



WASHINGTON STATE
CRIMINAL JUSTICE TRAINING COMMISSION
First Level Supervision On-Line Course #4126

ADDITIONAL COURSE INFORMATION

Dates:	October 6, 2014 through January 16, 2015
Location:	On-line classroom platform hosted by University of Wisconsin Platteville
Class Hours:	Students are not required to be logged on at any specific time. It is estimated that students will spend 20 hours per month on this course.
Travel/Meals & Lodging:	None required
Costs:	Non-Mandated \$400.00 – Mandated attendees fees are paid by CJTC Unfortunately, the WSCJTC is <i>unable</i> at this time to accept <i>credit cards</i> as a form of payment. Non-mandated attendees agencies will be invoiced upon course completion.
Logistics	Selections for this course will be made four weeks prior to the course start date. At that time CJTC will mail you the text book required for the course and begin setting up your login and password through the University of Wisconsin. The login and password information comes to you directly from the University. If you have any questions please contact the Leadership Program Manager.
Class Materials:	<u>Textbooks will be supplied.</u> Computer, internet connection, note-taking items such as notebook paper, pens, and pencils, will <u>not</u> be made available and are the responsibility of each attendee.
Firearms:	Firearms will not be used in this course.
Attendance:	There is no specific time to be logged into the online platform. However, you are expected to read the textbook as assigned, post answers to focus questions, post responses to online group discussions, complete self-assessment assignments, and complete written assignments.
Cancellation Deadline:	September 19, 2014 Notify the Registrar's Office via e-mail registrar@cjtc.state.wa.us . Your agency will be billed \$50 or the course fee whichever is greater, for late cancellations and no shows. No exceptions will be made.
Responsibility for Injuries:	Although instructors will at all times maintain a high degree of care for the safety of all persons attending, 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.