

CONSTABLES' TRAINING BULLETIN

NUMBER 104**OCTOBER 2021**

2021 Training Requirements

All 20 hours of Continuing Education training must be completed by 5:00 pm on Friday, November 19, 2021. This includes the 8-Hour in person classroom training and the 12-Hour online training. Currently, less than 25% of the constable population have completed the 12-Hours of online training.

Only 24% of the 306 constables who did not have to repeat the 2020 8-Hour in person classroom Continuing Education subjects have completed the 12 hours of online training for 2021.

If a constable fails an online subject after Monday, November 1, 2021, Program Staff will not be able to process the class failure, class payment, and re-enrollment into a second attempt of that failed online subject.

If the 2021 Continuing Education training requirement is not successfully completed by November 19, 2021, the constable's certification will expire on December 31, 2021 and the constable will need to complete the 2022 Continuing Education requirements to be re-certified by the Program.

Please finish each online subject in its entirety, including the completion of the written examination.

Canvas Help Desk

The Canvas Help Desk staff will make every effort to return calls as timely as possible. Please leave a clear message with the correct call back number. Please note that Canvas Help Desk staff do not have access to constables' contact information.

Constables' Education and Training Board Members:

**Board Chair – John Bruno
Board Vice Chair - Francis C. Peitz, Jr.**

**Craig Westover
Thomas S. Brletic
Major George L. Bivens
Patricia Norwood-Foden**



**Charles H. Ramsey
Chairman, PCCD**

**Michael Pennington
Executive Director, PCCD**

**John Pfau
Manager,
Bureau of Training Services**

Keystone Login/CCETS

Keystone Login is the gateway to access the Constables' Certification, Education and Training System (CCETS). CCETS would be used for enrolling into classroom Continuing Education and Annual Firearms Course, viewing grade transcripts, insurance information, etc.

The Keystone Login User Name and Password must be used to access CCETS. If the Password is unknown, use the "Forgot Password?" link on the Keystone Login/CCETS page at:

<https://portal.pccd.pa.gov/PortalLogin/Login/CCETS>

Keystone Login/CCETS Passwords do not expire but can be reset at any time by following the above listed link and providing answers to the security questions.

If you have any issues relating to your Keystone Login account, please contact the Keystone Login Help Desk at 877-328-0995.

YOUR KEYSTONE LOGIN USER NAME AND PASSWORD ARE USED TO LOGIN AND ACCESS CCETS.

Keystone Login was implemented in January 2020 and there are still quite a few constables who have not completed this migration. Once CCETS and Canvas are integrated, the only means to access the online training subjects in Canvas will be through CCETS.

Canvas

Temple's Canvas Learning Management System (LMS) is a separate system from CCETS/Keystone Login and is used to complete the online training subjects for the annual Continuing Education training requirement. The Continuing Education online subjects can only be accessed through Temple's Canvas not CCETS.

Canvas is accessed by using the TUN number that was assigned and the Password that was created during the AccessNet activation for Canvas. Temple's Canvas LMS can be accessed at: <http://canvas.temple.edu>. Canvas Passwords expire every 10 months. Instructions on changing your Canvas Password can be found on the Constables' section of the PCCD website and in the Canvas User Guide.

If you have any issues relating to your Canvas account, please contact Temple's Help Desk at 267-468-8605, Monday through Friday, 8 am to 1 pm, or at 215-204-8000, outside those days/hours.

COMPLETE ONLINE SUBJECTS THROUGH CANVAS.

2022 Constables' Training Schedule

The 2022 Constables Training Schedule is scheduled to be emailed, and online enrollment opened, on Monday, December 6, 2021. If your term of office expires on December 31, 2021, you will need to have a "new" term of office on file in order to enroll into 2022 training classes.

The anticipated "go live" date for the 2022 Continuing Education subjects is Tuesday, January 18, 2022. More information will be provided prior to the "go live" date.

2022 Costs of Attending Constables' Training Courses

The following charges will be assessed to attend a second Constables' Training Courses for the 2022 Training Year. These amounts are for constables and deputy constables who failed a course or have failed to attend or notify the training delivery contractor of their non-attendance for a Basic Training, Basic Firearms, Continuing Education, or Annual Qualification Courses. **The payment for the Basic Training and Basic Firearms will be due prior to enrollment into the Basic Training or Basic Firearms Courses. Please contact Program Staff with any questions regarding this enrollment process.**

Basic Training – \$1,125

Basic Firearms – \$1,485

Continuing Education – \$210 (\$10.50 per module hour)

Annual Qualification – \$115

It is strongly recommended that constables do not use overnight mail to send payments to PCCD. All PCCD mail must go through a central mail room and it takes several days before Program Staff receive the mail. Please note that PCCD staff continue to telework and therefore are not in the building on a daily basis. It may take several days for the checks to get processed by Program Staff and Fiscal Staff.

Election Certificates and Appointment Orders

If you are up for re-election or reappointment, you should still complete all 20 Hours of Continuing Education for 2021. In order to ensure continued, uninterrupted certification, if you are re-elected or elected in November 2021, you must forward a copy of your new election certificate from the county Board of Elections to the PCCD via mail, email or FAX to: Bureau of Training Services, Pennsylvania Commission on Crime and Delinquency, PO Box 1167, Harrisburg PA 17108-1167; FAX (717) 783-7140.

If you are a constable or deputy constable who has been newly appointed or re-appointed, you must forward a copy of your new appointment order signed by the President Judge of the Court of Common Pleas.

If your “new” election certificate or appointment order is not received by Program staff by December 31, 2021, access to CCETS will automatically be turned off and constables and deputy constables will not be able to enroll into 2022 Continuing Education or Annual Firearms Qualification Courses due to the expiration of the term of office on December 31, 2021.

However, if you complete the training requirement in 2021, once your “new” election certificate or appointment order is received and updated in CCETS, your certification will be active. There may be a period in which your certification is inactive until the updated term of office information is received.

2022 ID Cards

In December 2021, PCCD will mail new certification cards to all constables who have maintained their certifications, i.e. those that have successfully completed Continuing Education during 2021, possess a valid term of office into 2022, and have filed current professional liability insurance information with their county clerk of courts office. To ensure that cards are mailed to the correct address, any constable who has recently changed their address should report that change to Program Staff immediately or update the information in CCETS.

Title 37 §431.11 Registration: A person shall register with the Board for certification by submitting information such as mailing address and telephone number, Social Security number, date of birth and office held or sought. A constable shall set forth the beginning date and expiration date of the term of office held and provide documentary evidence of election or appointment. A registrant shall inform the Board of a change to registration information within 15 days of the change.

Last 2021 CETB Meeting

The last Board meeting of the year will begin at 9:00 a.m. on Thursday, November 4, 2021. This meeting will be conducted remotely via Teams and in person at PCCD's Office located at 3101 N. Front Street in Harrisburg. Prior registration is requested for those attending the in-person meeting. The Board packet and call in information will be posted prior to the meeting. This information can be found on the Constables' section of the PCCD website under "New Information for Constables".

Contact Information

The Training Delivery Constables' Coordinators contact information is as follows:

East Region: Deidre Beiter, Temple University, Constables Training Coordinator – 267-468-8331 (work) – 267-468-8660 (FAX) – deidre.sherman@temple.edu (Email)

West Region: Tony Mucha, PSU-Justice & Safety Institute (JASI) – 814-865-8051 (work) – 814-863-3018 (FAX) – txm52@psu.edu (Email)

If you have questions regarding certification, training, insurance, or where to send your election certificate or appointment order, Program Staff are available by both email and phone, see below.

THESE ARE NOT CONTACTS FOR CLASS ENROLLMENT

Tracy Beaver – trabeaver@pa.gov and 717-265-8552

Nick Hartman – nihartman@pa.gov and 717-265-8551

Sherry Leffler – sleffler@pa.gov and 717-265-8554