



Spring 2017 Detention Center Continuing Education Training Registration Form

This form should be completed by the Jail Administrator or their representative.

Arkansas Tech University-Ozark Campus is now offering online continuing education training approved by CLEST (Arkansas Commission on Law Enforcement Standards & Training) for Arkansas detention centers and detention staff. This online course is designed and intended to satisfy the 16 hours of continuing education required of Arkansas Criminal Detention Facility Standards. The course will be offered on a semester basis for the Fall and Spring, coinciding with the Arkansas Tech University-Ozark Campus academic calendar. The course will consist of 16 clock hours involving videos, PowerPoint presentations, and documents for reading. Topics this year include Ethics, Inmates with Special Needs, Workplace Stress, and Effective Report Writing.

The course must meet a minimum of 13 participants in order to be opened. Each detention facility does not need to register 13 participants, but we must have that total across all detention facilities in order to open the course. Once the minimum is reached, the online course will open and the contact person listed on this form will be notified. Once this registration form is processed by ATU-Ozark and we have 13 participants, the participants listed will be invited to the class via email by instructor Chris Rambo and coursesites.com. The course will be conducted through Coursesites.com .

Arkansas Tech University-Ozark Campus provides access to the material but it is up to the participant and the detention center to ensure the participant views the material provided in the course.

Upon completion of all modules within the online training, Arkansas Tech University-Ozark Campus will print and mail certificates showing the participant has completed the 16 hours of continuing education jailer training.

Registration Deadline for the Spring 2017 course: March 17th, 2017

Course Open Period: Jan 3rd – May 9th. Course will only open once the minimum of 13 participants is reached. Participants will have until May 9th to view the 16 hours of material. Please complete the following information to register your employees:

Jail Contact Information:

Name of Detention Center	City	State	Zip

Jail Administrator's Name (If not applicable put N/A)	Phone	Email
Person completing form	Phone	Email

Billing Address:

(Name, Attention:, City, State, Zip)

Invoices will be sent out upon confirmation we have the minimum number of registrants to open the class. Payment is due within 30 days of receiving invoice. Cost is **\$150.00** per participant. If new participants need to be added to the course after this registration form is submitted, a new form should be filled out and sent in.

Please list all participants to be registered on the following page.

