



WASHINGTON STATE
CRIMINAL JUSTICE TRAINING COMMISSION
Instructor Development 2 (independent/classroom) #2004-1

ADDITIONAL COURSE INFORMATION

Dates:	September 2, 2013 Independent Work – Bio Due October 13-14, 2014 Classroom Attendance
Location:	Classroom: C-205 WSCJTC 19010 1st Ave S Burien, WA 98148
Class Hours:	Classroom: 0800-1700
Independent Study Materials	Independent study assignments will be emailed to you by August 25 th . If you have NOT received this email by August 25 th , contact Lee Brandt, lbrandt@cjtc.state.wa.us . <u>The Emotional Intelligence Quick Book</u> will be mailed to you at your agency.
Travel/Meals & Lodging:	Responsibility of the applicant or his/her agency
Costs:	\$50.00 Unfortunately, the WSCJTC is unable to accept credit cards as a form of payment. Agencies will be invoiced.
Attire:	Casual attire is appropriate for classroom wear.
Identification/ Badges	It is the WSCJTC policy that your agency's official agency ID must be worn and visible (badges/agency ID) at all times while on campus. If you do not have an official agency ID, a student ID will be issued to you by your instructor.
Note-Taking:	Laptop and power cord are highly recommended Note-taking items such as notebook paper, pens, and pencils, will not be made available at the training site, and are the responsibility of each attendee.
Telephone:	EMERGENCY ONLY: 206-735-8300 Messages of a non-emergent nature will not be taken.
Firearms:	Firearms will not be used in this course.
Attendance:	Instructors must pre-approve <u>any time</u> out of class.
Cancellation Deadline:	September 8, 2014 Notify the Registrar's Office via e-mail registrar@cjtc.state.wa.us . Your agency will be billed \$50 for late cancellations and no shows. No exceptions will be made. If cancellation is made prior to this date, please return the book mailed to you upon course acceptance. Your agency will be billed if the materials are not returned within 10 days.

**Responsibility
for Injuries:**

Although instructors will at all times maintain a high degree of care for the safety of all persons attending the school, it must, be understood that neither the Washington State Criminal Justice Training Commission, nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to students as a result of damage to their property through fire, theft or other causes. Each attendee must understand that this training is at the attendee's own risk.