

**TRAINING AUTHORIZATION**

<b>Course Title:</b>		<b>Course Dates:</b>	
<b>Name Last:</b>		<b>First:</b>	<b>MI:</b>
<b>Last Four of SSN:</b>	<b>Race:</b>	<b>Date of Birth:</b>	<b>Sex:</b>
<b>Work Email:</b>		<b>BC Student ID:</b>	

<b>Certification:</b>	<input type="checkbox"/> <b>Law Enforcement</b>	<input type="checkbox"/> <b>Corrections</b>	<input type="checkbox"/> <b>Non-Sworn</b>
<b>Course Credit:</b>	<input type="checkbox"/> <b>Salary Incentive</b>	<input type="checkbox"/> <b>Mandatory Retraining</b>	<input type="checkbox"/> <b>N/A</b>

*The signature below must be that of an authorized agency administrator who attests to the eligibility of the attendees and ensures payment of any applicable fees, as indicated on the individual course announcement.*

<b>Agency:</b>	<b>Address:</b>
<b>Admin. Name:</b>	<b>Admin. Signature:</b>
<b>Admin. Email:</b>	<b>Date:</b>

**Attendance Policy:**

The Criminal Justice Standards and Training Commission Rule 11B-35.001 requires that: Each trainee shall be required to attend all sessions of any training course in which he/she is enrolled. No student shall be considered to have completed a training course if he/she has any unexcused absences. The Training Center Director has the authority to approve absences and assign make-up work.

The Dean of the Institute of Public Safety will consider written requests to excuse absences only for the following circumstances: court requirements, unscheduled work assignments, personal emergencies, or other non-scheduled, unanticipated events.

Absences due to personal conflicts not listed above will not be excused. Under no circumstances will an absence be excused if it exceeds 10 percent of the total course hours. The Dean or Designee will assign make-up work, which must be submitted by the final class session. Failure to submit the required written assignments will result in course failure.

**Examination Policy:**

Pursuant to CJSTC Rule 11B-35.001(9)(b): A student enrolled in a Commission-approved Advanced or Specified Specialized Training Program Course, as outlined in subsection (d)1–13 of this rule section, must achieve a minimum score of 80% on the written end-of-course examination. A student enrolled in a Specialized Instructor Training Course must achieve a minimum score of 85% on the written end-of-course examination, exclusively of any required demonstration of proficiency skills.

**Release of Records Authorization:**

I hereby authorize the Institute of Public Safety at Broward College to release information regarding my attendance, performance, conduct, and any other matters related to my status as a student to the Florida Department of Law Enforcement, my employing or sponsoring agency, and any agency to which I have applied or may apply for employment.

**Waiver Release:**

I request permission to participate in a program conducted by the Institute of Public Safety at Broward College. I confirm that I have no condition that would interfere with my ability to participate in the program’s activities. I understand that the program may involve physical exertion, specialized equipment, vehicles, animals, or other potentially hazardous elements, and that my risk of injury, death, or other loss may be increased. I voluntarily release and discharge Broward College, its employees, and agents from any claims or damages that I, my heirs, assigns, or successors may have resulting from my participation.

I have read and understand the Attendance Policy, Examination Policy, Release of Records Authorization, and Waiver Release.

**Student Signature:**

**Date:**