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

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

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

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

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, \texttt{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.
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 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.

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.

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.

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

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

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](http://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.