

2019



## CLETS TRAINING FOR TRAINERS

**ENROLL NOW AS SPACE IS LIMITED**

The California Department of Justice (DOJ), Client Services Program is hosting a series of “Training for Trainers” (T4T) classes in 2019. Each two-day class enables law enforcement and criminal justice agencies to certify their trainers in the California Law Enforcement Telecommunications System (CLETS) and the National Crime Information Center (NCIC) systems. The NCIC mandates that all users of CLETS and NCIC systems must be trained by certified trainers.

Classes will be offered at the locations listed below. Please click on the location of your choice to be directed to the class registration site.

<a href="#">Roseville:</a>	Date: October 16 & 17, 2019	Time: 8:30 – 5:00
<a href="#">Redding:</a>	Date: November 6 & 7, 2019	Time: 8:30 – 5:00
<a href="#">Oxnard:</a>	Date: December 11 & 12, 2019	Time: 8:30 – 5:00

Note: the classes listed above are offered free of charge, thanks to our partner host agencies.

Additional Training: *(Registration and payments for this class are handled by CCUG)*

[Sacramento CCUG:](#) Date: September 9 -10 & 12-13, 2019 – **Classes are Full**

**Please note:**

- We are also currently working on an electronic solution for initial training to be provided in nexTEST with a target completion early 2020
- First time students will be given priority registration
- Your agency may send up to two students. Requests for additional students will be considered based on agency size



**Client Services Program**

California Department of Justice

(916) 210-3168 | [DOJCSP@doj.ca.gov](mailto:DOJCSP@doj.ca.gov)

# FEEDBACK FROM RECENT CLASSES:

*“Resource methods were plentiful; the teach back format was especially effective in getting students to interact and be engaged in learning material which will be passed along to CLETS users within our respective agencies. Pacing was just right, and everything within the class appeared accessible to employees working in all capacities & across different agencies. Thank you!”* 05/24/2018

*“Great learning experience. Interactive and enjoyable. You presented material and demonstrated teaching techniques and content. Thank you.”* 12/07/2018

*“The way the course was taught and facilitated was an extreme improvement from when I took the course 12 years ago. The new requirements will help ensure agencies are in compliance.”* 09/10/2018

*“One of the first classes I have attended where I know what I need to do when o get back to work. Great Job.”* 09/10/2018

## Class Overview:

- This class is designed to provide information on areas such as: security awareness, rules and regulations, an overview of systems and databases, audits, and training techniques. “Hands-on” database instruction will not be provided during this course (you will not access databases on a terminal)
- **Students are encouraged to bring laptops** to create presentations/slide shows during class. Materials and presentations will be posted on CLEW for your convenience. Electronic devices, including cell phones will not be allowed for any other reason during class time as they are a distraction to others
- Accepting the role as a CLETS certified trainer is a long-term commitment to provide training to all of your department’s staff that has access to criminal justice information including: sworn and non-sworn staff, terminal operators, investigators, management/supervisors, patrol and correctional officers
- Students should be familiar with CLETS operations and possess training skills

## Attendance Policy

- Before committing to take this course, make sure you can attend the course in its entirety. 100% attendance is required. Any student not attending 100% of the time will not receive a course certificate and will be asked to reschedule their training for a later date
- Registration must be completed via the links on page 1. Once each class roster is approved, we will send confirmation emails to the attendees with specific location and necessary details. The confirmations will be sent at least 30 days prior to the class



**Client Services Program**  
California Department of Justice

(916) 210-3168 | DOJCSP@doj.ca.gov