

# TRAINING BULLETIN

Number 153

COMMONWEALTH OF PENNSYLVANIA

July 2018

## 2019 SHERIFF AND DEPUTY SHERIFF BASIC TRAINING

The Basic Training and Waiver Training schedule for 2019 is provided below. These dates are contingent on approval of training contracts. To be in compliance with Act 1984-2 as amended by Act 2014-114, any deputy hired by the sheriff has one year in which to complete his or her training and be certified by the Sheriff and Deputy Sheriff Education and Training Board (SDSETB). In addition, newly elected or appointed sheriffs are required to complete certification training in accordance with the Training Act.

Sheriffs are required to utilize the on-line enrollment process available through the Sheriff and Deputy Sheriff Information System (SDSIS). Accessing the SDSIS will assist your office in better management of your training needs and requirements. You will have instant access to you deputies training records and the ability to monitor their training status. The SDSIS web address is <https://www.pccddsis.pa.gov>.

Sheriffs and deputies that attend the Basic Training Academy are required to complete four additional on-line training courses for certification. These on-line courses include:

1. Flying While Armed, SDSETB sponsored and offered by Temple University.
2. Introduction to Incident Command for Law Enforcement (IS-100LE), offered by the Federal Emergency Management Agency (FEMA), registration available at <http://training.fema.gov/EMIWeb/IS/is100leb.asp>.
3. National Incident Command (IS-700), offered by FEMA, registration available at <http://training.fema.gov/EMIWeb/IS/is700a.asp>.
4. All Hazards (Module 1 – Hazmat/WMD Awareness and Module 2 – Security Threat Groups), SDSETB sponsored and offered by Temple University.

Sheriffs and deputies eligible to attend the Waiver Training Academy must submit a partial training waiver application, electronically, using the SDSIS. Registration for waiver training will not be available until the waiver application is approved by program staff. All waiver training attendees are required to complete two additional on-line training courses for certification. These on-line courses include:

1. Flying While Armed, SDSETB sponsored and offered by Temple University.
2. Comprehensive Legal Updates, SDSETB sponsored and offered by Temple University.



Included with this Training Bulletin is a copy of the 2018 and 2019 On-Line Training Registration Forms, which is used to enroll in the courses offered by Temple University.

**2019 Basic Training Courses**

B-19-01	January 7, 2019 – May 17, 2019	Penn State, University Park
B-19-02	July 15, 2019 – November 22, 2019	Penn State, University Park

**2019 Waiver Training Courses**

W-19-01	January 28, 2019 – February 8, 2019	Penn State, University Park
W-19-02	April 29, 2019 – May 10, 2019	Penn State, University Park
W-19-03	September 9, 2019 – September 20, 2019	Penn State, University Park
W-19-04	October 21, 2019 – November 1, 2019	Penn State, University Park

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
*SHERIFF AND DEPUTY SHERIFF EDUCATION AND TRAINING BOARD*

**P.O. Box 1167, Harrisburg, PA 17108-1167**  
**Telephone (717) 705-3693 or (800) 692-7292 — FAX (717) 783-7140**  
**[www.pccd.pa.gov](http://www.pccd.pa.gov)**

2018 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"/>	Not Sure? <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 (Hazmat/WMD Awareness and Security Threat Groups - 8 hours)

**Waiver Required Subjects:**

- Flying While Armed (4 hrs.)                       Comprehensive Legal Updates 2014-2018 (20 hrs.)

**Certification Reactivation Required Subject:**

- Comprehensive Legal Updates 2014-2018 (20 hrs.)

**Optional Subjects:** All courses selected must be completed by December 31, 2018.

- Flying While Armed (4 hrs.)                       Comprehensive Legal Updates 2014-2018 (20 hrs.)  
 Legal Updates 2018 (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. If this registration is being submitted by the County, please notify the student that they will be receiving an email with their login information. Please keep these in a safe place. Should you have questions, please contact Ms. Chris Willard, 267-468-8600 or [cwillard@temple.edu](mailto:cwillard@temple.edu).

When you finish taking a course, please complete the on-line test and course evaluation. Course grades are recorded as a pass/fail 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 by their Sheriff to participate in the distance-learning program.*

**Signature & Date:** \_\_\_\_\_

**FAX or E-MAIL THIS FORM TO TEMPLE:**  
**(267) 468-8660 [mjkane@temple.edu](mailto: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 Number:** Used only if information is not clear. If you fail to provide a valid phone number then you will not be contacted if there is a problem with your registration.

### **Temple Affiliation:**

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

**Online 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.

2019 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"/>	Not Sure? <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 (Hazmat/WMD Awareness and Security Threat Groups - 8 hours)

**Waiver Required Subjects:**

- Flying While Armed (4 hrs.)                       Comprehensive Legal Updates 2015-2019 (20 hrs.)

**Certification Reactivation Required Subject:**

- Comprehensive Legal Updates 2015-2019 (20 hrs.)

**Optional Subjects:** All courses selected must be completed by December 31, 2019.

- Flying While Armed (4 hrs.)                       Comprehensive Legal Updates 2015-2019 (20 hrs.)  
 Legal Updates 2019 (4 hrs.)                       All Hazards (8 hours)

**Course Policies / Signature**

After your registration form is received, it will take 3-5 business days to process log-in credentials. You will receive an e-mail to confirm when they are ready. If this registration is being submitted by the County, please notify the sheriff/deputy that they will receive an e-mail with log-in information with instruction on how to activate their account. Please keep this e-mail in a safe place. Should you have questions, please contact Mr. Kevin Myers, 267-468-8605 or [kevin.myers0001@temple.edu](mailto:kevin.myers0001@temple.edu).

When you finish taking a course, please complete the on-line test and course evaluation. Course grades are recorded as a pass/fail 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 will be mailed to you 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 by their Sheriff to participate in the on-line courses.*

**Signature & Date:** \_\_\_\_\_

**FAX or E-MAIL THIS FORM TO TEMPLE:**

**Fax: (267) 468-8660**

**E-Mail: [mjkane@temple.edu](mailto:mjkane@temple.edu)**

## INSTRUCTIONS

To access Temple University's CANVAS Learning Management System to complete Board online training, a student must obtain a log-in. This is the registration process for that log-in. Information you provide is used to generate a user account which will be e-mailed to you along with instructions on how to activate your account. After you activate your user account, you will receive a separate invitation to join the on-line training course(s) you requested. Once you accept the invitation(s), you may begin the training.

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

*It is your responsibility and in your interest to provide the most accurate and complete information possible.*

**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.

**E-mail Address:** This requires a valid unique e-mail 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.

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