

WSCJTC – Learning Management System (LMS) Online Registration – Frequently Asked Questions

I found an error on my unofficial transcript.

Send an email to lms@cjtc.state.wa.us outlining the error. We will research it and get back to you. You may be asked to provide proof of passing a class in order to get credit. Archival research on our side may take up to 4 weeks.

I've changed my name.

Send your former name and your new name to lms@cjtc.state.wa.us along with your student ID number and agency.

My certified peace officer is not showing under my agency.

Law enforcement agencies in Washington State are required by [RCW 43.101.135](#) to notify the WSCJTC of all hires and separations of certified peace officers. If the required form has not been received by both the separating and hiring agency, the WSCJTC will not move them between agencies.

- New lateral Officer to your agency; submit the [hire form](#). We will contact their separating agency for the separation paperwork. When both have been received, the move will be made. We will inform you when it is complete.
- Missing from your agency list; never moved. Please submit the officer's name, last 4 SSN (never submit full SSN via email) to LMS and we will research.

What if my certified peace officer is leaving my agency and shouldn't be listed with me in LMS?

As stated above, in order for the WSCJTC to remove a certified peace officer from your agency you must submit a [separation form](#). Once that is received by the WSCJTC, they will be removed from your agency in LMS.

My non-officer is not showing under my agency.

Law enforcement agencies in Washington State are not required to notify the WSCJTC of all hires and separations of non-certified peace officers or other employees.

If your non-officer employee has:

- Never taken a class at the CJTC, you will need to submit an application via email or fax for us to enter them into LMS.
- Has taken a class, but was at another agency. Submit the name, last 4 SSN (never submit full SSN via email), and last known agency and we will research, and then add them to your agency.

What if I have a non-officer employee leave my agency?

Please email lms@cjtc.state.wa.us you employee's separation date and we will remove them from your agency. No paperwork is required for uncertified peace officers or non-officer employees. Changes may take up to 5 business days to complete. You will be notified of the change.



WSCJTC – Learning Management System (LMS) Online Registration – Frequently Asked Questions

How do I get my official transcript?

Email publicrecords@cjtc.state.wa.us or FAX your request to 206-835-7313. All public requests are governed by WAC 139.02.040 and must be in writing. Please include:

- Full first and last name (maiden and married, if they changed)
- Last 4 SSN (never submit full SSN via email)
- Type of Request (Transcript)
- Your contact information

I forgot my password.

Password can be recovered by using the link on the first page under the login boxes.



The screenshot shows a login form with a 'login' field containing '12345' and a 'password' field. A 'Login' button is next to the password field. Below the password field are two links: 'New users sign-in here' and 'Forgot your password?'. The 'Forgot your password?' link is highlighted in blue.

If you get a message telling you the system doesn't have a matching user, please contact lms@cjtc.state.wa.us.



The screenshot shows an error message in a light blue box: '• We did not find an existing user account matching the specified email address. Please try again.' Below the message is the text 'To have your password information sent to you, please enter you' and an 'Email:' field containing 'test.test@anytownwa.gov'. There are 'Submit' and 'Cancel' buttons at the bottom.

When will I hear if I'm accepted into a class?

Historically, the CJTC has contacted you 4-6 weeks before the start of your class and let you know if you accepted into a class. Class selections are based off of your eligibility, your agency's eligibility and / or class size. You will be informed if you are accepted and also if you were denied or not eligible to attend the class.

There are no changes to our acceptance policies and procedures with the introduction of online registration with LMS.

