DPP Instructions for Requesting Enrollment in MPCTC Hosted Courses

DPP In-Service webinars and training are always posted on MDLE.net

DPP Currently Scheduled Classes

(Bottom Link on MDLE Page)

All DPP staff should review the below registration procedure, originally instated in March 2020 and outlined below, in order to successfully enroll in programs. MPCTC will be tracking late cancellations, no-shows and non-completions/walkouts in all MPCTC-hosted training programs. This includes all DPP in-service training, in-person classes, virtual programs and webinars. Repeated offenses could affect enrollment in future MPCTC-hosted training programs.

REGISTRATION

DPP personnel interested in attending any MPCTC-hosted training program must send their request to a DPP regional training coordinator (RTC). MPCTC issues system access on an individual basis to the RTCs, who should be sure to never share their login information with others. Access information for webinars or virtual programs sent specifically to a student should NOT be shared.

Anyone interested in attending a course hosted by MPCTC should **first obtain permission from their supervisor**, and be sure to follow any internal unit/office processes for requesting training. Next, the below information must be submitted **VIA EMAIL** to a training coordinator in your region in order to enroll.

- **Course Title**:
- **Course Date**:
- **Student Certification Number**: This is the **6-digit number on your MPCTC-issued certification card**. This field is **NOT** for your W# from Workday, nor is it the number on your Maryland State ID. It is also **NOT** the program approval C#number. If you are not a certified employee, simply state "N/A" or "999999".
- **Rank**:
- **Promotion Date to Current Rank**: (Required for First Line Supervisor & Administrator courses only)
- **Payment Method**: (if applicable, **see below**)
- **Student Email Address:** (should automatically be provided in email signature)
- **Student Phone Number:** (should automatically be provided in email signature)
- **Immediate Supervisor's Full Name:**
- **Immediate Supervisor's Email Address:** (it's helpful to copy supervisors on requests)
- **Immediate Supervisor's Phone Number:**

COURSES WITH FEES

The MPCTC Finance Department requires a credit/debit card to be on file **before** a DPP student can enroll in a course with a fee. Cards are not charged until day 1 of the class. Alternatively, if a State agency is paying the course fee, then the payment must be submitted via RSTARS.

The payment method **MUST be indicated upon request for enrollment**, so therefore must be provided to the training coordinator with the above information. MPCTC accepts Visa & MasterCard; the credit card form can be found here (https://mdle.net/forms/pdf/ccform.pdf) and can be submitted via fax (number on the form) or emailed to Robin.Kuhnke@maryland.gov.

CANCELLATIONS

If a student must cancel a course, they should again contact their training coordinator to be removed from the roster. **Please note the rosters automatically lock within the 3-business day cancellation window.** While DPP In-Service programs are generally offered at no fee, there are costs associated with printed materials, as well as waitlists for some programs. Therefore, it is strongly encouraged that students cancel outside of the 3-business day window.

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OUTSIDE TRAINING

If you attend training provided by an agency other than The Maryland Police and Correctional Training Commissions (MPCTC), you are required to request documentation confirming your successful completion of the course. (This includes CN5, Fingerprinting, training offered by Law Enforcement Agencies, etc.). **It is the employee's responsibility to ensure the MD Police and Correctional Training Commissions' has certified the class.** Please email completed training documentation immediately upon successful completion of a program to the Training Unit (dlpctcdpptraining_dpscs@maryland.gov).

REGIONAL TRAINING COORDINATORS

DPP employees may only request registration through a training coordinator from their current region. Training hour status requests can also be sent to an RTC. The list is continually updated and can be view here:
List of DPP Regional Training Coordinators

WEBINAR INFORMATION

Webinars are hosted via the GoTo platform. Access information and instructions will be sent within 3-business days of the course start date. This information will only be sent to enrolled students, and should never be shared. Attendance in GoTo webinars requires a second registration step, which must be completed by 5pm on the business day prior to the webinar. Students not on the roster will NOT be admitted into the webinar.

Access to the internet for the full duration of the webinar is required; however, a microphone & camera are not necessary. While a student can use a phone or mobile device for audio, a desktop or tablet is required to answer the poll questions. A student can't miss more than 2 poll questions and receive credit. Students can only miss up to 10 minutes of any webinar, no matter the circumstances, and remain eligible to receive in-service credit.

QUESTIONS

As always, MPCTC posts DPP in-service courses on https://mdle.net/parole_probation.php.

- DPP personnel can contact a regional training coordinator with training hour status requests.
- Questions regarding registration can be directed to Katie.Johnson@maryland.gov.