COURSE ANNOUNCEMENT

State of California — Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
1601 Alhambra Boulevard
Sacramento, California 95816-7083

A. COURSE CERTIFICATION NUMBER	F. BASIC COURSE ONLY--LIST DATES OF DRIVER TRAINING	
B. CERTIFIED COURSE TITLE/SKILLS AND KNOWLEDGE MODULE TITLE	G. TOTAL CERTIFIED HOURS	H. HOURS FOR THIS PRESENTATION
C. COURSE PRESENTER	I. TOTAL NO. OF TRAINING DAYS	J. MAXIMUM ENROLLMENT
D. ADDRESS WHERE TRAINING WILL BE PRESENTED	K. DATES (excluding weekends) CLASS WILL NOT BE HELD	

E. COURSE PRESENTATION DATES AND TIMES

STARTING DATE _____ TIME _____ ENDING DATE _____ TIME _____

L. FOR PC 832 AND RESERVE MODULE A COURSES ONLY

Does presentation include: 24-Hour PC 832 Firearms Course ☐ YES ☐ NO
40-Hour PC 832 Arrest Course ☐ YES ☐ NO

Arrest Course Test Date _____

NAME OF PC 832 COORDINATOR OR ARREST TEST PROCTOR (print)	PHONE ( )

M. TUITION $ _____	N. DRIVER TRAINING FEE $ _____

O. TRAVEL

If the nearest off-site lodging is greater than five miles from the training site, complete the following:

The nearest off-site lodging is _____ miles from the training location.

If travel for course instruction is required off-site, complete the following:

Transportation is furnished to the other site by: ☐ TRAINEE ☐ OTHER (explain) _____

How many miles is the other training site from site indicated in (D) above? _____ (round trip)

How many trips will be required? _____

P. LODGING

If lodging is arranged by the course presenter, complete the following:

Is there a mandatory lodging requirement? ☐ YES ☐ NO

Lodging charge per trainee, per day is $ _____

Lodging is provided: ☐ Monday-Friday only ☐ Monday-Sunday (inclusive) ☐ Other _____

Q. MEALS

If meals are arranged by the course presenter, complete the following:

Meal charge per trainee, per day is $ _____

Meals provided: ☐ Breakfast ☐ Lunch ☐ Dinner

Meals are provided: ☐ Monday-Friday only ☐ Monday-Sunday (inclusive) ☐ Other _____

R. COMMENTS

S. SIGNATURE OF COORDINATOR OR AUTHORIZED DESIGNEE (Signatory attests that course curriculum is the same as that currently certified.)	T. DATE FORM COMPLETED	U. PHONE ( )

FOR POST USE ONLY

APPROVING AUTHORITY	DATE APPROVED	COURSE CONTROL NUMBER

COMMENTS

(Instructions on reverse side, pink copy)
Return green and yellow copies - keep pink copy for your records

INSTRUCTIONS FOR COMPLETION OF THE COURSE ANNOUNCEMENT

The Course Announcement form (POST 2-110) is to be completed and submitted to POST each time a certified course is to be presented. Refer to PAM, Section D-10-18(a) for the deadlines for submission.

Instructions for completing the form:

A. **COURSE CERTIFICATION NUMBER:** Enter the POST-approved course certification number for the course.

B. **CERTIFIED COURSE TITLE/SKILLS AND KNOWLEDGE MODULAR TITLE:** Enter the title approved by POST and as shown in the Catalog of Certified Courses, PAM Section D-14.

C. **COURSE PRESENTER:** Enter the name of the school, agency, individual, or firm authorized to present the course as indicated on the course certification.

D. **ADDRESS WHERE TRAINING WILL BE PRESENTED:** Enter the address where instruction will principally take place.

E. **COURSE PRESENTATION DATES AND TIMES:** Enter the dates and times this course is scheduled to begin and end.

F. **BASIC COURSE ONLY -- LIST DATES OF DRIVER TRAINING:** If this announcement is for a Basic Course presentation, enter the dates of the "behind-the-wheel" driver training portion of the Basic Course.

G. **TOTAL CERTIFIED HOURS:** Enter the total number of hours approved on the Course Certification Request (POST 2-103).

H. **HOURS FOR THIS PRESENTATION:** Enter the number of hours of instruction for this course presentation.

I. **TOTAL NO. OF TRAINING DAYS:** Enter the number of classroom days that training will be in session.

J. **MAXIMUM ENROLLMENT:** Enter the maximum number of trainees that will be allowed to enroll for this course presentation.

K. **DATES CLASS WILL NOT BE HELD:** Enter as appropriate. Particular attention should be paid to local or school district holidays in addition to legal holidays. It is not necessary to list weekend dates unless the date would be a normal class day.

Course information for courses noted in "L":

L. **NOTE: THIS SECTION APPLIES TO PC 832 AND RESERVE MODULE A COURSES ONLY**. Check the appropriate spaces to indicate whether or not the presentation includes the 40-hour Arrest Course and/or the 24-hour Firearms Course. If the presentation includes the Arrest Course, enter the date that Arrest Course test will be conducted and the test proctor's name and phone number, otherwise print the PC 832 Coordinator's name and phone number.

Course information affecting reimbursements: For this course presentation, enter the applicable information related to reimbursement.

M. **TUITION:** Enter the POST-approved tuition amount charged per student or per agency for this course presentation. If the amount varies per student for any reason, explain in "Comments".

N. **DRIVER TRAINING FEE:** For Basic Course presentations, enter the POST-approved amount charge for the driver training portion of the course. If the amount varies per student for any reason, explain in "Comments".

O. **TRAVEL:** Enter the number of miles from the training site to the nearest off-campus accommodation if the nearest lodging accommodation is greater than 5 miles away.

Occasionally, trainees are required to travel to locations away from the normal training site, i.e., shooting range. If this course presentation includes training at another location, complete the spaces as follows:

Indicate if a trainee must provide his/her own transportation to another training site or if the course presenter has made arrangements for the transportation of trainees. If the latter is the case, explain in the "Comments" space the arrangements made and any cost to the trainee or agency.

Indicate the number of round-trip miles to the other site.

Enter the number of round trips required to attend training at another site.

P. **LODGING:** If lodging is arranged by the course presenter, indicate by checking the appropriate space. If it is mandatory for trainees to reside at the lodging site, enter the daily lodging charge and check the applicable space which shows that period of time the charge covers.

Q. **MEALS:** If meals are arranged by the course presenter, enter the daily meal charge, and check the applicable space(s) explaining what meals are provided for this charge. Check the applicable space indicating the days of the week meals are arranged by the course presenter.

R. **COMMENTS:** Enter information that will clarify or supplement the course presentation information.

S. **SIGNATURES OF COORDINATOR OR AUTHORIZED DESIGNEE:** The course coordinator or authorized designee must sign the Course Announcement.

T. **DATE FORM COMPLETED:** Enter the date on which the form is completed.

U. **PHONE:** It is important that POST staff have the phone number of the coordinator in the event there is need for additional data or clarification of information.