



**BEN CLARK TRAINING CENTER**  
 RIVERSIDE COUNTY SHERIFF'S DEPARTMENT  
 16791 DAVIS AVENUE - SUITE A, RIVERSIDE, CA 92518  
 (951) 486-2800



<b>COURSE TITLE:</b>	<b>DISPATCHER ROLE/CRITICAL INCIDENTS-ADVANCED</b>			
<b>OVERVIEW:</b>	This scenario-based course is for the tenured dispatcher. Students will review critical incident procedures in the first half of the class and participate in the Force Options and Driving Simulators in the afternoon. Students will experience what occurs on the other side of the radio.			
<b>PREREQUISITE:</b>	Must be currently employed by a law enforcement or public safety agency and have completed a Basic Public Safety Dispatcher course (ADJ-D1A) or equivalent. NOTE: A component of this class will be completed using Force Options and Driving Simulation (FOS/LEDS). Students will need to be ambulatory to access and participate in the FOS/LEDS presentation.			
<b>ADDITIONAL COURSE INFORMATION:</b>	<p align="center"><b>PLEASE READ ENTIRE FLYER!!</b></p> <p align="center"><b>IMPORTANT COLLEGE INFORMATION LISTED BELOW!!</b></p> <p align="center"><u>NEW COURSE AND COLLEGE FEE INFORMATION</u></p> <p>Please be advised, there have been some important changes to the POST Dispatcher Role/Critical Incidents-Advanced Course, effective immediately! <i>Please read entire course flyer!!</i></p> <p>This class is now being sponsored by Moreno Valley College, which means students will now earn <u>.25 units of college credits</u>. College fee information is available at:  <a href="https://www.mvc.edu/services/ar/fees.cfm">https://www.mvc.edu/services/ar/fees.cfm</a></p> <p><b>IMPORTANT!!</b> <i>Prior</i> to arriving to class, <i>all personnel</i> attending <b>MUST</b> complete a <b>MANDATORY</b> online application, print the Confirmation page, and complete the Class Information Form at the end of this flyer. The Confirmation page and Class Information Form will be collected at the <b>beginning</b> of class. To avoid any unnecessary delays during classroom time, please have these documents prepared in advance</p>			
<b>DATE(S):</b>	<b>START:</b>	<b>TO</b>	<b>END</b>	<b>COST:</b>
	11/03/2021		11/03/2021	\$24.50**
	<b>**PLEASE SEE PAYMENT OPTIONS FOR SEPARATE COLLEGE FEES</b>			
<b>DAYS:</b>	MONDAY - FRIDAY			
<b>TIMES:</b>	0800-1700 HOURS			
<b>LOCATION:</b>	Ben Clark Public Safety Training Center 16791 Davis Avenue Riverside, CA 92518 <a href="#">Click to receive notifications when classes are updated</a>			
<b>CERTIFICATION:</b>	POST Plan IV			
<b>POST #</b>	2200-30943			
<b>COURSE HOURS:</b>	8			
<b>INSTRUCTORS:</b>	All instructors are experienced in their fields and are POST-certified.			
<b>ENROLLMENT:</b>	Register online: <a href="http://www.regionaltrainingprogram.org">www.regionaltrainingprogram.org</a>			
	<ul style="list-style-type: none"> <li>▪ Create a "Site Login &amp; Registration" (initial set up only), for enrollment access.</li> </ul>			



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- After providing the standard registration information and successful submission, a verification email will be sent from the site to the email address provided.
- Click on the link provided in the email to activate the RTP user account.
- Log into the RTP site with selected username & password. Click on the title of the training event, fill out the course registration form and submit.
- If the form has been correctly submitted, registrant will receive an auto response confirmation to their email address.

\* Registrants have sole responsibility to communicate event information to their agency Supervisors/liaisons.

\* Agency/Organization photo ID required at check-in.

**PAYMENT OPTIONS:**

**We are now accepting online credit card payments. To submit a payment online please [click here](#). Make sure you have your invoice number on hand, you can find your invoice number on your event confirmation email.**

*Please note: Tuition is due 10 days prior to the start of the class, if payment is not received on time you will be dropped from this course.*

**If you were unable to submit credit card payment, please mail Check or Money Order Payable to:**

Riverside County Sheriff/Ben Clark Training Center  
 Attn: BCTC Course Fees  
 Accounting & Finance  
 16791 Davis Ave., Riverside, CA 92518

**For any other questions regarding course payment, you may contact us at:**  
[bctccoursefees@riversidesheriff.org](mailto:bctccoursefees@riversidesheriff.org)

**COLLEGE PAYMENT:**

The college enrollment fees will be billed separately from Riverside County Sheriff's upon registration into the course.

Agencies sponsoring their students will receive an invoice to be paid by check to:

RCCD  
 3801 Market Street.  
 Riverside, CA 92501-3225

Self sponsored students will pay their course fees online through their WebAdvisor Student accounts which can be accessed at: <http://mvc.edu/webadvisor>. The User Name is your 7 digit student ID number and the initial password is your six digit date of birth. Fees are paid under the "Make a Payment" option in the Student Menu. VISA, MasterCard and American Express are accepted.

Fees are determined by the number of units for the course multiplied by the \$46/per unit fee. Self Sponsored students must add a one time semester charge for a \$20.00 Student Health Fee for Spring or Fall semester or \$17.00 Student Health Fee for Summer or Winter semester. Non Residency fees, if applicable, are an additional \$290.00 per unit fee. Fees are subject to change at any time.

College fee information is available at: <https://www.mvc.edu/services/ar/fees.cfm>  
 Or call (951) 571-6370 for more information.

**CANCELLATION:**

**To cancel a registration please contact the course coordinator.**

Students must cancel no later than 10 days prior to the class. Cancellation made less than 10 days before the first day of class will result in loss of tuition.


**COORDINATOR:**

**COMMUNICATIONS SUPERVISOR FELICIA BOWENS**



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<b>EMAIL:</b>	<b>FBOWENS@RIVERSIDESHERIFF.ORG</b>
<b>CONTACT PHONE:</b>	951-486-2806
<b>DRESS CODE WILL BE ENFORCED:</b>	Students must wear department-issued uniform or casual business attire. No shorts, ripped, faded or inappropriate jeans, flip-flops, or T-shirts.
<b>REQUIRED EQUIPMENT:</b>	Students are required to have a notebook and scientific calculator.
<b>ADDITIONAL INFORMATION:</b>	 <p>This course is held in partnership with Moreno Valley College. Enrollment in the course requires additional enrollment in the college for the appropriate college semester. Students must sign in or create a new account at <a href="http://www.mvc.edu/services/ar/apply.cfm">http://www.mvc.edu/services/ar/apply.cfm</a>.</p> <p><b>**AN MVC ADMISSION APPLICATION MUST BE FILLED OUT BY EACH STUDENT PRIOR TO ATTENDING CLASS.</b> Please bring a copy of the <b>Confirmation Page</b> and the <b>Class Information Form</b> (last page of course flyer) to the first day of class. This information will be processed by Moreno Valley College so each student receives applicable units for the class.</p> <ol style="list-style-type: none"> <li>1. Go to: <a href="http://www.mvc.edu/">http://www.mvc.edu/</a></li> <li>2. Under the "Gateways" column listed on the right side, select the "Apply for College" link. From the "Apply for College" page, scroll down to select "Apply for College Online."</li> <li>3. Enter your personal information as either a New User or Returning User. <b><i>As a New User, you will have to create an account first before starting the application process.</i></b></li> <li>4. Enter the following Enrollment information as you complete the application:</li> </ol> <p><b>Term applying for:</b> Select Appropriate Term based on the <u>Start Date</u> of the Class.</p> <p><b>Spring Semester:</b> Feb 12, 2021 - June 11, 2021</p> <p><b>Summer Semester:</b> June 12, 2021 - Jul 29, 2021</p> <p><b>Fall Semester:</b> July 30, 2021 - Dec 15, 2021</p> <p><b>Winter Semester:</b> Dec 16, 2021 - Feb 10, 2022</p> <p><b>A. Educational Goal:</b> Select: <u>Advance in Current Job / Career (update job skills)</u></p> <p><b>B. College &amp; Major:</b> Select: <u>Moreno Valley College</u>          Select: <u>COA, Admin of Justice</u></p> <p>Bring a copy of your <u>Application Confirmation Page</u> to first day of class. This form provides your name, confirmation number, CCCID number, and date submitted to the college, which will help us register you into the class. You can also obtain a copy of this page by accessing "My Applications."</p>
<b>MVC COURSE #:</b>	ADJ-T1D
<b>UNITS:</b>	.25
<b>SPECIAL INSTRUCTIONS:</b>	<b>SEE CLASS INFORMATION FORM (BELOW) AND BRING COMPLETED FORM TO CLASS ALONG WITH MVC REGISTRATION CONFIRMATION PAGE.</b>



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RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PUBLIC SAFETY EDUCATION AND TRAINING

CLASS INFORMATION FORM

The following information will be used solely for record keeping purposes by Riverside Community College District, Riverside County Sheriff's Department and the Commissions on Peace Officer Standards and Training (POST).

Course Title \_\_\_\_\_

Date(s) of Class: \_\_\_\_\_

\_\_\_\_\_  
(PRINT) Last Name First Middle

Social Security Number \_\_\_\_\_ DOB: / / Gender M F

Mailing Address: \_\_\_\_\_  
Street City Zip

\_\_\_\_\_  
Home Phone Business or Cell Phone

Agency employed by, if applicable: \_\_\_\_\_

Position with Agency: \_\_\_\_\_

Peace Officer ( ) Non Peace Officer ( ) Full Time ( ) Part Time ( )

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Signature