WASHINGTON STATE
CRIMINAL JUSTICE TRAINING COMMISSION
First Level Supervision 4127-5

ADDITIONAL COURSE INFORMATION

Dates:	**December 5-9, 2016**
Location:	**WSCJTC** **19010 1st Ave South** **Burien, WA 98148**
Class Hours:	Monday-Friday 0800-1700
Travel/Meals & Lodging:	Law Enforcement attendees and Corrections attendees working at least 40 miles from the training site are eligible to be registered as live-in participants.
Costs:	$0 Mandated / Non-mandated personnel will be charged $200.00.
Attire:	Visitors attending training are encouraged to wear their agency logo shirt/uniform or agency ID badge while on campus. If you are not wearing agency identification, you will be asked to check in at the front desk and will be provided with a clip-on visitor's identification card.
Pre-Course:	Read "Coach?Mentor?Leader?Manager" **Requirement: Laptop, and USB** 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: 206-835-7300** Messages of a non-emergent nature will not be taken.
Firearms:	Firearms will not be used in this course.
Attendance:	Certificates of completion will be awarded to those attendees who successfully complete the course in its entirety. Instructors must pre-approve any time out of class.
Cancellation Deadline:	**November 28, 2016** 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 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.