



SHERIFF AND DEPUTY SHERIFF TRAINING BULLETIN

Number 140

COMMONWEALTH OF PENNSYLVANIA

December 2015

2016 Distance Learning Courses

The Sheriff and Deputy Sheriff Education and Training Board is pleased to announce the availability of the 2016 Sheriff and Deputy Sheriff Distance Learning Courses offered through Temple University.

- Comprehensive Legal Updates 2012-2016 (20 hours)
- Legal Updates 2016 (4 hours)
- Flying While Armed (4 hours)
- All Hazards (8 hours) (Replaces TEEX Hazmat as of 1/1/16)

All courses are now open for enrollment. This training is free and upon successful completion, the sheriff's or deputy's official training record will reflect the course, hours, and successful completion (Pass). However, this training does not replace the 20-hour continuing education requirement of Act 1984-2 nor is the sheriff, deputy, or county reimbursed for the time spent completing these modules.

In order to participate in the merit courses and experience all features of the program, sheriffs and deputies will need to have access to reasonably up-to-date computer equipment. The minimum computer requirements are Windows 7 or newer, 3GB RAM, Intel or AMD processor, and Broadband Internet access.

Sheriffs and deputies may take any and all courses listed. However, selected courses must be completed by December 31, 2016. At that time, student enrollment will be cancelled.

In order to process registrations efficiently, sheriffs and deputies should send the attached registration form to:

Michael Kane
E-mail: mjkane@temple.edu
Fax: (267) 468-8660

Once registered, sheriff and deputies will receive a confirmation e-mail from Temple University informing them their Temple account is ready. Instructions on how to activate the username and how to create a password as well as information on distance-learning course policies will be included. Deputies are asked to safeguard this important information; grade(s) for the course(s) are linked to usernames.

Each module contains the lesson, a workbook, supplemental materials, a test, and a course evaluation. The courses are graded in a pass/fail manner, 70% and higher being a passing grade. After taking the test, sheriffs and deputies will receive their grade and have the opportunity to review the correct response for each question. All grades will be reported to PCCD and to their respective Sheriffs.

A Temple University Certificate of Completion and Record of Training will be issued to each sheriff and deputy and a copy sent to the Sheriff, at the end of the enrollment period for each course successfully completed.

Temple would like the sheriffs and deputies to complete the course evaluation for each module. This feedback will help to improve future distance-learning.

If anyone has questions or needs assistance while completing the course(s), they may contact Christie Willard at Temple University at (267) 468-8600 or e-mail cwillard@temple.edu. In addition, sheriffs and deputies can refer to the “Course Information” link located in each training module.

Basic Training Required Online Courses:

Under the Basic Training Course, deputies are required to complete outside assignments. These include the Flying While Armed and All Hazards courses identified above as well as:

FEMA’s Introduction to Incident Command IS 100 LE
FEMA’s National Incident Command IS 700

For the sheriffs’ and deputies’ convenience, links to these courses are included at Temple’s Distance Learning site.

Waiver Training Required Online Courses:

Sheriffs and deputies that are approved to attend the Waiver Training Program are required to successfully complete the on-line Comprehensive Legal Updates 2012-2016 and the Flying While Armed courses to be eligible for certification.

Certification Reactivation:

Re-employed deputies who were previously certified but who must reactivate their certification are required to complete the on-line Comprehensive Legal Updates 2012-2016 within 90 days of re-employment to reactivate their previous certification. After 90 days, deputies will be identified as “Failed to Re-certify” and are not eligible for continued employment until the course is successfully completed.

2016 ON-LINE MERIT COURSE
REGISTRATION FORM



Sheriff/Deputy Sheriff Information

Last Name		
First Name		
Middle Initial		
Date of Birth		
Gender		
Rank/Position		
E-Mail Address		
Cell/Telephone		
Prior Temple Affiliation	Temple Alumni? <input type="checkbox"/>	On-Line Merit Courses? <input type="checkbox"/>

Agency/Department Information

Sheriff's Office / County	
Department Address 1	
Department Address 2	
City, State	
ZIP	
Work Telephone	
Sheriff's Name	

Course Selection: Please select the subject(s) under the course you are completing it for. Optional courses are open to all sheriffs/deputies.

Basic Required Subjects: In addition to the below subjects, students are required to complete IS 100 & IS 700 through the FEMA EM Institute.

- Flying While Armed (4 hrs.) All Hazards (Replaces TEEX Hazmat as of 1/1/2016) (8 hours)

Waiver Required Subjects:

- Flying While Armed (4 hrs.) Comprehensive Legal Updates 2012-2016 (20 hrs.)

Certification Reactivation Required Subject:

- Comprehensive Legal Updates 2012-2016 (20 hrs.)

Optional Subjects: All courses selected must be completed by December 31, 2016.

- Flying While Armed (4 hrs.) Comprehensive Legal Updates 2012-2016 (20 hrs.)
 Legal Updates 2016 (4 hrs.) All Hazards (8 hours)

Course Policies / Signature

After your registration form is received, it will take 3-5 business days to process your username and password credentials. You will receive an e-mail to confirm when they are ready. Please keep these in a safe place. Should you have questions, please contact Mr. Anthony Luongo at 215-204-7930.

When you finish taking a course, please complete the on-line test and course evaluation. The courses are graded on a pass/fail basis and 70% and higher constitute a passing grade. After taking the test on-line, you will receive your grade and have the opportunity to review the correct responses for each question. Your grades will be reported to the Pennsylvania Commission on Crime and Delinquency (PCCD) and to the county Sheriff. A Temple University Certificate of Completion and Record of Training will be mailed to you, and a copy to the Sheriff, at the end of the program for each course you successfully complete.

By signing and dating below, I acknowledge that the information provided above is true and correct and that I will abide by the policies set forth by Temple University and PCCD for this program. I agree that I will not share, transmit, or otherwise disseminate any course or testing materials. If the registrant is a Deputy Sheriff, the registrant confirms that he/she has been granted permission/authorization from my Sheriff to participate in the distance-learning program.

Signature & Date: _____

FAX or E-MAIL THIS FORM TO TEMPLE:
(267) 468-8660 mjkane@temple.edu

INSTRUCTIONS

To access Temple University's BlackBoard Learning Management System to complete Board online training, a student must obtain a login. This is the registration process for that login. Information you provide is used to generate a user account which will be emailed to you. It is your responsibility and in your interest to provide the most accurate and complete information possible.

If your county already registered you for the requested courses, then disregard this registration. If you're not sure, then you can indicate under "Temple Affiliation".

Name: Your name should appear as it was provided by your County to the Sheriff and Deputy Sheriff Education and Training Board. This is normally your legal name, not shortened first names, preferred middle names, or nicknames. If you recently had a name change, check with your county to see if they updated your name to the Board. If there are/were personnel, from the same county, with the same name but with a Sr/Jr/III, etc. you need to be clear on your title.

Email Address: This requires a valid unique email address. It cannot be a county email address unless it is unique to you. If the address is fake, used by someone else, shared, or can't be read, you will NOT receive access to the training. If you are concerned with giving out your email address, create a new one just for this registration. However, the email address you provide will receive the login notice.

Phone #: Used only if information is not clear. If you fail to provide a valid phone # then you cannot be contacted if there is a problem with your registration or email address.

Temple Affiliation:

Temple Alumni – Current or past registered Temple Student. Allows reactivation of previous login.

On Line Merit Courses – Were you registered for previous Board online courses through Temple? If so, you have an account. They will activate it and send you the login.

Not Sure – Select if you are not sure if you already have/had a Temple login.

Agency Information: Personal mailing addresses are not required. You may use your agency address. However, if there is confusion over two deputies from the same county having the same name (see instructions for "Name" above) then Temple will look for a unique address to differentiate. If the addresses are the same, your registration will be rejected as a duplicate. If you believe there is a possibility of this happening, we suggest you provide a home address. Additionally, a course completion certificate is mailed to the address you provide. If it's a generic agency address, it may not reach you.

Selecting Training: Select the training you require under the applicable training program. If you do not select within the correct program, your grades may not be credited accurately.

Signature is not required on the electronic version of this form if emailed from a valid address.