We will be opening the online enrollment in CCETS on Monday, January 13, 2020 at 8:00 a.m.

Classroom Enrollment:

If you have been able to successfully migrate to Keystone Login, the Code of Conduct will appear in CCETS prior to enrolling into any 2020 training classes. Once the Statement of Understanding has been acknowledged in CCETS, you will be able to enroll into 2020 training classes.

However, due to the issues we are experiencing with the Keystone Login migration, we are making the following recommendations. **If you have not been able to successfully migrate to Keystone Login, please see Steps 1 through 3 below.**

**Step 1:** Read through the attached Code of Conduct and complete the Statement of Understanding in its entirety. Forward the completed Statement of Understanding to Program Staff at 717-783-7140 (FAX) or scan and send by email to: trabeaver@pa.gov. The Statement of Understanding must be on file with Program Staff before you can be enrolled into any 2020 training classes. **DO NOT forward the Statement of Understanding to the training delivery contractors, it must be forwarded to Program Staff!!!**

**Step 2:** Complete the Training Enrollment Form for 12-Hour Continuing Education in its entirety. Make sure to provide both a 1st and 2nd training class choice. **The Enrollment Form must be forwarded to the appropriate training delivery contractor see below.**

**Step 3: For Firearms:** If you attend the 4-Hour Annual Firearms Qualification, complete the CETB Firearms Enrollment Form and the Handgun Registration for Firearms Courses in their entirety. Make sure to provide both a 1st and 2nd training class choice. **These Forms must be forwarded to the appropriate training delivery contractor see below.**

Eastern Region: Temple University, Dee Beiter – (267) 468-8331 and FAX (267) 468-8660

Central Region: Indiana University of PA, Michael Marcantino – (724) 549-1929 and FAX (724) 357-4090

Western Region: Penn State-Fayette Campus, Rob Harford – (724) 430-4114 and FAX (724) 430-4113

**NOTE:** You cannot enroll for any Constables’ training classes over the phone, you must complete the enrollment forms and forward to the appropriate training delivery contractor.
Online Training:

You will need to attend the 8-Hour Continuing Education classroom modules in addition to the 4-Hour online module being hosted by Temple University’s Canvas learning management system. **Registration information will be forwarded to all active constables and deputy constables beginning on Wednesday, January 22, 2020.** You will receive an email from cesystems@temple.edu with registration information. A Canvas User Guide will be forwarded via email and will also be posted on the Constables’ section of the PCCD website.

Basic Training and Basic Firearms:

All Basic Training and Basic Firearms enrollment forms must be forwarded to Program Staff. We need to ensure that class payments are received prior to being enrolled in either training type. These classes will not show in CCETS for enrollment.

**Note:** Program Staff are still working on returning phone calls regarding the Keystone Login migration issues, please continue to be patient with us!