

**Commission on Peace Officer Standards and Training**

1601 Alhambra Blvd
Sacramento, CA 95816-7083
www.post.ca.gov

Date: February 6, 2014

Bulletin: No. 2014-04 (This bulletin supersedes bulletin No. 2012-07)

Subject: Learning Portal Administrator Access

In response to numerous requests from the field, POST has established a procedure that will allow training managers/coordinators to access online training records in the Learning Portal and give certain designated non-peace officers (NPOs) access to the training courses offered in the Learning Portal. Utilization of this process is voluntary.

A training manager/coordinator at an agency or an academy may get administrator access in the Learning Portal using the following procedure:

Portal Access Form

Agency or academy personnel requesting Learning Portal Administrator access will complete a Learning Portal Administrator Request form 2-339 designating the person(s) authorized as their Learning Portal Administrator. This form is located on the POST website at www.post.ca.gov, under the *Forms* tab. The [Learning Portal Administrator Request form 2-339](#) will be signed by the agency head, academy director or designee, and faxed to the POST Help Desk at (916) 227-5271 or scanned and e-mailed to Maria.Goshop@post.ca.gov or Marifefe.Guintu@post.ca.gov. Help Desk staff will set up the administrative function for the Learning Portal Administrator in the Learning Portal to allow them the ability to create and maintain their agency/academy NPO access list and to access training records in the Learning Portal. The Learning Portal Administrator accounts will expire every two years and will require renewal. Learning Portal Administrators will receive an email 30 days prior to their expiration date with directions on how to renew their accounts online.

NPO Access Requirements**Agency**

- 1) NPO is an employee or volunteer of an agency in the POST program who has completed an agency-level background clearance, *and*
- 2) Who is currently assigned functions or tasks normally or previously performed by sworn peace officers, or their activities are in support of sworn officers.

Academy

- 1) NPO is a cadet, sponsored or non-sponsored, who is enrolled in one of the following courses:
 - Regular Basic Course (RBC) intensive, extended, or modular format (III, II, or I)
 - Specialized Investigator Basic Course (SIBC) *or*
- 2) NPO is employed as an instructor in one of the following courses and does not already have access to the Learning Portal through the Academy Instructor Certificate Program (AICP).
 - Regular Basic Course (RBC) intensive, extended, or modular format (III, II, or I)
 - Specialized Investigator Basic Course (SIBC)

NPOs will **not** be entered into the EDI database, and they will **not** receive Continuous Professional Training (CPT) credit.

Access to Training

The POST self-paced courses are classified as: “General” (*First Aid/CPR, Learners First, Communications; Keeping Your Edge, etc.*), “Basic” (Domestic Violence and *any courses deemed suitable for basic or entry level students*), and “Law Enforcement Sensitive” (*Officer Safety: Hot or Not, Terrorism, Gangs, etc.*).

Agency NPO’s can have “General” & “Law Enforcement Sensitive” access.

Academy NPOs and academy instructors will have “Basic” access only.

NPOs will not be allowed access to the other Learning Portal resources or groups.

Training Records

POST will **not** maintain training profiles on the NPOs. The NPOs will be able to print a Proof of Completion for each course for their own files or for their agency records. The Learning Portal Administrators have the ability to access course completion reports for all registered users at their agency/academy.

Account Maintenance

The Learning Portal Administrator is responsible to regularly review the NPO list and reactivate those individuals who should continue to have authorized access to the Learning Portal and delete those who have left the agency or who are no longer in a qualifying position. Agency NPO accounts will expire every two years and will require mandatory review and update.

The academy Learning Portal Administrator must delete the cadets upon their completion of or termination from the Regular Basic course. Academy instructors must be deleted when they are no longer employed by the academy. Academy NPO accounts will expire after 6 months and will require mandatory review and update.

Violation of Procedure

Any agency/academy violating these procedures may be subject to suspension of the Learning Portal Administrator access.

Please direct any Learning Portal administrator access related questions to Ahlam Alhweiti at (916) 227-2509 or Ahlam.Alhweiti@post.ca.gov.

ROBERT A. STRESAK
Executive Director