the PCCD logo and navigation tabs for Step 1 (Registration Information), Step 2 (Personal Information), Step 3 (Login Information), and Step 4 (Terms Of Use Signoff). Below the header, there are navigation buttons: '<< Previous', 'Next >>', and 'Cancel'. The main content area prompts the user to 'Please enter the information below to create a user account and password for CCETS'. It contains several input fields: 'User Name' (filled with 'jdoe54'), 'Password' (filled with '*****'), 'Verify Password' (filled with '*****'), 'Email Address' (filled with 'jdoe54@mail.com'), and 'Verify Email Address' (filled with 'jdoe54@mail.com'). Below these fields, a note states: 'If you ever forget your Password you will be asked to properly Answer the Question you specify below in order to reset your Password. (E.g. Question="my favorite color", Answer="red")'. There are two more input fields: 'Secret Question' (filled with 'What's your favorite color?') and 'Secret Answer' (filled with 'Blue, no green!'). At the bottom, there are navigation buttons: '<< Previous', 'Next >>', and 'Cancel'. The footer contains copyright information: '©2001-2014 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.', the website 'www.pccd.state.pa.us', the version 'fw2.0.183 v1.3.125', and support email 'CD-CCETSSupport@pa.gov'.

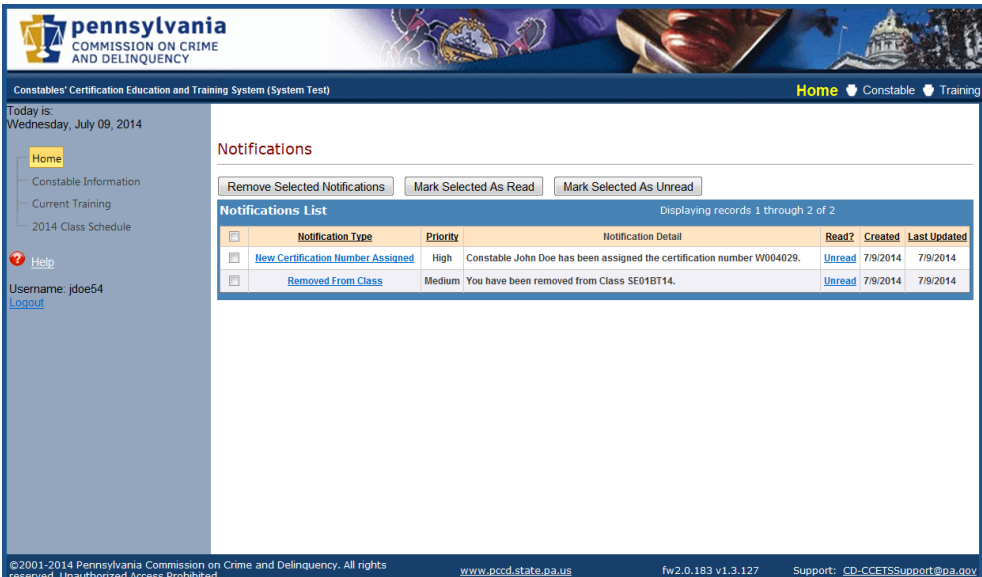
All users must then agree to the Terms of Use Policy in order to complete registration.

The screenshot shows the 'Step 4: Terms Of Use Signoff' page of the PCCD Constables' Certification Education and Training System. The page has a blue header with the PCCD logo and navigation tabs for Step 1 (Registration Information), Step 2 (Personal Information), Step 3 (Login Information), and Step 4 (Terms Of Use Signoff). Below the header, there are navigation buttons: '<< Previous', 'Submit Registration', and 'Cancel'. The main content area displays the 'Terms of Use' in a scrollable text box. The text states: 'Through your User ID and password you will be granted access to certain constable and deputy constables' certification, education and training information. The User ID and password are only for your use. You should not disclose your User ID and/or password to anyone. The Pennsylvania Commission on Crime and Delinquency (PCCD) or any Commonwealth agency will never ask you for your User ID and password in an unsolicited phone call or email. Sharing of User IDs and passwords is NOT permitted. Each individual who wishes to use the site must properly register and obtain a unique User ID and password. It is the responsibility of each individual user to secure and protect their User ID and password.' Below the text box, there is a checkbox labeled 'I have read and agree with the terms of use policy provided above.' which is checked. At the bottom, there are navigation buttons: '<< Previous', 'Submit Registration', and 'Cancel'. The footer contains copyright information: '©2001-2014 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.', the website 'www.pccd.state.pa.us', the version 'fw2.0.183 v1.3.125', and support email 'CD-CCETSSupport@pa.gov'.

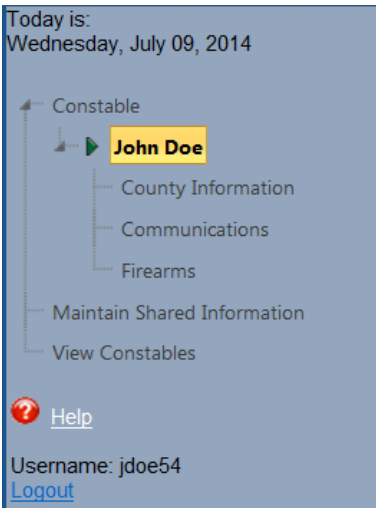
Once a user has successfully completed CCETS registration, you will see the page below. The user will receive an email stating the CCETS registration was completed. Once PCCD staff approves the registration, the user will receive a second email stating the registration was approved. Please ensure that the CCETS Resource Account email address, RA-CD-CCETS@pa.gov, is removed from the user's "spam" account. This will ensure that the system generated emails will reach the user and not get lost in the user's "spam" account.

The screenshot shows the home page of the PCCD Constables' Certification Education and Training System. The page has a blue header with the PCCD logo and a 'Home' link. Below the header, there is a 'Messages' section with a yellow banner that reads: 'Welcome to the Constables' Certification, Education and Training System! Your registration has been forwarded to PCCD staff for approval.' On the left side, there is a sidebar with the text 'Today is: Tuesday, July 08, 2014' and a 'Home' link. Below this, it shows the 'Username: jdoe54' and a 'Logout' link. The footer contains copyright information: '©2001-2014 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.', the website 'www.pccd.state.pa.us', the version 'fw2.0.183 v1.3.125', and support email 'CD-CCETSSupport@pa.gov'.

Once a user’s registration has been approved, a user may log in at any time. The first screen after login is shown below. This screen will contain notifications regarding enrollment in training, insurance expiration, and certification.



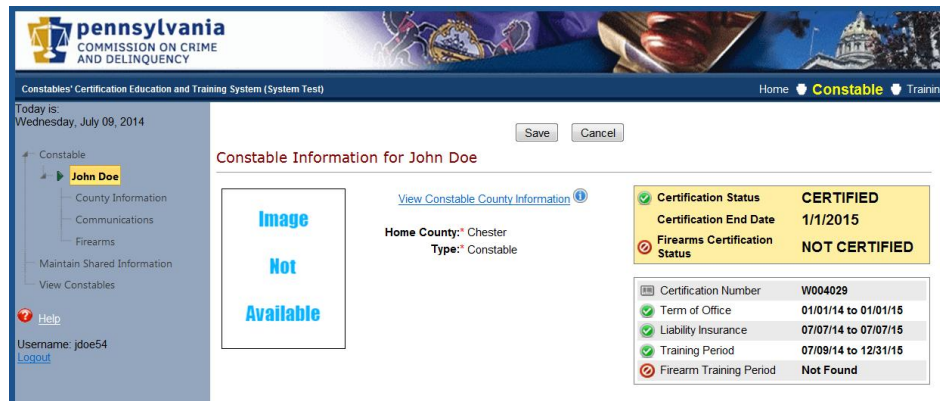
Navigation through CCETS is mainly by using the various categories and triangles on the left side. By clicking a triangle, it will expand and provide more links under that category. Also by clicking on the “Help” link on the screen, a word document will open and provide further information about that screen.



A user can also navigate by using the tabs on the upper right, shown below:



By clicking on the “Constable” a user will see all their basic information. On the upper right side of the screen is a quick snapshot of a constable or deputy’s status regarding certification.



The information on this dashboard will be updated as a constable renews insurance, completes training or has term dates updated by the Clerk of Courts. The Clerk of Courts will have direct access to CCETS to update the constables’ liability insurance and term dates.

	Certification Status	CERTIFIED
	Certification End Date	1/1/2015
	Firearms Certification Status	NOT CERTIFIED

	Certification Number	W004029
	Term of Office	01/01/14 to 01/01/15
	Liability Insurance	07/07/14 to 07/07/15
	Training Period	07/09/14 to 12/31/15
	Firearm Training Period	Not Found

Certification End Date – This is the date that the constable or deputy constable’s certification to work for the minor courts will expire. This date is either the date the liability insurance expires, the end date of the training period, or the end date of the term of office, whichever date comes first. This date could change throughout the year.

Training Period – This is the period of time that the constable or deputy constable has met the training requirement of the Program to maintain their certification.

At the middle of the page is basic personal information and address. Below is where a constable or deputy can add or change a mailing address, email address or phone number.

Personal Information

Title: <input type="text"/>	Gender: <input type="text" value="Male"/>
First Name: <input type="text" value="John"/>	Date of Birth: <input type="text" value="07/07/1970"/>
Middle Name: <input type="text"/>	Age: <input type="text" value="44"/>
Last Name: <input type="text" value="Doe"/>	SSN: <input type="text" value="123-45-6789"/>
Suffix: <input type="text"/>	

Mailing Address
Address Line 1:
Address Line 2:
City:
State:
Zipcode:

[Add a Business Address](#)

During the registration process, users will be asked to select their “Preferred Correspondence Method.” The system will automatically default to “US Mail.” If “US Mail” is selected then all correspondence will be sent to that user via US Mail. If a user would prefer to receive confirmation letters, training schedules and Training Bulletins by email, then the “Preferred Correspondence Method” should be set to “Email.” A valid email address must be entered on the Personal Information screen during registration. Multiple email addresses can be entered into CCETS; however, the email will be sent to the first email address that is entered into the system.

The “Preferred Correspondence Method” can be changed at any time under the “Personal Information,” once the user’s registration is approved by PCCD. If “Email” was originally selected and now the user would like to change it to “US Mail,” that change can be made at any time. However, keep in mind; if the “Preferred Correspondence Method” is set to “US Mail,” the user will still receive emails regarding enrollment and liability insurance from CCETS.

Contact Information


Primary Phone Number: Phone Type: <input type="text" value="Work"/> Phone Number: <input type="text" value="(610) 555-1212"/> Extension: <input type="text"/>	Preferred Correspondence Method: <input type="text" value="Email"/> Primary Email Address: Email Type: <input type="text" value="Work"/> Email Address: <input type="text" value="jdoe54@mail.com"/> Remove
--	---

[Add a Phone Number](#)

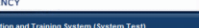
[Add an Email Address](#)

Also, during the registration process, users will be able to add a “Mailing Address” and a “Business Address” to their “Personal Information.” The user’s “Mailing Address” will be transmitted to the Administrative Office of Pennsylvania Courts (AOPC) and will be included on any paperwork generated by the minor courts. If a user also adds a “Business Address” in CCETS, the “Business Address” will then be transmitted to AOPC rather than the “Mailing Address.”

The “Training” page will show all current and past training classes. This is where a constable can check on registration for any current class.



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Constables' Certification Education and Training System (System Test)

Home • Constable • **Training**

Today is
Wednesday, July 09, 2014

Training

Training List

Class Schedule

Username: jdoe54
[Logout](#)

Constable John Doe

South East Region, Chester County

[Current Enrollment \(0\)](#)
[On Waiting List \(0\)](#)
[Waivers \(0\)](#)
[Training History \(0\)](#)
[Enroll In A Class](#)

Current Enrolled Classes

You are currently not enrolled in any classes. Click on the "Enroll in A Class" link above if you wish to attend training.


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[www.pcod.state.pa.us](#)


fw2.0.183 v1.3.126

Support: [PC-CERTSupport@pa.gov](#)

The Class schedule is where constables can search for classes by Region, type of class or date.



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Constables' Certification Education and Training System (System Test)
Home • Constable • **Training**

Today is
Wednesday, July 09, 2014

- < Training
- Training List
- [Class Schedule](#)

User name: jdoe54
[Logout](#)

Constable John Doe **South East Region, Chester County**

Current Enrollment (0)	On Waiting List (0)	Waivers (0)	Training History (0)	Enroll In A Class
------------------------	---------------------	-------------	----------------------	-------------------

View Options
Classes in Region: | Home Region - South East Region |
 Class Type: | Show All Training Types |
 Sort By: | Start Date | ▾

2014 Class Schedule

SE08CE14 - Continuing Education	Class Status: Approved	Seats Available: 13
Class Dates: Aug 01 - Aug 03, 2014 Fri 08/01 12:00PM - 12:00PM Sun 08/03 12:00PM - 12:00PM	Location Temple University Temple - Ambler 580 Meetinghouse Rd Ambler, PA 19002	<input type="button" value="Enroll me in this class"/>
SE10AF14 - Annual Firearms	Class Status: Approved	Waitlist Available: 2
Class Dates: Aug 01 - Aug 03, 2014 Fri 08/01 12:00PM - 12:00PM Sun 08/03 12:00PM - 12:00PM	Location Temple University Hellertown Sportsman Assoc. Meadow Ridge Court Hellertown, PA 18055	<div style="font-size: small;">❶ Class is full.</div> <input type="button" value="Add me to the class waiting list"/>
SE01BT14 - Basic Training	Class Status: Approved	Seats Available: 23
Class Dates: Aug 05 - Aug 15, 2014 Tue 08/05 01:00PM - 05:00PM Fri 08/15 02:00PM - 08:00PM	Location Temple University Temple - Ambler 580 Meetinghouse Rd Ambler, PA 19002	<input type="button" value="Enroll me in this class"/>
SE11AF14 - Annual Firearms	Class Status: Approved	Seats Available: 13
Class Dates: Aug 08 - Aug 10, 2014 Fri 08/08 12:00PM - 12:00PM Sun 08/10 12:00PM - 12:00PM	Location Temple University DELCO-Sharon Hill PA 1600 Calcon Hook Rd Sharon Hill, PA 19079	<input type="button" value="Enroll me in this class"/>

All information regarding term dates and liability insurance is found on the County information page.

Today is:
Wednesday, July 09, 2014

Constable

John Doe

County Information

Communications

Firearms

Maintain Shared Information

View Constables

Username: jdoe54

Logout

Back

John Doe

Constable Type: Constable

Associated Counties

Type	County Name
Home County	Chester

Terms of Office

	Start Date	End Date	Reason	Docket#	Attachments	Last Updated
	1/1/2014	1/1/2015	Appointed		0	7/8/2014 at 5:23 PM by Kathy Clarke

Liability Insurance

	Effective Date	Expiration Date	Date Filed	Attachments	Last Updated
	7/7/2014	7/7/2015	7/7/2014	1	7/6/2014 at 12:56 PM by Kathy Clarke

Bonded Dates

No bonds found associated to this constable.

Other Documents

No other documents found associated to this constable.

Back

The Shared Information page is how a constable can choose to share as much or as little personal contact information to other certified constables and deputies. Only current CCETS users will be able to see this information. A constable can change this at any time.

Constables' Certification Education and Training System (System Test) Home Constable Training

Today is:
Wednesday, July 09, 2014

Constable
John Doe
County Information
Communications
Firearms
Maintain Shared Information
View Constables

Username: jdoe54
[Logout](#)

Please note that the personal information that you choose to share will only be accessible by certified constables and deputy constables through the secure Constables' Certification, Education and Training System (CCETS). This shared personal information will not be made a part of any public webpage, such as the external "Constable Finder". Users can choose to share some, all, or none of their personal information. Users can also choose to disable this feature at anytime.

Even if you choose to not share your personal information through this secure information sharing section, your personal information may be subject to the Pennsylvania Right to Know Law.

Save

Information Sharing Settings

Do you wish to share your personal information? No, I do not wish to share my information

General Information

Constable Type ☐ Share
Gender ☐ Share

Addresses

Mailing Address
123 Broad St., Malvern 19355 ☐ Share
Business Address
-NA-

Phone Numbers

Work
(610) 555-1212 ☐ Share

E-mail Addresses

Work
jdoe54@mail.com ☐ Share

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Important Notes for Using CCETS

Delete all previously saved website addresses for the Constables' Information System (CIS) that you may have bookmarked or added to your Favorites. These links will no longer work. You must save the new website address for CCETS: www.pccdcis.pa.gov

The Back arrow on the browser tool bar cannot be used in CCETS. Users will need to use either the "Cancel" or "Back" buttons in CCETS to navigate back to the previous page in CCETS.

Please make sure to register early in CCETS. Do not wait until the Fall of 2014 to register in CCETS when you are trying to enroll into 2015 classes. If you register early in CCETS, you can then familiarize yourself with the system and how to enroll in classes, view training history and view personal information.

Please be patient with Program Staff during the transition to CCETS because there may be delays in processing of grades and issuing certifications.