

# **2020 Constables' Training Schedule**

**January through October 2020**

**80-Hour Basic Training**

**12-Hour Continuing Education**

**40-Hour Basic Firearms**

**4-Hour Annual Qualification**

**Constables' Education and  
Training Board Members:**

**Board Chair – John F. Bruno**

**Vice Chair – Francis C. Peitz**

**Thomas S. Brletic  
Major Thomas Dubovi  
Craig D. Westover**



**Charles H. Ramsey  
Chairman, PCCD**

**Michael Pennington  
Executive Director, PCCD**

**John Pfau  
Manager,  
Bureau of Training Services**

**ALL TRAINING CLASSES ARE FILLED ON A FIRST-COME, FIRST-SERVED BASIS.**

Training classes are limited in size and must meet specific minimum enrollment requirements as per training class type. Those training class limits and minimums will be strictly enforced, so it is important to enroll early.

BELOW ARE THE MINIMUM CLASS SIZES UTILIZED BY THE PROGRAM.

BASIC TRAINING – 14 STUDENTS MINIMUM  
BASIC FIREARMS – 9 STUDENTS MINIMUM  
CONTINUING EDUCATION – 16 STUDENTS MINIMUM  
ANNUAL QUALIFICATION – 16 STUDENTS MINIMUM

It is the constable and deputy constables' responsibility to enroll into training classes to maintain their certification for the next calendar year. To ensure uninterrupted certification, constables should enroll in Training Courses, as soon as possible. **Enroll early. Online enrollment is the fastest and easiest way to enroll.**

Constables' training classes that are not meeting the minimum enrollment numbers may be combined and/or canceled.

**Please enroll into training classes by May 31, 2020. You may not get the class or location of your choice if you enroll after this time period.**

## **Important Notes for 2020**

All CCETS Users must register with Keystone Login, to complete the Keystone Login Registration, go to: <https://portal.pccd.pa.gov/PortalLogin/Login/CCETS>. **If you have not already gone through the Keystone Log In changes, please go to <https://www.pccd.pa.gov/training/Pages/Constables%27-Education-and-Training-Board.aspx> for a Keystone Login User Guide that provides step-by-step instructions on how to register and login.**

All constables and deputy constables must sign off on the "new" PA Constables' Training Code of Conduct, see pages 19-23 for more information.

All constables and deputy constables will need to register with Temple University's Canvas Learning Management System beginning on Monday, January 13, 2020. Please check your email for important information from [cesystems@temple.edu](mailto:cesystems@temple.edu), on how to register with Canvas. All constables and deputy constables must register with Temple's Canvas system in order to take the 4-Hour Online Subject, Reacting to Witnessed Criminal Behavior. The Canvas User Guide will be available on January 13 and will be located at <https://www.pccd.pa.gov/training/Pages/Constables%27-Education-and-Training-Board.aspx>

## 2020 Constables' Training Schedule



Please Note: The 2020 Constables' Training Schedule is arranged by geographic regions in Pennsylvania. Constables have the option of attending training at any location in the Commonwealth, regardless of the area in which they reside.

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## **Program Information**

### **Address Change Personal Information Review**

Per Board Policy: A person shall register with the Board for certification by submitting information such as mailing and/or email addresses, telephone number, Social Security Number, date of birth and office held or sought. A constable shall set forth the beginning date and expiration date of the term of office held and provide documentary evidence of election or appointment. A registrant shall inform the Board of a change to registration information **within 15 days of the change (Title 37 §431.11 (b))**.

Change of Registration Information can be updated on-line through the Constables' Certification, Education and Training System (CCETS). Refer to page 18 for more information regarding CCETS. Change of registration information can also be completed by mail or FAX to: Bureau of Training Services, Pennsylvania Commission on Crime and Delinquency (PCCD), PO Box 1167, Harrisburg PA 17108-1167; FAX (717) 783-7140 or by contacting your training region's PCCD contact at the email or phone number listed below:

### **Contact Information at PCCD**

(If you have questions regarding certification, insurance, or where to send your election certificate or appointment order.)

#### **THESE ARE NOT CONTACTS FOR CLASS ENROLLMENT**

**WESTERN PA:** Armstrong, Allegheny, Beaver, Butler, Cambria, Clarion, Crawford, Elk, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, Mercer, McKean, Somerset, Venango, Washington, Warren, and Westmoreland Counties

Your contact person is: Tracy Beaver, (717) 265-8551, [trabeaver@pa.gov](mailto:trabeaver@pa.gov)

**CENTRAL PA:** Adams, Bedford, Blair, Cameron, Centre, Clearfield, Clinton, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Lycoming, Mifflin, Montour, Northumberland, Perry, Potter, Schuylkill, Snyder, Tioga, Union, and York Counties

Your contact person is: Tracy Beaver, (717) 265-8552, [trabeaver@pa.gov](mailto:trabeaver@pa.gov)

**EASTERN PA:** Berks, Bradford, Bucks, Carbon, Chester, Columbia, Delaware, Lackawanna, Lehigh, Luzerne, Monroe, Montgomery, Northampton, Pike, Sullivan, Susquehanna, Wayne, and Wyoming Counties

Your contact person is: Sherry Leffler, (717) 265-8554, [sleffler@pa.gov](mailto:sleffler@pa.gov)

## Failure to Withdraw from Training Classes

Below is information on the current Board Regulations regarding the constable's failure to provide timely notification when withdrawing from a Constables' Training Course. There have been several questions from constables and deputy constables who failed to withdraw from a Training Course in a timely manner and are now required to pay to attend another Training Course. Please read the information below carefully and if you have any questions regarding the Board's attendance policies, please call Sherry Leffler at 717-265-8554 or by email at [sleffler@pa.gov](mailto:sleffler@pa.gov).

### **37 Pa.C.S. §431.25(a); §431.35(a); and §431.47(a). Attendance policies:**

**Withdrawal.** A constable who enrolls for Basic, Continuing Education, or any Firearms Qualification Course may withdraw from the Course without penalty upon timely notification to the school conducting the Basic, Continuing Education, or any Firearms Qualification Course. A notification shall be deemed timely if it is delivered to the director of the school or a designee no later than 7 calendar days prior to the start of classes. The school may assess a failing grade for all or part of the Training Course, if the constable fails to provide timely notification or to show good cause. A notification shall be deemed untimely if the notice is not received by the director of the school or a designee within 7 calendar days prior to the start of classes.

### **37 Pa.C.S. §431.25(b); §431.35(b); and §431.47(b). Attendance policies:**

**Financial Responsibility.** If notification to withdraw is not given or is deemed untimely and good cause is not shown, and the constable wishes to attend another Training Course in the same training year or in the next training year, the constable shall bear financial responsibility for the cost of the additional Basic, Continuing Education, or Firearms Qualification Course. Payment must be received by the Commission at least 2 weeks prior to the class start date in the form of a certified check or money order.

During the August 2019 Constables' Education and Training Board (CETB) meeting, the Board approved the following change to the Board Policies:

### **3. Training Course Failures.**

*a. A constable or deputy constable who fails a basic training, basic firearms, continuing education, or firearms qualification course after January 1, 2020, shall bear the financial responsibility to attend an additional course regardless of the training year in which the failure occurred.*

**Class payment charges for no shows and failures for the 2020 training year are as follows:**

**Basic Training: \$1,125.00 (Must be paid prior to enrollment)**

**Basic Firearms: \$1,485.00 (Must be paid prior to enrollment)**

**Continuing Education: \$126.00 (\$10.50 per 12 module hours)**

**Annual Firearms: \$115.00**

If you have an emergency prior to the class start date, please contact the appropriate Training Delivery Contact listed below. **Please do not contact PCCD Staff to enroll, withdraw or transfer Training Classes.**

## **Training Delivery Contractor Contact Information**

**Western Region:** Penn State-Fayette Campus, Rob Harford – (724) 430-4114 and FAX (724) 430-4113

**Central Region:** Indiana University of PA, Michael Marcantino – (724) 549-1929 and FAX (724) 357-6480

**Eastern Region:** Temple University, Dee Beiter – (267) 468-8331 and FAX (267) 468-8660

## **Enrollment Instructions for Training Classes**

**ALL TRAINING CLASSES ARE FILLED ON A FIRST-COME, FIRST-SERVED BASIS.** Classes are also limited in size. Class limits are strictly enforced, so it is important to register early. To ensure uninterrupted certification, constables should enroll in Training Classes as soon as possible. **Enroll early. Online enrollment is the fastest and easiest way to enroll.**

If you have not done so already, please make sure to register as a user in the Constables' Certification, Education and Training System (CCETS). Do not wait until the 2020 Classes are open for enrollment to register for CCETS. If you register early in CCETS, you can then familiarize yourself with the system and how to enroll in classes, view training history, view and change personal information and share information with other certified constables and deputy constables. **You must be a registered CCETS user to enroll into classes online.** Program staff must approve the registration prior to logging into CCETS.

To complete the First-Time User Registration, go to: <https://portal.pccd.pa.gov/PortalLogin/Login/CCETS>. **If you have not already gone through the Keystone Login changes, please go to <https://www.pccd.pa.gov/training/Pages/Constables%27-Education-and-Training-Board.aspx> for a Keystone Login User Guide that provides step-by-step instructions on how to register and login.**

Online enrollment is secure, fast, and confirmed immediately. Enrollment can also be accomplished by mailing or faxing a completed standard enrollment form directly to the Training Delivery Contractor. The standard enrollment forms can be found online and are included in this training schedule. The fax and address information for the Training Delivery Contractor contacts can be found on the top of this page. **Do not mail or fax enrollment forms to PCCD, except for Basic Training and Basic Firearms enrollment forms.**

Enrollment questions should be referred to the appropriate regional Training Delivery Contractor. Constables cannot enroll for Training Courses by calling or mailing PCCD, please contact the appropriate regional Training Delivery Contractor.

If class times and dates are changed, the regional Training Delivery Contractor will notify you of the change.

**Please note that newly elected constables and newly appointed deputy constables should enroll early for the 80-Hour Basic Training Class because this class may be cancelled if the minimum requirement of 14 students is not met.**

**Notification of cancellation will be made by the regional Training Delivery Contractor via registration information filed by constables.**

## **Confirmation Letters**

Confirmation letters being sent out for 2020 classes have changed to include a list of mandatory items and recommended items. Please thoroughly read the letters to make sure you have the mandatory items needed for each training class type (relating to clothing and equipment). **If these mandatory items are not brought with you to the training class, you will be asked to leave the training class.** Your attendance will be documented as an “excused” absence; however, you will need to reschedule the missed portion of the training class once the mandatory items are obtained.

## **For Persons with a Record of a Disability**

If special arrangements are required for a person with a record of a disability to participate in any Constable Training Course, the person must contact the appropriate regional Training Delivery Contractor at least twenty (20) days prior to the class start date.

## **Liability Insurance**

Act 49 (§2942 (b)) states that any constable or deputy constable who fails, neglects or refuses to maintain a current insurance policy as required, or to file proof thereof with the County Clerk of Courts, shall cease automatically to be certified to perform judicial duties upon the expiration of the policy of which proof has been filed with the County Clerk of Courts. To ensure uninterrupted constable certification, it is essential that every constable file a new certificate of insurance with the County Clerk of Courts before the current insurance policy expires.

## **Re-Election/Election Certificates and Appointment Orders**

**To ensure continued, uninterrupted certification,** if your term of office ends December 31, 2019, you must forward a copy of your new election certificate from the County Board of Elections to the PCCD via mail or fax to: Bureau of Training Services, Pennsylvania Commission on Crime and Delinquency, PO Box 1167, Harrisburg, PA 17108-1167; Fax (717) 783-7140. If you are a constable or deputy constable who has been newly appointed or re-appointed, you must forward a copy of your new appointment order signed by the President Judge or designee of the Court of Common Pleas, to the address above. Constables are reminded that they must file re-appointment paperwork with the Courts relative to their Deputy Constables' appointment.

## **2020 Constable Training Curriculum**

### **80-Hour BASIC TRAINING**

All newly elected constables or appointed deputy constables are required, under Act 49-2009 §7142(a) to attend and successfully complete Basic Training in order to perform judicial duties and be paid. Constables and appointed deputy constables must be registered with PCCD. For more information, please visit PCCD's website at [www.pccd.pa.gov](http://www.pccd.pa.gov) or telephone PCCD, at (717) 265-8551, (717) 265- 8552 or (717) 265-8554.

At the February 14, 2019 Constables Education and Training Board (Board) Meeting, the Board voted a constable or deputy constable who is elected or appointed must pay for the expense of the basic training course and the basic firearms training course starting January 1, 2020. The cost of a basic training course and basic firearms training course will be determined by Program Staff and published yearly. **For 2020, the cost of Basic Training is \$1,125.00 and the cost of Basic Firearms is \$1,485.00.** The Pennsylvania Commission on Crime and Delinquency (PCCD) approved this change at its September 11, 2019 meeting.

Refer to Title 37 Law, Chapter 431, for regulations relating to the certification of constables and deputy constables. To successfully complete Basic Training, an individual must attend and participate in all training as scheduled during the same training year, achieve a passing score of at least 70% on each written examination administered during the Course, and successfully demonstrate practical skills during each proficiency examination. Constables and deputy constables are tested in each of the subjects listed below. An individual who receives less than 70% on any written exam will have only one opportunity to re-test in that subject. If an individual fails the re-test, that individual has failed the Basic Training Course and will not be certified by the Board.

Basic Training will consist of instruction in the following subjects: Role of the Constable in the Justice System, Professional Development, Civil Law and Process, Criminal Law and Process, Use of Force, Mechanics of Arrest, Defensive Tactics, Prisoner Transport and Custody, Court Security, Crisis Intervention, Management of Aggressive Behavior (MOAB), Expandable Baton, and Oleoresin Capsicum (OC).

#### **Role of the Constable in the Justice System (4-Hours)**

This block of instruction provides an overview of the evolutionary development of the constable in Pennsylvania. It clarifies the constable's legal responsibilities, as well as identifying civil liability issues that may affect the office of the constable. In addition, constables are presented with a working knowledge of the Pennsylvania justice system. This Course includes a written examination.

#### **Professional Development I – Formal Communication (4-Hours)**

Formal communications are an important skill in any profession. Given the position of the constable in Pennsylvania's judicial system it is especially important for constables to understand the importance of formal communications and how it impacts their day-to-day operations. The Course includes an introduction to basic interview skills along with the basic principles of report writing. This Course includes a written examination.

#### **Professional Development II – Professional Conduct (4-Hours)**

This Course was developed to facilitate constables' understanding of the issues of professional conduct and how they impact their day-to-day operations. The Course presents an introduction to the development of moral standards and the importance of ethics for constables. Other specific areas that are discussed include individual

responsibility and standards, relationships with the community and cultural diversity. This Course includes a written examination.

### **Civil Law and Process (12-Hours)**

This instruction focuses on many of the constable's duties in the area of civil procedure, including service of process. The topic considers procedural rules that are applicable throughout the Commonwealth under Title 246, Minor Court Civil Rules, while directing constables to be cognizant of local rules and customs. Specific emphasis is placed on the citation of rules of Chapters 200, 300, 400, 500, 800, and 1200. Additionally, Title 42, Chapter 62A, Protection of Victims of Sexual Violence or Intimidation (Act 25 of 2014, which became effective July 1, 2015) will be reviewed. This Course includes a written examination.

### **Criminal Law and Process (8-Hours)**

This Course introduces constables to the history and development of criminal law in Pennsylvania. Constables' specific duties within the criminal process are highlighted, as well as their authority and responsibilities in the areas of arrest, accountability for property and monies, and the most current law dealing with constable authority. This Course includes a written examination.

### **Use of Force (4-Hours)**

This training provides the constable with working knowledge in the areas of both lethal and non-lethal use of force. Recent case law pertinent to use-of-force issues is presented. This Course includes a written examination.

### **Mechanics of Arrest (8-Hours)**

This Course is designed to provide the constable with proper techniques for the arrest of compliant and non-compliant persons. These techniques utilize subject control holds and takedowns and direct the constable to perform the arrest from a position of advantage. The constable will be provided proper handcuffing and searching techniques for compliant and non-compliant individuals. This Course includes a written examination.

### **Defensive Tactics (10-Hours, 30-Minutes)**

This 10-hour and 30-minute block of instruction presents the constable with techniques for self-defense against armed and unarmed attackers. The defensive techniques presented include basic patterns of movement, reactionary gap/interview stance, ground fighting (offensive and defensive), arm locks, defense against gun disarms, blocking techniques, hand and arm striking skills, and kicking skills. Constables must come prepared for physical activity and dressed appropriately. In addition, this session provides the constable with techniques for retaining the holstered handgun from attack. These techniques will also provide the constable with the ability to prevent attacks on his/her holstered handgun. Each constable must demonstrate a working knowledge of each technique. The constable must supply his/her duty belt and holster. This Course includes a written examination.

### **Prisoner Transport (4-Hours)**

This Course provides Pennsylvania's constables with the procedures to properly handle prisoners in correctional facilities, in the transport vehicle or van, during movement, and throughout escort into court. The training also addresses numerous variables of prisoner transport, including constable safety, prisoner movement preparations, proper control and restraint, and special considerations such as pregnant or suicidal prisoners. The Course includes discussion on movement and transportation issues based on several actual incidents that have occurred throughout the United States. This segment provides constables with actions and precautions that they can employ to reduce the possibility that a prisoner will escape their custody or that a problem will occur during transport. This Course includes a written examination.

**Court Security (4-Hours)**

This block of instruction provides an overview for the constable's role in courtroom security. The constable will review the preliminary aspects of security to heighten his/her awareness of the potential problems that may arise in the courtroom. Issues to be discussed will include but are not limited to threatening behavior, searches, evaluation techniques, as well as responding to emergencies. This Course includes a written examination.

**Crisis Intervention (5-Hours, 30-Minutes)**

This course provides the constable with a review of how to de-escalate high-stress incidents that have the potential to evolve into a life-threatening situation. Emphasis is placed on understanding the signs of aggression including interpreting body language as well as the recognition of other behavioral signals, so that the constable may be able to avoid potential harm to themselves or others. The Course also discusses the advantage of developing and maintaining acute listening skills as they relate to possible confrontational situations and de-escalation. This Course includes a written examination.

**OCAT Oleoresin Capsicum (OC) (4 hours)**

This 4-hour block of instruction covers the practical applications of Oleoresin Capsicum (pepper) spray. The class is divided into lectures and practical exercises. Lectures cover the characteristics, effects, proper usage, and decontamination of OC spray, as well as a review of the use-of-force continuum. Practical exercises review proper carrying and drawing techniques, body positioning, proxemics, patterns of movement, and spraying. Scenarios cover spraying a combative subject in a variety of settings, including single-constable, contact/cover, and constable-down situations. This Course includes a written exam.

**Monadnock® Expandable Baton (MEB) (4 hours)**

This course adds four subject-control techniques to the Monadnock Expandable Baton (MEB) Basic and is presented in a 4-hour block of instruction. Successful completion of the instruction provides the constable with certification from the Monadnock Police Training Council, Inc. Constables demonstrate their baton carries, blocks, strikes, and retention techniques. They also demonstrate subject-control techniques, including baton arm locks, escorts, and handcuffing techniques. Constables are able to discuss use of force issues and the Monadnock Baton Chart. This Course includes a written exam.

**Management of Aggressive Behavior (MOAB) (4 hours)**

MOAB presents principles, techniques, and skills for recognizing, reducing and managing violent and aggressive behavior. The program also provides humane and compassionate methods for dealing with aggressive behavior. This Course includes a written exam.

## **12-Hour CONTINUING EDUCATION**

Constables and deputy constables must successfully complete the 12-Hour Continuing Education Course in 2020 to renew their certifications for 2020. Based upon successful completion of Continuing Education by November 30, 2020, constables and deputy constables will be issued certification cards in December 2020, which will indicate certification for 2021.

**Every Constable's Worst Nightmare (4-Hours)**

Constables, when performing assigned duties, face risk every day. Constables are trained to recognize and minimize risk whenever possible. However, there are situations when constable can follow the law, effectively use their training, take reasonable precautions, and still have a situation degrade suddenly and lead to a disastrous outcome. In this 4-Hour module, constables will examine one such situation wherein a constable who was

performing an eviction pursuant to an Order for Possession faced a sudden and violent threat from an armed subject that led to the death of an innocent 12-year-old girl. Constables will examine the factors that lead up to the incident; what the constable knew prior to the incident; and his actions before, during, and after the encounter. The course also looks at information that, if it were known to the constable prior to the incident, would have likely changed the outcome. This course will examine the legal aspects of the incident, the necessity of having a plan, and the importance of training and skill development. This course will also review the support mechanisms that were made available to the constable in the aftermath and how the constable dealt with law enforcement, prosecutors, and the media. The course will also deal with the personal and psychological costs that followed the incident. This course includes a written examination.

### **Judgmental Use of Force (4-Hours)**

This 4-Hour course uses a small arms simulator's (Laser Shot) judgmental video-based scenario capabilities to provide constables with the ability to engage in a series of vignettes to reinforce their use of force decision-making skills. The course includes a review of relevant federal case law including *Tennessee v. Garner* and *Graham v. Connor* as well as Pa. Title 18, Chapter 5. General Principals of Justification. Additionally, practical skills such as pre-planning and cover and concealment will be reviewed. **Participation is mandatory for every constable in both labs: use of force judgmental scenarios based specifically on established constable judicial duties and a basic practical skill walk through re-familiarizing constables with planning warrant service.** This course includes a written examination.

### **Reacting to Witnessed Criminal Behavior (4-Hours Online)**

Constables are often in locations performing judicial tasks in which they may encounter evidence of, or directly observe, criminal activity. The question arises as to what steps a constable may legally take when they observe possible criminal activity. In this Online course, the role of the constable in the Pennsylvania Judicial system, as well as their role as a peace officer is discussed. The course will review the legal authority of the constable to make arrests without warrants, review applicable statutes and case law, and consider what actions a constable may take in these situations. Plain View Doctrine and what types of actions are permitted when conducting a protective sweep, an eviction, and a levy will be discussed. The course continues with a discussion on what steps a constable may legally follow when evidence of criminal activity is discovered. The course includes a series of scenarios where the constables apply the techniques taught in the course to hypothetical situations. This course includes a written examination.

## **40-Hour BASIC FIREARMS**

The 40-Hour Basic Firearms Course is designed to provide an essential grounding in acceptable law enforcement techniques for any constable who is not Act 49 certified with a weapon and who is not precluded under State or Federal law from possessing or using a firearm. The Course consists of a series of lectures, laboratory activities, and practical exercises that provide a basic understanding in the safe manipulation of a service revolver/pistol. It starts with the presumption that the participant has little or no formal training. The Course stresses safe handling techniques, proper cleaning, correct weapons handling skills and marksmanship. As part of the training, the constable will be exposed to firing in reduced light and to interactive judgmental shooting scenarios. It is offered upon the conclusion of the 80-Hour Basic Training Course.

The CQC is divided into two stages. A shooter must qualify on each phase with a score of at least a 75%. The shooter who fails to pass one of the phases will be permitted to repeat the phase on which he or she did not meet the 75% threshold. This Course includes a written exam.

**Prior to registering to attend the 40-Hour Basic Firearms training, all constables and deputy constables must complete and submit the PCCD Background Check Form (PCCD Form 214), which can be found on the PCCD website.** After the form is submitted, PCCD staff will complete a Background Check to determine eligibility to enroll in the 40-Hour Basic Firearms Course. **For 2020, the cost of Basic Firearms is \$1,485.00.**

## 4-Hour ANNUAL QUALIFICATION

At the July 9, 2018 Constables Education and Training Board (Board) meeting, the Board voted to eliminate the 20-Hour Annual and 20-Hour Advanced Firearms Training Courses and replace it with a 4-Hour Annual Qualification Course. The Pennsylvania Commission on Crime and Delinquency (PCCD) approved this change at its September 12, 2018 meeting. Constables will sign up for a 4-Hour Annual Qualification Course through the Constables Certification, Education and Training System (CCETS), as they would for any other training.

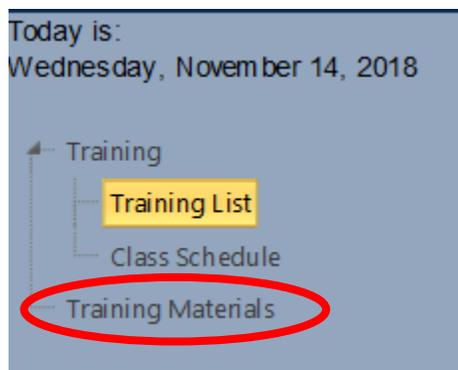
The 2020 4-Hour Annual Qualification Course will consist of a written test, administrative procedures, safety brief and firing the Constable Qualification Course (CQC) of fire. **There will be no practice of the CQC. A Student Firearms Study Guide will be available in CCETS; constables must review and study this Guide prior to attending a 4-Hour Annual Qualification Course. The written test will be on the material in the Student Firearms Study Guide at the start of the 4-Hour Annual Qualification Course. If a constable fails the written test after two attempts, they will be dismissed from the class and will not be given an opportunity to attempt to qualify.**

The Student Firearms Study Guide is available in CCETS, see instructions below.

Select “Training” in the upper right-hand corner of the home screen:



Select “Training Materials” from the drop-down list on the left-hand side of the CCETS screen:



You will then be able to search by Training Year and Class Type to see the documents pertaining to the appropriate class. Select the file name and a PDF file will open.

Training Materials Search

Search Criteria		Search
Training Year: 2019	Class Template: Annual Firearms	

Training Materials List Displaying records 1 through 1 of 1 Clear Search

Curriculum Year	Training Type	Name	File Name	Size
2019	Annual Firearms	Student Firearms Study Guide	<a href="#">Student Firearms Study Guide.pdf</a>	554.41 KB

Constables are strongly encouraged to practice the CQC, **for time**, prior to signing up for a 4-Hour Annual Qualification Course. The CQC can be found on the PCCD website at: <http://www.pccd.pa.gov/training/Documents/Constable%20Education%20and%20Training/Constable%20Form%20s/Constables'%20Qualification%20Course%20of%20Fire.pdf>.

Scoring will only take place at the end of each Phase. Constables are strongly encouraged to practice prior to attending a 4-Hour Annual Qualification Course. Constables should assess their strengths and weaknesses when shooting the CQC and focus their practice on what sections of the CQC they need to improve upon. Constables are encouraged to practice together and see if their local association will conduct a range day to practice the CQC, or find a local firearms instructor for shooting assistance.

## Second Weapons

Qualification with two weapons is permitted, ***subject to time constraints and range conditions***. The constable must provide sufficient ammunition for that additional weapon. Constables must qualify with Weapon 1 before they will be permitted to attempt to qualify with Weapon 2.

If a constable fails to qualify with Weapon 1 and re-shoots the portion of the course failed but still fails to qualify, that constable will not be permitted to attempt qualification with Weapon 2.

## Remediation

There will be **no remedial training** if a constable fails a Phase of the CQC during the 2020 4-Hour Annual Qualification and 40-Hour Basic Firearms Courses. Constables will be allowed a second attempt at passing the failed Phase; however, there will be no remediation provided by the instructors. No training ammunition will be provided at the 4-Hour Annual Qualification Course.

If a constable fails either the 4-Hour Annual Qualification or 40-Hour Basic Firearms Course after two attempts, the constable will have failed the Course and will have to pay prior to enrolling in another 4-Hour Annual Qualification or 40-Hour Basic Firearms Course in 2020.

## **2020 Constables' Firearms Qualification**

The Constable Education and Training Board (“Board”) adopted several changes to the Constable Firearms Qualification Course in 2010. The dual phase qualification was retained, but now uses the more simplified NRA TQ-19 center mass target. The Course of fire reinforces the training received and duplicates “real world” scenarios while still ensuring range safety. The Course of fire includes the use of barricades, the requirement to move to cover, and the use of verbal challenges in each stage.

**There have been no changes made to the Constable Qualification Course for 2020; however, shooters will only sign off on each Phase rather than each Stage on the range sheet.**

### Highlights of the Qualification Course

#### **NRA TQ-19 Center Mass Target**



*Figure 1 NRA TQ-19 Target*

- Written test scoring at least 75%
- The Course requires that a shooter score at least a 75% in each phase. The constable must qualify on both phases with a minimum raw score of at least 45 out of 60 points for each phase, for a total possible score of 120.
- Barricade Positions at the 15- and 25-Yard Stage.
- Barricade stages involve shooter moving to cover, approximately 1-2 yards.
- Shooters practice verbal commands once per stage.
- Maximum score moves from 300 (5 X 60) to 120 (2 X 60).

Participation in firearms qualification is limited to constables who are current with their training, insurance, and certification. Only constables and deputy constables who are currently in office, and who have achieved certification through Basic Training or the waiver examination, will be allowed to attend any Firearms Qualification Course. Current, valid certification is required before any constable or deputy constable can be enrolled or admitted to any Firearms Course. See Title 37 Law, Chapter 431, for regulations relating to the certification of constables and deputy constables.

Once certified to carry a firearm while performing the duties of a constable under §7148 of Act 49-2009, a constable or deputy constable must annually attend and successfully complete firearms qualification to remain certified to carry a firearm. An annual background check of each individual’s criminal history record is also conducted. Constables and deputy constables who desire firearms certification under §7148 of Act 49 must initially attend and successfully complete the 40-Hour Basic Firearms Training.

Constables who were previously certified to carry a firearm under Act 49 should schedule themselves to attend Annual Firearms Qualification. Firearms classes are distinguished by the following letters in the class ID number. “BF” stands for Basic Firearms and “AF” for Annual Firearms Qualification.

**Necessary equipment for the constable participating in Firearms Qualification:**

- 1.) Appropriate service handgun of one of the following calibers: 380, 38 Special, 357, 40, 45, 9mm. Refer to Title 37 Law, § 431.43 for regulations relating to firearms qualification.
- 2.) Appropriate reloading device (recommend at least three speed loaders or three magazines).
- 3.) Minimum of 60 rounds of service-type, **factory** ammunition for qualification (50 rounds for five-shot revolvers). Constables are encouraged to bring enough extra ammunition for second attempts to qualify (120 rounds total), if necessary. **Reloads are not permitted.**
- 4.) Duty belt and recommended Level 2 or higher security holster (per Pennsylvania Unified Judicial System’s Constable Policies, Procedures and Standards of Conduct, Section IV. Security and Transportation).
- 5.) Eye and ear protection, baseball cap, and clothing suitable for inclement weather.

**Please note:** The Training Delivery Contractor may reconfigure the sequence of individual classes to deal with environmental or physical facility issues. When scheduling your Firearms Qualification class, please keep in mind that range and weather conditions vary throughout Pennsylvania.

**Important Notice: All constables and deputy constables will be required to supply the Program with their weapon information when enrolling into classes in CCETS. All weapon information will be available via drop down lists that have been populated with the exact makes, models, and calibers.**

## 2020 Weapon Qualification Course of Fire

### Semi-Automatic Pistols and 6-Shot Revolvers

<b>Qualification 2020</b>				
<b>60 total rounds – TQ-19 target</b>				
<b>Stage</b>	<b>Distance</b>	<b>Rounds</b>	<b>Time</b>	<b>Technique</b>
<b>1</b>	1-2 yards	6 rounds 2/string	3 sec/string	One-handed Close contact
<b>2</b>	5 yards	12 rounds 3/string	4 seconds per string	Standing 2 rounds center mass Assess 1 round head Untimed reload Two handed
<b>3</b>	7 yards	12 rounds Varies	5 seconds per string Reload 20 seconds	Standing 2 rounds center mass Reload Transfer to support hand Post reload Low ready Non-shooting hand
<i>30 rounds have been fired – score Phase 1 and change targets</i>				
<b>4</b>	10 yards	6 rounds 3/string	15 sec.	Standing Weapon staged with 1 dummy round 3 rounds and clear failure to fire in 15 seconds Reload and repeat
<b>5</b>	15 yards	12 rounds 2/string	8 sec. 4 sec. 6 sec.	Standing Move to cover From Right, 2 rounds (2x) Transition to other side of cover, 2 rounds Repeat from Left Two handed
<b>6</b>	25 yards	12 rounds Varies	Varies	Standing Move to cover From Right, 3 rounds – 12 seconds Aimed in, 2 rounds – 9 seconds Aimed in, 1 round – 6 seconds Repeat from Left
<i>Score Phase 2 and grand total</i>				

**Note:** All stages begin from snapped-in holster unless otherwise indicated.

## 2020 Weapon Qualification Course of Fire

### 5-Shot Revolvers

<b>Qualification 2020</b>				
<b>50 total rounds – TQ-19 target</b>				
<b>Stage</b>	<b>Distance</b>	<b>Rounds</b>	<b>Time</b>	<b>Technique</b>
<b>1</b>	1-2 yards	5 rounds 2/string	3 sec/string	One-handed Close contact
<b>2</b>	5 yards	10 rounds 3/string	4 seconds per string	Standing 2 rounds center mass Assess 1 round head Untimed reload Two handed
<b>3</b>	7 yards	10 rounds Varies	5 seconds per string Reload 20 seconds	Standing 2 rounds center mass Reload Transfer to support hand Post reload Low ready Non-shooting hand
<i>25 rounds have been fired – score Phase 1 and change targets</i>				
<b>4</b>	10 yards	5 rounds 3/string	15 sec.	Standing Weapon staged with 1 dummy round 3 rounds and clear failure to fire in 15 seconds Reload and repeat
<b>5</b>	15 yards	10 rounds 2/string	8 sec. 4 sec. 6 sec.	Standing Move to cover From Right, 2 rounds (2x) Transition to other side of cover 1 round Repeat from Left Two handed
<b>6</b>	25 yards	10 rounds Varies	Varies	Standing Move to cover From Right, 3 rounds – 12 seconds Aimed in, 2 rounds – 9 seconds Aimed in Repeat from Left
<i>Score Phase 2 and grand total</i>				

*Note: All stages begin from snapped-in holster unless otherwise indicated.*

## On-Line Course Enrollment

### **Constables' Certification, Education and Training System (CCETS)**

The PCCD has made access to the Constables' Certification, Education and Training System (CCETS) available from the PCCD website. A constable's personal information can be accessed only after the constable has properly identified himself during the process of signing-in to the CCETS system.

#### NAVIGATING THE PCCD WEBSITE

1. Go to: [www.pccd.pa.gov](http://www.pccd.pa.gov)
2. When the PCCD Home Page opens, click on the "TRAINING" link in the middle of the page under the picture.
3. You will see "Constables' Education and Training Board" on the left side of the page. Click on the title and this will take you to the full Constables Education and Training Board webpage.
4. Then, select the link for "Register/Login to CCETS" on the right side of the page. A Keystone Login User Guide is also located on this page for your reference.
5. Once logged into CCETS, you can access your personal information and enroll in a class.

#### **Constables can enroll for training via the Internet:**

A constable can search the training schedule by region and type of training, select a class, and enroll in it online. When a class is full, the system closes that class and only accepts enrollments from the waiting list. A constable is also able to cancel his or her enrollment for one class and enroll in a different class simultaneously. The system will not allow a constable to enroll in more than one class of a particular type at any given time. The system builds class rosters and automatically moves the first person from the waiting list to the class roster when another constable cancels his or her enrollment. It also tracks who has canceled out of a class.

#### **Training Enrollment Form (to enroll by mail or fax)**

Class enrollment with the appropriate regional Training Delivery Contractor is required prior to attending any class. Training classes are filled on a first-come, first-served basis. Class space is limited due to the availability of training facilities, and to provide a proper training environment. **Class**

**enrollments cannot be accepted over the telephone.**

To enroll by mail or fax, complete an Enrollment Form and mail or fax it directly to the appropriate regional Training Delivery Contractor. Please reference page 6 for each individual region's schedule for the appropriate fax number. **Do not send enrollment forms to PCCD. Only Basic Training and Basic Firearms Enrollment forms must be sent to PCCD.**

All training enrollment questions should be referred to the appropriate regional Training Delivery Contractor. **Constables cannot enroll in classes by calling, emailing, or mailing PCCD.**

## **PA Constables' Training Code of Conduct**

### **IMPORTANT NOTICE FOR ALL CERTIFIED CONSTABLES -PLEASE READ**

The CETB adopted a new Training Code of Conduct during their February 14, 2019 Board meeting. Changes regarding Online training and attending all hours of training were made. The changes are italicized and underlined in the following version of the Code of Conduct. All certified constable must sign off on this document in order to be eligible to enroll and attend training classes for training year 2020. When you enroll into a class through CCETS, you will be prompted to sign a new Training Code of Conduct. Please read the new form and sign off on it. You will not be able to enroll into a class unless you have signed the form. If you wish to sign a paper version, please see the following pages. The form can either be emailed, faxed, or sent through regular mail service to Program Staff.

## PA Constables' Training Code of Conduct

### Constables' Training Code of Conduct:

#### I. Testing

A. Mandatory tests and proficiency examinations will be given for each major section of the curriculum. To complete the course and receive certification or recertification, a trainee must pass all mandatory tests and proficiency examinations.

B. Mandatory tests and proficiency examinations will be scheduled and announced to the class in advance.

C. All mandatory test and proficiency examination material must be returned to the instructor supervising each test at the end of the examination period.

D. It is the responsibility of each individual user to secure and protect their User ID and password for any computer systems utilized by the Program. Sharing of or providing the User ID and password, allowing someone else to take your online training or mandatory tests and proficiency examinations, or sharing or receiving mandatory test and proficiency examination questions/answers will be considered cheating.

E. Cheating on examinations will be grounds for discipline by the training provider. Cheating includes, but is not limited to, copying from another person's examination, utilizing references or notes without the instructor or proctor's approval, theft of test and/or examination materials, removal of test and/or examination materials from the classroom, using test and/or examination materials stolen by another or providing answers to, receiving answers from, or giving assistance to another person during any phase of a testing and/or examination session.

#### II. Attendance

A. A constable or deputy constable who registers for the Basic Training, Continuing Education or Firearms Qualification Course may withdraw from the course without penalty upon timely notification to the director of the school conducting said course. A notification shall be deemed timely if it is delivered to the director of the school or his or her designee no later than seven calendar days prior to the start of the course. The school may assess a failing grade for all or part of the Basic Training, Continuing Education or Firearms Qualification Course if the constable or deputy constable fails to provide timely notification or to show good cause.

B. A constable or deputy constable must attend and complete all hours of the training course to receive credit for the course. Constables and deputy constables are required to be on time for all training courses and to remain until the completion of the training as determined by the instructor.

### III. Unprofessional Conduct:

A. Unprofessional conduct is defined as conduct that reflects poorly upon the image of the Constables' Education and Training Board (Board) and the Constables of the Commonwealth.

B. Unprofessional conduct is grounds for sanction and the imposition of appropriate disciplinary action.

C. Examples of unprofessional conduct include, but are not limited to: disruptive talking in the classroom; disrespect to instructors; sleeping, eating, or smoking in class; disrupting other activities occurring on the training site; false fire alarm; vandalism; illegal parking; lying to training delivery or Board staff or any other person; refusal to cooperate with staff investigations; and other criminal offenses committed at the training site. Cell phone usage during training classes would be deemed disruptive and disrespectful to the instructors and other students. Utilizing any other electronic device could also be disruptive and disrespectful to the classroom environment.

D. Attendance at training sessions while under the influence of alcohol or illegal drugs is prohibited and is grounds for immediate dismissal from training. Immediate dismissal from a training class while under the influence of alcohol or illegal drugs will constitute a class failure and the constable or deputy constable shall bear financial responsibility for the cost of attending an additional training course.

E. Harassment or discrimination against an individual or group by reason of race, color, familial status, religious creed, ancestry, age, sex, national origin, handicap or disability will not be tolerated and is grounds for dismissal from the course.

1. Physical Harassment/Abuse: This includes, but is not limited to, unwanted physical contact to include touching, fondling, patting, pinching, kissing and all legal classifications of assault.
2. Verbal Harassment/Abuse: This includes, but is not limited to, name calling, innuendoes, insults, threats, requests or demands for sexual favors, propositions, questions about a person's sexual practices, lewd comments, "wolf whistles," racial, religious, ethnic, or explicit sexual jokes.

3. Visual Harassment/Abuse: This includes, but is not limited to, obscene, explicit or insulting gestures, leering or displays, pictures, objects, materials or crude cartoons.

F. Sexual Harassment: Includes, but is not limited to, unwanted sexual advances, requests for sexual favors and other verbal or physical conduct such as that described above when it is of a sexual nature and when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

G. All trainees are expected to respect the rights of their fellow classmates.

#### IV. Disciplinary Action

A. Violations of this Code of Conduct may subject a trainee to disciplinary action.

B. Disciplinary action may include but is not limited to:

1. An oral reprimand;
2. A written warning;
3. Restitution for damages;
4. Dismissal from the training delivery provider for the course of instruction;
5. Permanent bar from the training delivery provider's training sites.

C. Imposition of disciplinary action by a training delivery provider's director does not waive the training delivery provider's or the Board's right to impose additional or more severe disciplinary action against a trainee when the circumstances require such action. Imposition of disciplinary action by a training delivery provider's director also does not waive the training delivery provider's or the Board's right to impose no or less severe disciplinary action against a trainee.

D. An Act 49 Constable Training Grievance Form can be used by a constable to file a formal grievance with the Board for any disciplinary action taken against a constable. A copy of this Grievance Form can be found on the PCCD website or by writing to PCCD Bureau of Training Services, PO Box 1167, Harrisburg PA 17108-1167.



## Statement of Understanding

I, \_\_\_\_\_, have read and understand the PA Constables' Training Code of Conduct and agree to abide by its provisions. Refusal to sign off on this PA Constables' Training Code of Conduct will prohibit the constable or deputy constable from attending Act 49 Constable Training.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

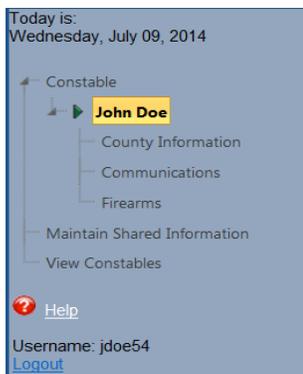
\_\_\_\_\_  
Date

Adopted by CETB February 14, 2019  
Adopted by PCCD September 11, 2019

## Highlights of the CCETS Website for the Constable User

**Please Note:** All of the following features are only accessible to constables who are registered in CCETS.

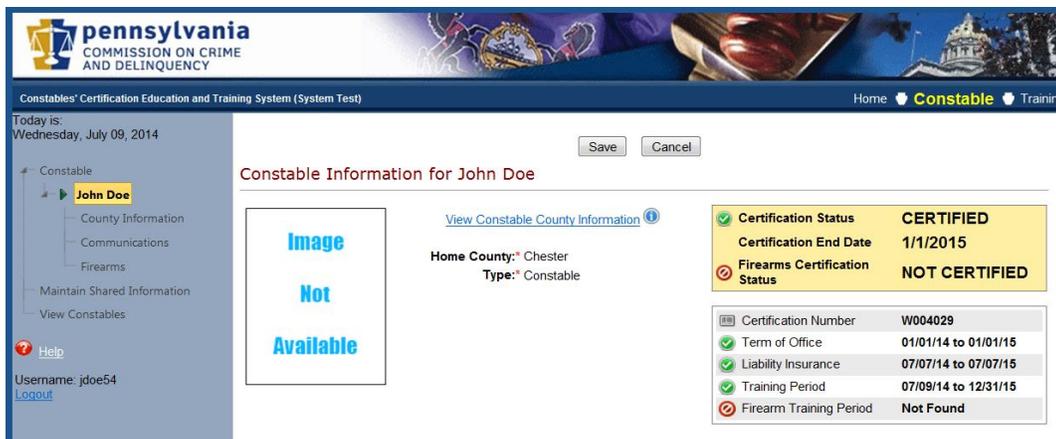
Navigation through CCETS is mainly by using the various categories and triangles on the left side. By clicking a triangle, it will expand and provide more links under that category. Also, by clicking on the “Help” link on the screen, a word document will open and provide further information about that screen.



A user can also navigate by using the tabs on the upper right, shown below:

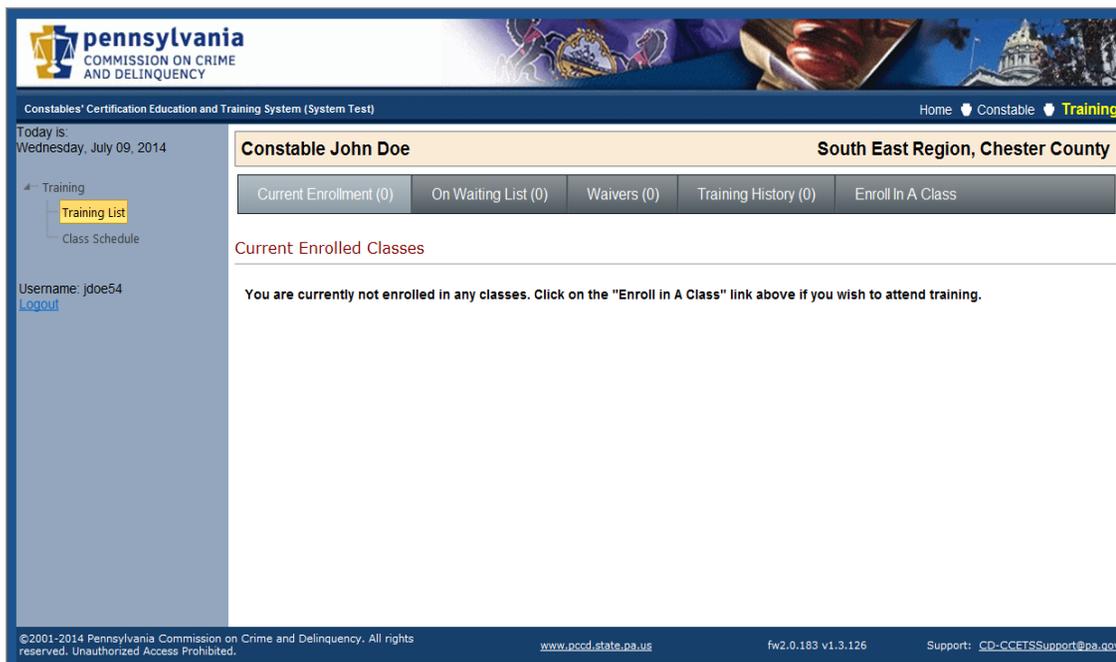


By clicking on the “Constable” a user will see all their basic information. On the upper right side of the screen is a quick snapshot of a constable or deputy’s status regarding certification.



The information on this dashboard will be updated as a constable renews insurance, completes training or has term dates updated by the Clerk of Courts. The Clerk of Courts will have direct access to CCETS to update the constables’ liability insurance and term dates.

By clicking on the “Training” tab, a constable will be able to enroll in a Course. The constable will also be able to view his/her training history.



Constables' Certification Education and Training System (System Test) Home Constable **Training**

Today is: Wednesday, July 09, 2014

**Constable John Doe** South East Region, Chester County

Current Enrollment (0) On Waiting List (0) Waivers (0) Training History (0) Enroll In A Class

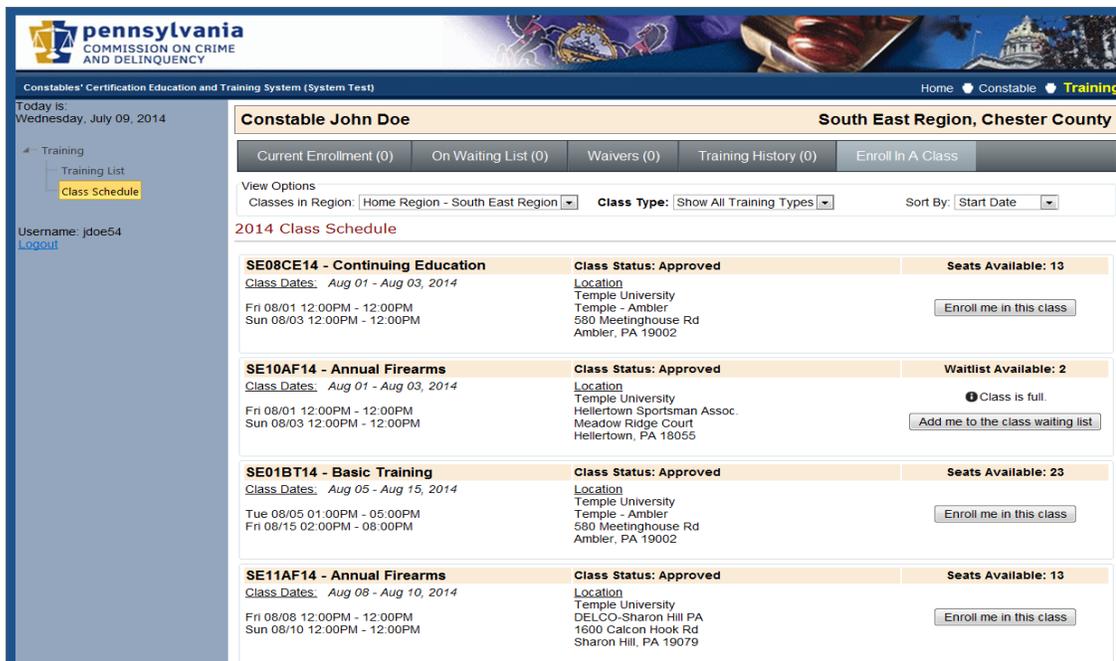
**Current Enrolled Classes**

You are currently not enrolled in any classes. Click on the "Enroll in A Class" link above if you wish to attend training.

Username: jdoe54 [Logout](#)

©2001-2014 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited. [www.pccd.state.pa.us](http://www.pccd.state.pa.us) fw2.0.183 v1.3.126 Support: [CD-CCETSupport@pa.gov](mailto:CD-CCETSupport@pa.gov)

The class schedule is where constables can search for classes by Region, type of class, or date.



Constables' Certification Education and Training System (System Test) Home Constable **Training**

Today is: Wednesday, July 09, 2014

**Constable John Doe** South East Region, Chester County

Current Enrollment (0) On Waiting List (0) Waivers (0) Training History (0) Enroll In A Class

View Options  
Classes in Region:  Class Type:  Sort By:

**2014 Class Schedule**

<b>SE08CE14 - Continuing Education</b> Class Dates: Aug 01 - Aug 03, 2014 Fri 08/01 12:00PM - 12:00PM Sun 08/03 12:00PM - 12:00PM	<b>Class Status: Approved</b> Location Temple University Temple - Ambler 580 Meetinghouse Rd Ambler, PA 19002	<b>Seats Available: 13</b> <a href="#">Enroll me in this class</a>
<b>SE10AF14 - Annual Firearms</b> Class Dates: Aug 01 - Aug 03, 2014 Fri 08/01 12:00PM - 12:00PM Sun 08/03 12:00PM - 12:00PM	<b>Class Status: Approved</b> Location Temple University Hellertown Sportsman Assoc. Meadow Ridge Court Hellertown, PA 18055	<b>Waitlist Available: 2</b> Class is full. <a href="#">Add me to the class waiting list</a>
<b>SE01BT14 - Basic Training</b> Class Dates: Aug 05 - Aug 15, 2014 Tue 08/05 01:00PM - 05:00PM Fri 08/15 02:00PM - 08:00PM	<b>Class Status: Approved</b> Location Temple University Temple - Ambler 580 Meetinghouse Rd Ambler, PA 19002	<b>Seats Available: 23</b> <a href="#">Enroll me in this class</a>
<b>SE11AF14 - Annual Firearms</b> Class Dates: Aug 08 - Aug 10, 2014 Fri 08/08 12:00PM - 12:00PM Sun 08/10 12:00PM - 12:00PM	<b>Class Status: Approved</b> Location Temple University DELCO-Sharon Hill PA 1600 Calcon Hook Rd Sharon Hill, PA 19079	<b>Seats Available: 13</b> <a href="#">Enroll me in this class</a>

Username: jdoe54 [Logout](#)

## **NORTH WEST REGION**

Armstrong, Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren Counties

### **Penn State Fayette, The Eberly Campus**

To register, a completed Standard Enrollment Form must be mailed or faxed to:

Penn State Fayette, The Eberly Campus

Constable Training

Center for Community and Public Safety

2201 University Drive

Lemont Furnace, PA 15456

ATTN: Robert Harford

Telephone: (724) 430-4114

Fax: (724) 430-4113

E-mail: constabletraining@psu.edu

Website: <http://fayette.psu.edu/act-49-pennsylvania-constable-training>

## **12-Hour Continuing Education**

Mar 21, 2020

**NW01CE20**

*Sat 21 (08:00AM-05:00PM)*

Slippery Rock University

Slippery Rock, PA

Mar 28, 2020

**NW02CE20**

*Sat 28 (08:00AM-05:00PM)*

Brookville High School

Brookville, PA

April 25, 2020

**NW03CE20**

*Sat 25 (08:00AM-05:00PM)*

PSU Behrend

Erie, PA

May 30, 2020

**NW04CE20**

*Sat 30 (08:00AM-05:00PM)*

Slippery Rock University

Slippery Rock, PA

## **4-Hour Annual Qualification**

April 26, 2020 (AM)

**NW01AF20**

*Sun 26 (08:00AM-12:00PM)*

Gem City Gun Club

Erie, PA

**4-Hour Annual Qualification (continued...)**

April 26, 2020 (PM)

**NW02AF20***Sun 26 (01:00PM-05:00PM)*

Gem City Gun Club

Erie, PA

May 02, 2020 (AM)

**NW03AF20***Sat 02 (08:00AM-12:00PM)*

Gilpin Rifle Range

Leechburg, PA

May 02, 2020 (PM)

**NW04AF20***Sat 02 (01:00PM-05:00PM)*

Gilpin Rifle Range

Leechburg, PA

Jun 06, 2020 (AM)

**NW05AF20***Sat 06 (08:00AM-12:00PM)*

Moraine Sportsmens Club

Slippery Rock, PA

Jun 06, 2020 (PM)

**NW06AF20***Sat 06 (01:00PM-05:00PM)*

Moraine Sportsmens Club

Slippery Rock, PA

Sep 19, 2020 (AM)

**NW07AF20***Sat 19 (08:00AM-12:00PM)*

Moraine Sportsmens Club

Slippery Rock, PA

## **NORTH CENTRAL REGION**

Cameron, Centre, Clearfield, Clinton, Lycoming, Montour, Northumberland, Potter, Snyder, Tioga and Union Counties

### **Indiana University of Pennsylvania**

To register, a completed Standard Enrollment Form must be mailed or faxed to:

Indiana University of Pennsylvania

Constable Training

R&P Building, Room 30,

629 Fisher Avenue

Indiana, PA 15705

ATTN: Michael J Marcantino

Telephone: (724) 549-1929

Fax: (724) 357-6480

Website: <http://www.iup.edu/crimjustice>

E-mail: [mjmarcan@iup.edu](mailto:mjmarcan@iup.edu)

### **12-Hour Continuing Education**

Mar 07, 2020

**NC01CE20**

*Sat 07 (08:00AM-05:00PM)*

Centre LifeLink

State College, PA

Mar 14, 2020

**NC02CE20**

*Sat 14 (08:00AM-05:00PM)*

Centre LifeLink

State College, PA

### **4-Hour Annual Qualification**

Apr 25, 2020 (AM)

**NC01AF20**

*Sat 25 (08:00AM-12:00PM)*

Keystone Sportsmen Assoc.

Muncy, PA

Apr 25, 2020 (PM)

**NC02AF20**

*Sat 25 (01:00PM-05:00PM)*

Keystone Sportsmen Assoc.

Muncy, PA

## **NORTH EAST REGION**

Bradford, Carbon, Columbia, Lackawanna, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Wayne and Wyoming Counties

### **Temple University**

To register, a completed Standard Enrollment Form must be mailed or faxed to:

Temple University  
Constable Training  
580 Meetinghouse Road  
West Hall Room 123  
Ambler, PA 19002  
ATTN: Deidre Beiter  
Telephone: (267) 468-8331  
Fax: (267) 468-8660

Website: [www.temple.edu/cjtp](http://www.temple.edu/cjtp)  
E-mail: [deidre.sherman@temple.edu](mailto:deidre.sherman@temple.edu)

### **12-Hour Continuing Education**

Feb 08, 2020  
**NE01CE20**  
*Sat 08 (08:00AM-05:00PM)*

Marywood University  
Scranton, PA

Apr 25, 2020  
**NE02CE20**  
*Sat 25 (08:00AM-05:00PM)*

Luzerne Comm. College  
Nanticoke, PA

Jun 13, 2020  
**NE03CE20**  
*Sat 13 (08:00AM-05:00PM)*

Marywood University  
Scranton, PA

Aug 15, 2020  
**NE04CE20**  
*Sat 15 (08:00AM-05:00PM)*

Marywood University  
Scranton, PA

Sep 12, 2020  
**NE05CE20**  
*Sat 12 (08:00AM-05:00PM)*

Luzerne Comm. College  
Nanticoke, PA

Sep 26, 2020  
**NE06CE20**  
*Sat 26 (08:00AM-05:00PM)*

Luzerne Comm. College  
Nanticoke, PA

## 4-Hour Annual Qualification

May 16, 2020 (AM)

**NE01AF20**

*Sat 16 (08:00AM-12:00PM)*

Cabin Armory

Wilkes Barre, PA

May 16, 2020 (PM)

**NE02AF20**

*Sat 16 (01:00PM-05:00PM)*

Cabin Armory

Wilkes Barre, PA

Jun 06, 2020 (AM)

**NE03AF20**

*Sat 06 (08:00AM-12:00PM)*

Silver Brook Rod & Gun

McAdoo, PA

Jun 06, 2020 (PM)

**NE04AF20**

*Sat 06 (01:00PM-05:00PM)*

Silver Brook Rod & Gun

McAdoo, PA

Sep 19, 2020 (AM)

**NE05AF20**

*Sat 19 (08:00AM-12:00PM)*

Cabin Armory

Wilkes Barre, PA

Sep 19, 2020 (PM)

**NE06AF20**

*Sat 19 (01:00PM-05:00PM)*

Cabin Armory

Wilkes Barre, PA

Oct 4, 2020 (AM)

**NE07AF20**

*Sun 04 (08:00AM-12:00PM)*

Silver Brook Rod & Gun

McAdoo, PA

## **SOUTH WEST REGION**

Allegheny, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington and Westmoreland Counties

### **Penn State Fayette, The Eberly Campus**

To register, a completed Standard Enrollment Form must be mailed or faxed to:

Penn State Fayette, The Eberly Campus

Constable Training

Center for Community and Public Safety

2201 University Drive

Lemont Furnace, PA 15456

ATTN: Robert Harford

Telephone: (724) 430-4114

Fax: (724) 430-4113

E-mail: constabletraining@psu.edu

Website: <http://fayette.psu.edu/act-49-pennsylvania-constable-training>

### **12-Hour Continuing Education**

Feb 08, 2020

**SW01CE20**

*Sat 08 (08:00AM-05:00PM)*

PSU Greater Allegheny

McKeesport, PA, PA

Feb 15, 2020

**SW02CE20**

*Sat 15 (08:00AM-05:00PM)*

PSU Greater Allegheny

McKeesport, PA, PA

Feb 22, 2020

**SW03CE20**

*Sat 22 (08:00AM-05:00PM)*

PSU-Fayette Campus

Lemont Furnace, PA

Feb 29, 2020

**SW04CE20**

*Sat 29 (08:00AM-05:00PM)*

PSU Greater Allegheny

McKeesport, PA, PA

Mar 07, 2020

**SW05CE20**

*Sat 07 (08:00AM-05:00PM)*

PSU-Beaver Campus

Monaca, PA

Mar 14, 2020

**SW06CE20**

*Sat 14 (08:00AM-05:00PM)*

PSU-New Kensington SW

New Kensington, PA

## 12-Hour Continuing Education (continued...)

Jun 27, 2020 <b>SW07CE20</b> <i>Sat 27 (08:00AM-05:00PM)</i>	PSU-New Kensington SW New Kensington, PA
Jul 25, 2020 <b>SW08CE20</b> <i>Sat 25 (08:00AM-05:00PM)</i>	PSU-Beaver Campus Monaca, PA
Aug 29, 2020 <b>SW09CE20</b> <i>Sat 29 (08:00AM-05:00PM)</i>	PSU-Fayette Campus Lemont Furnace, PA
Sep 12, 2020 <b>SW10CE20</b> <i>Sat 12 (08:00AM-05:00PM)</i>	PSU Greater Allegheny McKeesport, PA, PA

## 4-Hour Annual Qualification

Apr 04, 2020 (AM) <b>SW01AF20</b> <i>Sat 04 (08:00AM-12:00PM)</i>	Westmoreland Co. Comm. College-Public Safety Center Smithton, PA
Apr 04, 2020 (PM) <b>SW02AF20</b> <i>Sat 04 (01:00PM-05:00PM)</i>	Westmoreland Co. Comm. College-Public Safety Center Smithton, PA
May 9, 2020 (AM) <b>SW03AF20</b> <i>Sat 09 (08:00AM-12:00PM)</i>	Westmoreland Co. Comm. College-Public Safety Center Smithton, PA
May 9, 2020 (PM) <b>SW04AF20</b> <i>Sat 09 (01:00PM-05:00PM)</i>	Westmoreland Co. Comm. College-Public Safety Center Smithton, PA

**4-Hour Annual Qualification (continued...)**

Jun 13, 2020 (AM)  
**SW05AF20**  
*Sat 13 (08:00AM-12:00PM)*

Westmoreland Co. Comm. College-Public Safety Center  
Smithton, PA

Jun 13, 2020 (PM)  
**SW06AF20**  
*Sat 13 (01:00PM-05:00PM)*

Westmoreland Co. Comm. College-Public Safety Center  
Smithton, PA

Jun 20, 2020 (AM)  
**SW07AF20**  
*Sat 20 (08:00AM-12:00PM)*

Westmoreland Co. Comm. College-Public Safety Center  
Smithton, PA

Jun 20, 2020 (PM)  
**SW08AF20**  
*Sat 20 (01:00PM-05:00PM)*

Westmoreland Co. Comm. College-Public Safety Center  
Smithton, PA

Sep 26, 2020 (AM)  
**SW09AF20**  
*Sat 26 (08:00AM-12:00PM)*

Westmoreland Co. Comm. College-Public Safety Center  
Smithton, PA

Sep 26, 2020 (PM)  
**SW10AF20**  
*Sat 26 (01:00PM-05:00PM)*

Westmoreland Co. Comm. College-Public Safety Center  
Smithton, PA

Oct 3, 2020 (AM)  
**SW11AF20**  
*Sat 03 (08:00AM-12:00PM)*

Westmoreland Co. Comm. College-Public Safety Center  
Smithton, PA

## **SOUTH CENTRAL REGION**

Adams, Bedford, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry, Schuylkill and York Counties

### **Indiana University of Pennsylvania**

To register, a completed Standard Enrollment Form must be mailed or faxed to:

Indiana University of Pennsylvania

Constable Training

R&P Building, Room 30,

629 Fisher Avenue

Indiana, PA 15705

ATTN: Michael J Marcantino

Telephone: (724) 549-1929

Fax: (724) 357-6480

Website: <http://www.iup.edu/crimjustice>

E-mail: [mjmarcan@iup.edu](mailto:mjmarcan@iup.edu)

### **80-Hour Basic Training**

Feb 7 – Mar 1, 2020

Dixon University Center

**SC01BT20**

Harrisburg, PA

*Fri 07 (06:00PM-10:00PM); Sat 08 (08:00AM-05:00PM); Sun 09 (08:00AM-05:00PM); Fri 14 (06:00PM-10:00PM); Sat 15 (08:00AM-05:00PM); Sun 16 (08:00AM-05:00PM); Fri 21 (06:00PM-10:00PM); Sat 22 (08:00AM-05:00PM); Sun 23 (08:00AM-05:00PM); Fri 28 (06:00PM-10:00PM); Sat 29 (08:00AM-05:00PM); Sun 01 (08:00AM-05:00PM)*

### **12-Hour Continuing Education**

Jan 25, 2020

Lancaster Co. Public Safety Center

**SC01CE20**

Manheim, PA

*Sat 25 (08:00AM-05:00PM)*

Feb 01, 2020

Excelsior Fire Co.

**SC02CE20**

Bellwood, PA

*Sat 01 (08:00AM-05:00PM)*

Feb 08, 2020

Dixon University Center

**SC03CE20**

Harrisburg, PA

*Sat 08 (08:00AM-05:00PM)*

Mar 21, 2020

Lancaster Co. Public Safety Center

**SC04CE20**

Manheim, PA

*Sat 21 (08:00AM-05:00PM)*

## 12-Hour Continuing Education (continued...)

Mar 28, 2020 <b>SC05CE20</b> <i>Sat 28 (08:00AM-05:00PM)</i>	Adams County Dept. of Emergency Services Gettysburg, PA
Apr 04, 2020 <b>SC06CE20</b> <i>Sat 04 (08:00AM-05:00PM)</i>	York Co. Control Center York, PA
May 16, 2020 <b>SC07CE20</b> <i>Sat 16 (08:00AM-05:00PM)</i>	Buchanan State Forest Resource Management Center McConnellsburg, PA
Oct 03, 2020 <b>SC08CE20</b> <i>Sat 03 (08:00AM-05:00PM)</i>	Dixon University Center Harrisburg, PA
Oct 24, 2020 <b>SC09CE20</b> <i>Sat 24 (08:00AM-05:00PM)</i>	Dixon University Center Harrisburg, PA

## 4-Hour Annual Qualification

Mar 28, 2020 (AM) <b>SC01AF20</b> <i>Sat 28 (08:00AM-12:00PM)</i>	Lancaster Co. Public Safety Center Manheim, PA
Mar 28, 2020 (PM) <b>SC02AF20</b> <i>Sat 28 (01:00PM-05:00PM)</i>	Lancaster Co. Public Safety Center Manheim, PA
Apr 18, 2020 (AM) <b>SC03AF20</b> <i>Sat 18 (08:00AM-12:00PM)</i>	York FOP Range York, PA
Apr 18, 2020 (PM) <b>SC04AF20</b> <i>Sat 18 (01:00PM-05:00PM)</i>	York FOP Range York, PA

### **4-Hour Annual Qualification (continued...)**

May 30, 2020 (AM)  
**SC05AF20**  
*Sat 30 (08:00AM-12:00PM)*

South Central-Hollidaysburg Sportsmens Club  
Hollidaysburg, PA

May 30, 2020 (PM)  
**SC06AF20**  
*Sat 30 (01:00PM-05:00PM)*

South Central-Hollidaysburg Sportsmens Club  
Hollidaysburg, PA

Jun 27, 2020 (AM)  
**SC07AF20**  
*Sat 27 (08:00AM-12:00PM)*

McSherrystown Fish and Game Assoc.  
New Oxford, PA

Jun 27, 2020 (PM)  
**SC08AF20**  
*Sat 27 (01:00PM-05:00PM)*

McSherrystown Fish and Game Assoc.  
New Oxford, PA

Oct 10, 2020 (AM)  
**SC09AF20**  
*Sat 10 (08:00AM-12:00PM)*

Steelton Police Range  
Steelton, PA

Oct 10, 2020 (PM)  
**SC10AF20**  
*Sat 10 (01:00PM-05:00PM)*

Steelton Police Range  
Steelton, PA

### **40-Hour Basic Firearms**

Apr 17 - Apr 26, 2020  
**SC01BF20**  
*Fri 17 (06:00PM-10:00PM); Sat 18 (08:00AM-05:00PM); Sun 19 (08:00AM-05:00PM); Fri 24 (06:00PM-10:00PM); Sat 25 (08:00AM-05:00PM); Sun 26 (08:00AM-05:00PM)*

Lancaster Co. Public Safety Center  
Manheim, PA

Jun 05 - Jun 14, 2020  
**SC02BF20**  
*Fri 05 (06:00PM-10:00PM); Sat 06 (08:00AM-05:00PM); Sun 07 (08:00AM-05:00PM); Fri 12 (06:00PM-10:00PM); Sat 13 (08:00AM-05:00PM); Sun 14 (08:00AM-05:00PM)*

South Central-Hollidaysburg Sportsmens Club  
Hollidaysburg, PA

**40-Hour Basic Firearms (continued...)**

Sep 18 - Sep 27, 2020

Adams Co. Handgunners Assoc.

**SC03BF20**

Gardners, PA

*Fri 18 (06:00PM-10:00PM); Sat 19 (08:00AM-05:00PM); Sun 20 (08:00AM-05:00PM); Fri 25 (06:00PM-10:00PM);  
Sat 26 (08:00AM-05:00PM); Sun 27 (08:00AM-05:00PM)*

## **SOUTH EAST REGION**

Berks, Bucks, Chester, Delaware, Lehigh, Montgomery, Northampton and Philadelphia Counties

### **Temple University**

To register, a completed Standard Enrollment Form must be mailed or faxed to:

Temple University  
Constable Training  
580 Meetinghouse Road  
West Hall Room 123  
Ambler, PA 19002  
ATTN: Deidre Beiter  
Telephone: (267) 468-8331  
Fax: (267) 468-8660

Website: [www.temple.edu/cjtp](http://www.temple.edu/cjtp)  
E-mail: [deidre.sherman@temple.edu](mailto:deidre.sherman@temple.edu)

### **12-Hour Continuing Education**

Feb 01, 2020  
**SE01CE20**  
*Sat 01 (08:00AM-05:00PM)*

Chester Co. Govt. Services Ctr.  
West Chester, PA

Feb 15, 2020  
**SE02CE20**  
*Sat 15 (08:00AM-05:00PM)*

DELCO  
Sharon Hill, PA

Feb 29, 2020  
**SE03CE20**  
*Sat 29 (08:00AM-05:00PM)*

Lehigh Valley Hospital  
Allentown, PA

Apr 04, 2020  
**SE04CE20**  
*Sat 04 (08:00AM-05:00PM)*

Temple-Ambler Campus  
Ambler, PA

May 09, 2020  
**SE05CE20**  
*Sat 09 (08:00AM-05:00PM)*

Chester Co. Govt. Services Ctr.  
West Chester, PA

May 30, 2020  
**SE06CE20**  
*Sat 30 (08:00AM-05:00PM)*

PSU-Berks Campus  
Reading, PA

## 12-Hour Continuing Education (continued...)

Jul 11, 2020  
**SE07CE20**  
*Sat 11 (08:00AM-05:00PM)*

Lehigh Valley Hospital  
Allentown, PA

Aug 08, 2020  
**SE08CE20**  
*Sat 08 (08:00AM-05:00PM)*

DELCO  
Sharon Hill, PA

Aug 22, 2020  
**SE09CE20**  
*Sat 22 (08:00AM-05:00PM)*

Lehigh Valley Hospital  
Allentown, PA

Oct 24, 2020  
**SE10CE20**  
*Sat 24 (08:00AM-05:00PM)*

Temple-Ambler Campus  
Ambler, PA

## 4-Hour Annual Qualification

Jan 25, 2020 (AM)  
**SE01AF20**  
*Sat 25 (08:00AM-12:00PM)*

CP Tactical Solutions  
Sinking Spring (Reading), PA

Jan 25, 2020 (PM)  
**SE02AF20**  
*Sat 25 (01:00PM-05:00PM)*

CP Tactical Solutions  
Sinking Spring (Reading), PA

Mar 21, 2020 (AM)  
**SE03AF20**  
*Sat 21 (08:00AM-12:00PM)*

Hellertown Sportsman Assoc.  
Hellertown, PA

Mar 21, 2020 (PM)  
**SE04AF20**  
*Sat 21 (01:00PM-05:00PM)*

Hellertown Sportsman Assoc.  
Hellertown, PA

May 02, 2020 (AM)  
**SE05AF20**  
*Sat 02 (08:00AM-12:00PM)*

DELCO  
Sharon Hill, PA

**4-Hour Annual Qualification (continued...)**

May 02, 2020 (PM)

**SE06AF20***Sat 02 (01:00PM-05:00PM)*

DELCO

Sharon Hill, PA

Jul 18, 2020 (AM)

**SE07AF20***Sat 18 (08:00AM-12:00PM)*

CP Tactical Solutions

Sinking Spring (Reading), PA

Jul 18, 2020 (PM)

**SE08AF20***Sat 18 (01:00PM-05:00PM)*

CP Tactical Solutions

Sinking Spring (Reading), PA

Jul 25, 2020 (AM)

**SE09AF20***Sat 25 (08:00AM-12:00PM)*

Hellertown Sportsman Assoc.

Hellertown, PA

Jul 25, 2020 (PM)

**SE10AF20***Sat 25 (01:00PM-05:00PM)*

Hellertown Sportsman Assoc.

Hellertown, PA

Aug 03, 2020 (AM)

**SE11AF20***Mon 03 (08:00AM-12:00PM)*

Guardian Training Center

Warminster, PA

Aug 03, 2020 (PM)

**SE12AF20***Mon 03 (01:00PM-05:00PM)*

Guardian Training Center

Warminster, PA

Oct 17, 2020 (AM)

**SE13AF20***Sat 17 (08:00AM-12:00PM)*

DELCO

Sharon Hill, PA

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY  
CONSTABLES' EDUCATION AND TRAINING BOARD



**Training Enrollment Form**  
**80-HOUR BASIC TRAINING**

**PLEASE NOTE: Print completed form, sign and date it, and FAX, EMAIL or MAIL DIRECTLY to the PCCD AT FAX: 717-783-7140; EMAIL: [TRABEAVER@PA.GOV](mailto:TRABEAVER@PA.GOV); MAIL: BUREAU OF TRAINING SERVICES, PO BOX 1167, HARRISBURG, PA 17108-1167. PAYMENT MUST BE SUBMITTED BEFORE YOU WILL BE ENROLLED INTO CLASS.**

80-HOUR BASIC TRAINING (BT)

FIRST CHOICE CLASS ID NUMBER:

S	C	0	1	B	T	2	0
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LOCATION:

Dixon University Center, Harrisburg, PA

NAME:

Last

First

MI

MAILING ADDRESS:

COUNTY:

DATE OF BIRTH:

BUSINESS TELEPHONE:

BUSINESS FAX NUMBER:

EMAIL ADDRESS:

***APPLICANT'S UNDERSTANDING AND SIGNATURE***

*By signing my name below, I am stating that the information given on this enrollment form is true and correct to the best of my knowledge.*

**Signature of Applicant**

**Date**

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY  
CONSTABLES' EDUCATION AND TRAINING BOARD



**Training Enrollment Form**  
**12-HOUR CONTINUING EDUCATION**

**PLEASE NOTE: Print completed form, sign and date it, and FAX or MAIL DIRECTLY to the APPROPRIATE TRAINING DELIVERY CONTRACTOR. DO NOT SEND OR FAX TO PCCD.**

12-HOUR CONTINUING EDUCATION (CE)

FIRST CHOICE CLASS ID NUMBER: 

				C	E	2	0
--	--	--	--	---	---	---	---

LOCATION: \_\_\_\_\_

SECOND CHOICE CLASS ID NUMBER: 

				C	E	2	0
--	--	--	--	---	---	---	---

LOCATION: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last
First
MI

CERTIFICATION NUMBER: 

--	--	--	--	--	--	--	--

MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

BUSINESS TELEPHONE: \_\_\_\_\_

BUSINESS FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**APPLICANT'S UNDERSTANDING AND SIGNATURE**  
*I am, as of this date, an active Constable or Deputy Constable and eligible to take this training. Further, I will inform the training school of any changes in my status as a constable or deputy constable that may occur between now and the conclusion of the training program for which I am now registering. By signing my name below, I am stating that the information given on this enrollment form and the above affirmation is true and correct to the best of my knowledge.*

**Signature of Applicant**

**Date**

## CETB FIREARMS ENROLLMENT FORM

**Please Note: Print completed form, sign and date it, and FAX or mail directly to the appropriate Training Delivery Contractor. Do not send or fax to PCCD. If you have never successfully completed Act 49 Basic Firearms Training, you must enroll in the 40-Hour Basic Firearms Training. If you are enrolling in to the 40-Hour Basic Firearms Training, please complete the form and fax, email or mail directly to the PCCD at Fax 717-783-7140; email [trabeaver@pa.gov](mailto:trabeaver@pa.gov) or Mail: Bureau of Training Services, PO Box 1167, Harrisburg, PA 17108-1167. Payment must be submitted before you will be enrolled into the Basic Firearms.**

40-HOUR BASIC FIREARMS TRAINING (CLASS ID CONTAINS "BF" THEN YEAR "20").

FIRST CHOICE CLASS ID NUMBER: 

				B	F	2	0
--	--	--	--	---	---	---	---

LOCATION: \_\_\_\_\_

SECOND CHOICE CLASS ID NUMBER: 

				B	F	2	0
--	--	--	--	---	---	---	---

LOCATION: \_\_\_\_\_

4-HOUR ANNUAL QUALIFICATION (Class ID contains "AF" then year "20")

FIRST CHOICE CLASS ID NUMBER: 

				A	F	2	0
--	--	--	--	---	---	---	---

LOCATION: \_\_\_\_\_

SECOND CHOICE CLASS ID NUMBER: 

				A	F	2	0
--	--	--	--	---	---	---	---

LOCATION: \_\_\_\_\_

NAME: \_\_\_\_\_

Last

First

MI

Certification Number: 

--	--	--	--	--	--	--	--

MAILING ADDRESS: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Business Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### APPLICANT'S UNDERSTANDING AND SIGNATURE

*I am, as of this date, an active Constable or Deputy Constable and eligible to take this training. Further, I will inform the training school of any changes in my status as a constable or deputy constable that may occur between now and the conclusion of the training program for which I am now registering. By signing my name below, I am stating that the information given on this enrollment form and the above affirmation is true and correct to the best of my knowledge.*

**Signature of Applicant**

**Date**

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY  
CONSTABLES' EDUCATION AND TRAINING BOARD



**Handgun Registration  
for  
Firearms Courses**

Please provide the following information for your Weapon 1 that you will use to qualify with at the firearms qualification session for which you are registering. This would be the weapon that will be carried and used by you when conducting your duties as a Constable. You may also provide this information for a second weapon (Weapon 2), which is entirely optional. You must provide a properly fitting, secure, Level 2 holster for each weapon you use and must provide factory new ammunition for each qualification attempt.

	<b>WEAPON 1</b>	<b>WEAPON 2</b>
Make (Brand)		
Caliber		
Serial Number		
Model (Name or Number)		
Semi-Auto/Revolver		

*APPLICANT'S UNDERSTANDING AND SIGNATURE*

*I am, as of this date, a Certified Constable or Deputy Constable and eligible to take this training. Further, I will inform the training school of any changes in my status as a Constable or Deputy Constable that may occur between now and the conclusion of the training program for which I am now registering. By signing my name below, I am stating that the information given on this enrollment form and the above affirmation is true and correct to the best of my knowledge.*

**Signature of Applicant**

**Date**

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY  
CONSTABLES' EDUCATION AND TRAINING BOARD



**Enrollment Transfer Form**  
**Act 49 Constables Training Courses**

**PLEASE NOTE: Print completed form, sign and date it, and FAX or MAIL DIRECTLY to the APPROPRIATE TRAINING DELIVERY CONTRACTOR. DO NOT SEND OR FAX TO PCCD. \*\* ONLY USE THIS FORM TO REQUEST AN ENROLLMENT TRANSFER**

TRAINING CLASS TYPE: \_\_\_\_\_  
(i.e. Basic, Continuing Education, Firearms (Basic or Annual))

CURRENT ENROLLMENT CLASS ID NUMBER: 

						2	0
--	--	--	--	--	--	---	---

LOCATION: \_\_\_\_\_

TRANSFER ENROLLMENT TO CLASS ID NUMBER: 

						2	0
--	--	--	--	--	--	---	---

LOCATION: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First MI

CERTIFICATION NUMBER: 

--	--	--	--	--	--	--	--

COUNTY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

BUSINESS TELEPHONE: \_\_\_\_\_

BUSINESS FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

*APPLICANT'S UNDERSTANDING AND SIGNATURE: I am, as of this date, an active Constable or Deputy Constable and eligible to take this training. Further, I will inform the training school of any changes in my status as a Constable or Deputy Constable that may occur between now and the conclusion of the training program for which I am now registering. By signing my name below, I am stating that the information given on this enrollment form and the above affirmation is true and correct to the best of my knowledge.*

**Signature of Applicant**

**Date**