



## WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

### Instructor Development #2001-7

#### ADDITIONAL COURSE INFORMATION

<b>Dates:</b>	February 29-Mar 4, 2016
<b>Location:</b>	WSCJTC 19010 1 <sup>st</sup> Ave S Burien, WA 98168
<b>Class Hours:</b>	Mon – Fri   0800-1700
<b>Travel/Meals &amp; Lodging:</b>	Responsibility of the applicant or his/her agency.
<b>Costs:</b>	<b>\$300</b> Unfortunately, the WSCJTC is <i>unable</i> at this time to accept <i>credit cards</i> as a form of payment. Agencies will be invoiced.
<b>Attire:</b>	Casual attire is appropriate for classroom wear. Business attire when delivering presentations.  *Visitors attending training at WSCJTC 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.
<b>Identification/Badges</b>	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.
<b>Note-Taking:</b>	Note-taking items such as notebook paper, pens, and pencils, will <b><u>not</u></b> be made available at the training site, and are the responsibility of each attendee.
<b>Telephone:</b>	<b>EMERGENCY ONLY: 206-835-7300</b> Messages of a non-emergent nature will not be taken.
<b>Firearms:</b>	Firearms will not be used in this course.
<b>Attendance:</b>	Instructors must pre-approve <u>any time</u> out of class.
<b>Cancellation Deadline:</b>	<b>February 22, 2016</b> Notify the Registrar's Office via e-mail <a href="mailto:registrar@cjtc.state.wa.us">registrar@cjtc.state.wa.us</a> .

**\$300** for late cancellations and no shows.

**Responsibility  
for Injuries:**

Instructors must pre-approve any time out of class. Instructors will at all times maintain a high degree of care for the safety of all persons attending the school. 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.