



## Course Site Requirements

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### **Become a Host Agency and Enjoy the Benefits:**

The Center for Law Enforcement Education (CLEE) is looking for new partners that would be interested in sponsoring any of the training programs that are currently listed on our web site. The host agency must have adequate space that can be used as a classroom.

Review the Benefits of becoming a host as outlined below.

### **Waiver of the tuition/registration fee:**

**Note:** We have the capability of sponsoring courses that are not currently listed though our numerous contacts throughout the county.

### **Course Information:**

Thank you for inquiring/enrolling in our CLEE course. Please read all the information listed below. If you have any questions, please contact Mr. Rick Varner (814) 242-4647 or Dr. Joseph Bobak (814) 886-6475.

### **Benefits of Hosting a CLEE Training Course:**

CLEE understands that it takes time and resources to host a training program. We offer a waiver of tuition to the host agency for student enrollment. The host agency will be able to have one student tuition fee waived for every nine (9) students that register into the specified program.

The course site requirements are listed below. If you are interested please contact either Mr. Rick Varner (814) 242-4647 or Dr. Joseph Bobak (814) 886-6475.

### **How to Enroll**

Visit [www.centerforlawenforcementeducation.com](http://www.centerforlawenforcementeducation.com) or fax the student application to (814) 487-4812.

### **Payment Information:**

The funding agency listed on your application will be invoiced prior to the course starting date. If no agency is listed, you will be billed personally and must forward the invoice to the responsible agency. If you are responsible for fees, please remit payment upon receipt of this confirmation.

## **Class Information:**

All classes are designed to be held on site, at a host agency. Classes are also held on campus at Mount Aloysius College, Cresson, PA. Classes begin each day at 0800 hours, **unless otherwise specified**. Refreshments are provided at course location, lunch is on your own, **unless otherwise specified**.

## **Attendance Policy**

The Center for Law-Enforcement Education (CLEE) has a responsibility to the funding agencies that sponsor your attendance. CLEE must ensure that the tax dollars and/or corporation dollars spent on continuing education are utilized for the maximum benefit. It is, therefore, the policy and practice of CLEE **not** to award a Certificate of Completion to any participant who is consistently tardy or fails to attend **all** educational sessions.

## **Student Cancellation Policy:**

A full refund of tuition will be made when requested if cancellation notice is received 30 days prior to the beginning of the course; otherwise, there is a \$100.00 cancellation fee. As a reminder, you need to provide cancellation notice to the CLEE and the location with which you made housing arrangements. You are financially responsible for any hotel; transportation accommodations fees charged should you fail to cancel your hotel or transportation reservations.

CLEE does not cancel courses due to lack of enrollment until 21 days prior to the course offering date. If CLEE cancels any course for lack of enrollment, a full refund will be returned to the sponsor or person paying for the course.

## **CLEE Cancellation Policy:**

CLEE reserves the right to cancel a course due to lack of enrollment, course location not meeting standards or for any unforeseen event that may include illness, natural disasters, instructor unavailability due to other work related, family or court related matters.

CLEE will attempt to give advance notice of any cancellation by the way of direct contact or Email to the host and Emails to the registered students.

## **Travel:**

You are responsible for arranging both your air and ground transportation directly.

## **Lodging:**

Course participations will responsible for arranging lodging arrangements. If the lodging is for a course being held on campus at Mount Aloysius College, a listing of area hotels will be attached to your confirmation letter.

## **Attire:**

Pennsylvania weather varies from averages in the summer of the 80's to 90+ degrees Fahrenheit to the lows of below zero in the winter months. Please check [www.weather.com](http://www.weather.com) for current information.

Casual business attire is appropriate during classroom sessions. Outside activities will be discussed by the course instructor prior to the outside activity if your training session has this as part of the course.

## **Continuing Education Credits:**

CEU credits are provided to participants via a uniform certificate of attendance as provided by CLEE via Mount Aloysius College.

## **Persons with Disabilities:**

We will make every effort to ensure that the CLEE courses are held at facilities which are fully accessible to persons with disabilities. If you plan to attend a course and will need special facilities, assistance or accommodations relating to a disability or if you have special dietary requirements, please notify CLEE at [registrar@centerforlawenforcementeducation.com](mailto:registrar@centerforlawenforcementeducation.com) or (814) 242-4647 or fax (814) 487-4812.

## **Course Related Information:**

### **Collision Related Training Materials - in Addition to the Above:**

- All courses will require outside field projects for such activities as; filed measuring (On-Scene & Advanced Level Courses).
- On Scene: A vehicle to use as a "test car" will be needed for the field project during the On-Scene Course for skidding purposes.
- Advanced: A vehicle to use as a "test car" will be needed for the field project during the Advanced Course for striking of the pedestrian. This vehicle most likely will sustain windshield and hood, headlamp or other related damages. A vehicle that is capable of reaching speeds of 40 MPH is all that is necessary, this may be a salvage vehicle.
- The instructors will coordinate any other course needs with the host prior to and during the courses.
- The courses will utilize these instructional items; computer data projector, white board or chalk board, flip chart. If the host does not have these items on-site, SCG requires a ten (10) day notice in order to secure and transport the item(s) to the course site.

**Note:** The collision related courses do have additional requirements that are not listed on the attachments. These requirements include; the use of an automobile for field projects that are a requirement for the course. The vehicle may receive minor damage during the course, therefore, we like to work with the local salvage yard to secure a vehicle, the salvage yard, must accept the vehicle back after completion of the program.

### **Undercover Operations:**

- There are not photographs allowed to be taken in this program without the consent of the instructor.

### **Computer Crime:**

- Course specific, students are required to bring their own laptops.

### **Course Presentation - (Collision):**

- Course uses various lectures, power point presentations, projects/examples, field projects, textbook, homework, and all appropriate student aids to assist the student to successfully complete this training program.
- Each student will be given a course textbook, traffic template, and drawing compass that will be used during the course. These items will become property of the student.
- Traffic Manual for this training program will be the Traffic Accident Investigation Manual, by R.W. Rivers.
- Throughout the course there will be various quizzes and a final examination. The student must be able to maintain a minimum score of 80% over-all score to successfully complete this program.
- Each student will be given a copy of the Collision Investigation Formulas Sheet.
- Students will have course reading assignments and given copies of the instructor presentation for notes.
- Students will have various classroom and homework projects for various topics that are instructed throughout this training program.
- Students shall attend a minimum number of hours to pass this course. They must attend 95% of the instructional hours.

## **Student Materials and Course Information:**

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