WASHINGTON STATE
CRIMINAL JUSTICE TRAINING COMMISSION
Field Training Officer #0681
ADDITIONAL COURSE INFORMATION

Dates:	May 9 through May 13, 2016
Location:	Skagit County Courthouse 700 S. 2nd St, Hearing rooms B and C Mt. Vernon, WA 98273
Class Hours:	Monday-Friday **0800hrs-1700hrs**
Travel/Meals & Lodging:	Responsibility of the applicant or his/her agency.
Costs:	$95 Unfortunately, the WSCJTC is *unable* at this time to accept *credit cards* as a form of payment. Agencies will be invoiced.
Attire:	Business casual attire is appropriate for classroom wear. *Please no jeans, t-shirts, shorts, sweatshirts, or tennis shoes.* *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.
Material:	Responsibility of Student: Bring note-taking items such as a notebook paper, pens, and pencils. **Recommended:** Laptop and Thumb drive– to assist the student in preparing their presentations. Agency's DOR
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:	Instructors must pre-approve class absences.
Cancellation Deadline:	**<April 25, 2016>** Notify the Registrar's Office via e-mail registrar@cjtc.state.wa.us. **$95** for Late cancellations and No shows.
Responsibility for Injuries:	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.