



Independent Online Training

TRAINING OFFICER GUIDE

Introduction

In an on-going effort to improve the services we provide to our customers, the Training Center announces a new series of independent online learning courses. This guide is designed to familiarize departmental training officers with the procedures and processes related to completing and receiving credit for independent online training courses.

Registration

Students must register for the independent online training courses through our online calendar website at: <http://www.gpstc.org/calendar/index.jsp>. Select the link to Independent Online Training Courses or scroll to the bottom of the list of courses to see the list of online modules. To register, students should click on the topic title and they will be redirected to the student access page.

On the student access page, new students should setup a student account. Once the new account is setup, our system will automatically email you an account setup message to confirm the account.

After the account is setup, a student should sign in to their account where they will see a page that has a link to Independent Online Training Courses. Click that link and you will be presented a list of courses. Select a particular course you are interested in taking and click the link for "register for this course". A new page will appear allowing you to check the accuracy of your email address and phone number. It also requires you to "check" the box verifying that you meet the pre-requisites. When you submit, you will automatically be given a new page with a link to the course. Upon clicking the link, the course will automatically load but this may take a few moments. ****Please note: TURN OFF YOUR POP-UP BLOCKER PRIOR TO BEGINNING YOUR ONLINE TRAINING!!!****

Course Attendance & Verification

For credit, students must complete all pages of the course which can be controlled by the stop, pause, forward and backward buttons in the lower left hand of the screen. Be sure that your audio is turned on to hear the narration. Once you have completed each page, the system will automatically take you to the quiz. As you answer each quiz question, you will select the submit button. After you have answered all questions, the system will provide you with a tally of the number of questions you answer correctly. You are then given an opportunity to review the questions and correct answers. Once you have done so, select the "continue button" and your computer will open a PDF form which you should complete, print and sign. This is your only proof of attendance in the course and must be kept by the departmental training unit. This verification form should be submitted to your departmental training officer in order for POST credit to be requested.

It is important to note:

Falsification of this report is prohibited by POST rules and punishable under Georgia law.

Course Training Credit

Each topic is approved for training credits through the Georgia POST Council for the number of hours indicated in the course description. The departmental training officer, upon receipt of the verification form, is authorized to submit the request for training credit using the POST C-12 form and process.

****Please Note:** The POST C-12 form is to be turn in on the last day of each month.

Again, it is important to note that in order to be eligible for training credits, each student must successfully complete the entire module independently and submit the signed verification form to the departmental training officer. ***Falsification of this report is prohibited by POST rules and punishable under Georgia law.***

Training records must be maintained by the departmental training unit for inspection by POST personnel upon request to support the training credits requested.

GPSTC Training Documentation

When a student registers for an independent online learning course through the Training Center's website, that registration will appear on the agency and student registration rosters until the beginning of the next calendar month. At the beginning of the new calendar month, the documentation will move from the registration rosters to the student's individual training transcript. Please note that the GPSTC transcript will not indicate pass or fail for this course because we have no method of verification of completion. It will be duly noted on the transcript that the accuracy of attendance must be independently verified through the departmental training records.

Technical Support

If you have any questions, or need assistance with registration, please feel free to contact Registration at 478-993-4491.

****Please Note:** As GPSTC continues to improve and expand our training methods, we are now offering a variety of Online Training modules from which you are able to receive P.O.S.T. credit. Please be advised that we are in the developmental stage and we appreciate your patience as we strive to improve your learning experience. If you have any questions or technical difficulties, please contact Joy Lucas at (478) 993-4635 or jlucas@gpstc.state.ga.us.

Conclusion

The Training Center is actively developing additional training topics for delivery in the independent online format as well in the interactive online format (listed in our current calendar listing). Announcements will be made on our website as additional offerings become available.