

**TRAINING AUTHORIZATION AND REGISTRATION**

Course Title: \_\_\_\_\_ Course Dates: \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Last Four of Social: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Work E-Mail: \_\_\_\_\_

Certification: ☐ Law Enforcement ☐ Corrections ☐ Non-SwornCourse Credit: ☐ Salary Incentive ☐ Mandatory Retraining ☐ N/A

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

Agency: \_\_\_\_\_ Address: \_\_\_\_\_

Administrator (Printed): \_\_\_\_\_ Administrator Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**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 successfully completed a training course if he/she has any unexcused absences. The Training Center Director (Dean) 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 an absence for only the following circumstances:

- Court Requirements
- Work Assignment (not pre-scheduled)
- Personal emergency affecting immediate family welfare
- Other, non-scheduled, unanticipated event

An absence due to a conflict of a personal nature, other than above, will not be excused. In no event will an absence be excused which exceeds 10 percent of the course hours. Written make-up work will assigned by the instructor and is due by the last class session. Failure to submit written assignments will result in a course failure.

**EXAMINATION:**

Pursuant to: CJSTC Rule 11B35.001 9(b): A student enrolled in a Commission-approved Advanced or Specified Specialized Training Program Course pursuant to subsection (d)1.-13 of this rule section shall achieve a score of no less than 80% on the written end-of-course examination. A student enrolled in a Specialized Instructor Training Course shall achieve a score of no less than 85% on the written end-of-course examination, exclusive of demonstration of any proficiency skills.

**AUTHORIZATION:**

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

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_