



BEN CLARK TRAINING CENTER
 RIVERSIDE COUNTY SHERIFF'S DEPARTMENT
 16791 DAVIS AVENUE - SUITE A, RIVERSIDE, CA 92518
 (951) 486-2800



COURSE TITLE:	SUPERVISORY COURSE			
OVERVIEW:	This course is designed to provide new sworn supervisors with the skills for better communication and to show various styles and trends of supervision. The course includes definitions of current supervisory styles, thoughts and components of leadership. Topics include problem solving, stress management, liability, discipline, and critical incident management.			
PREREQUISITE:	Must be currently employed by a Law Enforcement or Public Safety agency.			
ADDITIONAL COURSE INFORMATION:	<p>PLEASE READ ENTIRE FLYER!!</p> <p>IMPORTANT COLLEGE INFORMATION LISTED BELOW!!</p> <p>NEW COURSE INFORMATION</p> <p>Please be advised, there have been some important changes to the POST Supervisory Course, effective immediately! <i>Please read entire course flyer!!</i></p> <p>This class is now being sponsored by Moreno Valley College, which means students will now earn 4 units of college credits.</p> <p>IMPORTANT!! <i>Prior</i> to arriving to class, all personnel attending MUST complete a MANDATORY online application, print the Confirmation page, and complete the Class Information Form at the end of this flyer. The Confirmation page and Class Information Form will be collected at the beginning of class. To avoid any unnecessary delays during classroom time, please have these documents prepared in advance.</p>			
DATE(S):	START:	TO	END	COST:
	09/17/18		09/28/18	\$277.00
	10/15/18		10/26/18	\$277.00
	01/28/19		02/08/19	\$277.00
	04/01/19		04/12/19	\$277.00
	06/03/19		06/14/19	\$277.00
DAYS:	WEEKDAYS			
TIMES:	0800-1700 HOURS			
	 Click to receive notifications when classes are updated			
LOCATION:	Ben Clark Public Safety Training Center 16791 Davis Avenue Riverside, CA 92518			
	BCTC Campus Map		ECTC Map	
CERTIFICATION:	P.O.S.T. Plan IV.			
POST #	2200-00400			



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COURSE HOURS:	80
INSTRUCTORS:	All instructors are experienced in their fields and are POST-certified.
ENROLLMENT & **MVC APPLICATION:	<p>Register online: www.regionaltrainingprogram.org</p> <ul style="list-style-type: none"> ▪ Create a "Site Login & Registration" (initial set up only), for enrollment access. ▪ After providing the standard registration information and successful submission, a verification email will be sent from the site to the email address provided. ▪ Click on the link provided in the email to activate the RTP user account. ▪ Log into the RTP site with selected username & password. Click on the title of the training event, fill out the course registration form and submit. ▪ If the form has been correctly submitted, registrant will receive an auto response confirmation to their email address. <p>* Registrants have sole responsibility to communicate event information to their agency Supervisors/liaisons.</p> <p>* Agency/Organization photo ID required at check-in.</p> <p>**AN MVC ADMISSION APPLICATION MUST BE FILLED OUT BY EACH STUDENT PRIOR TO ATTENDING CLASS. Please bring a copy of the <u>Confirmation Page</u> and the <u>Class Information Form</u> (last page of course flyer) to the first day of class. This information will be processed by Moreno Valley College so each student receives applicable units for the class.</p> <ol style="list-style-type: none"> 1. Go to: http://www.mvc.edu/ 2. Under the "Gateways" column listed on the right side, select the "Apply for College" link. From the "Apply for College" page, scroll down to select "Submit an Application Online." 3. Open CCC Log In Screen - Enter your personal information as either a New User or Returning User to begin your application. <u>As a New User, you will have to create an account first before starting the application process.</u> 4. Enter the following Enrollment information as you complete the application: <p>Term applying for: Select Appropriate Term based on the <u>Start Date</u> of the Class.</p> <p>Summer Semester: June 8, 2017 - Jul 26, 2017</p> <p>Fall Semester: July 27, 2017 - Dec 14, 2017</p> <p>Winter Semester: Dec 15, 2017 - Feb 7, 2018</p> <p>Spring Semester: Feb 8, 2018 - June 7, 2018</p> <p>A. Educational Goal: Select: <u>Advance in Current Job / Career (update job skills)</u></p> <p>B. College & Major: Select: <u>Moreno Valley College</u></p> <p style="padding-left: 40px;">Select: <u>COA, Admin of Justice: Law Enforcement</u></p> <ol style="list-style-type: none"> 5. Bring a copy of your <u>Application Confirmation Page</u> to first day of class. This form provides your name, confirmation number, CCCID number, and date submitted to the college, which will help us register you into the class. You can also obtain a copy of this page by accessing "My Applications."
COST BREAKDOWN & CANCELLATION FEES:	N/A



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PAYMENT OPTIONS:	<p><i>We are now requiring payment to be sent at least 2 weeks prior to the start of the class. We accept Check, Money Order or Credit Card.</i></p> <p>Check or Money Order Payable to: Riverside County Sheriff/Ben Clark Training Center Attn: BCTC Course Fees Accounting & Finance 16791 Davis Ave., Riverside, CA 92518 951-486-2786</p>  <p>Credit Card by Phone: (Additional fee if paid by credit card.) For details, please contact: Course Fees Accounting Technician (951-486-2786) BCTCCourseFees@riversidesheriff.org</p> <p>We do not bill or invoice for classes.</p>
CANCELLATION:	<p>Log onto www.regionaltrainingprogram.org Registrants may log into the website, using their "Username" and "Password."</p> <ul style="list-style-type: none">▪ From the Home Page, click on the event previously registered.▪ Under "Event Properties," please select "Cancel Registration." <p>* Students must cancel no later than 10 days prior to the class. Cancellations less than 10 days prior to the class will result in loss of tuition.</p>
COORDINATOR:	DEPUTY KEVIN WHITFORD
EMAIL:	ctcaot@riversidesheriff.org kwhitfor@riversidesheriff.org
CONTACT PHONE:	(951) 486-2800 (951) 486-2736
LODGING:	Reservations for lodging must be arranged by the students or by their agencies. Low cost, dormitory-style lodging is available on site. For information on lodging, please call 951-486-2802.
DRESS CODE WILL BE ENFORCED:	Students must wear department-issued uniform or casual business attire. No shorts, jeans, flip-flops, or T-shirts. See BCTC Dress Code
REQUIRED EQUIPMENT:	N/A
SPECIAL INSTRUCTIONS:	SEE CLASS INFORMATION FORM (BELOW) AND BRING COMPLETED FORM TO CLASS ALONG WITH MVC REGISTRATION CONFIRMATION PAGE.



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RIVERSIDE COMMUNITY COLLEGE DISTRICT
 PUBLIC SAFETY EDUCATION AND TRAINING

CLASS INFORMATION FORM

The following information will be used solely for record keeping purposes by Riverside Community College District, Riverside County Sheriff's Department and the Commissions on Peace Officer Standards and Training (POST).

Course Title _____

Date(s) of Class: _____

(PRINT) Last Name _____ First _____ Middle _____

Social Security Number _____ DOB: / / _____ Gender M F

Mailing Address: _____

Street _____ City _____ Zip _____

Home Phone _____ Business or Cell Phone _____

Agency employed by, if applicable: _____

Position with Agency: _____

Peace Officer () Non Peace Officer () Full Time () Part-Time ()

 Today's Date _____ Signature



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