



WSCJTC LMS Agency & Personnel Data Entry Form

Do not use for certified peace officers or corrections officers.

Washington State Criminal Justice Training Commission
 19010 1st Ave South
 Burien, WA 98148-2055
lms@cjtc.state.wa.us

Section 1: Agency Profile - All fields required for NEW entry only.

Agency Name:	Physical Address:	City, State, Zip
Agency Phone:	Mailing Address:	City, State, Zip
Agency Contact:	Agency Contact Email:	Contact's Phone (Direct):

Section 2: Adding / Separating Agency Personnel

Employee #1: <input type="checkbox"/> Adding <input type="checkbox"/> Removing <input type="checkbox"/> Editing		Name:	LMS SID or SSN (Required for New):
Hire Date:	End Date:	Agency Email:	Gender (Optional) <input type="checkbox"/> Male <input type="checkbox"/> Female
Rank:		Notes (Name changes, rank change, etc.):	
Employee #2: <input type="checkbox"/> Adding <input type="checkbox"/> Removing <input type="checkbox"/> Editing		Name:	LMS SID or SSN (Required for New):
Hire Date:	End Date:	Agency Email:	Gender (Optional) <input type="checkbox"/> Male <input type="checkbox"/> Female
Rank:		Notes (Name changes, rank change, etc.):	

WSCJTC Office Use

Received:	Completed:	Agency Notified:	Staff Initials:
CJTC Notes:			

Instructions:

Section 1: Complete entire section if your agency is NEW to WSCJTC LMS. Otherwise, just the agency name and contact is needed.

Section 2: Updated needed information. SSN are currently required for a NEW entry into LMS. If the person might have attended under another name, please add that to the notes. We can search by that and update them to your agency. There is room for adding / removing or editing two users on this form.

Questions: Contact LMS at lms@cjtc.state.wa.us