



## DPP Instructions for Requesting Enrollment in MPCTC Hosted Courses

DPP In-Service webinars and training are always posted: [DPP Currently Scheduled Classes \(Bottom Link on Page\)](#)

All DPP staff should review the below registration procedure, originally instated in March 2020 and outlined below, in order to successfully enroll in programs. In addition, as of Monday, June 28, 2021, MPCTC will be tracking 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. DPP employees will no longer be able to register for webinars themselves. 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. If you are not a certified employee, simply state "N/A" or "999999".
- **Rank:**
- **Promotion Date to Current Rank:** (Required for First Line Supervisor & First Line 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](mailto: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 ([dlpctcdptraining\\_dpscs@maryland.gov](mailto:dlpctcdptraining_dpscs@maryland.gov)).

## **REGIONAL TRAINING COORDINATORS:**

DPP employees may only request registration through a training coordinator from their current region. An updated list of regional training coordinators will be sent periodically as needed.

**Capital Region:** Damian Valentine, Ingrid Gonzalez, Jason Dubard, Ramina Johnson, Rochelle Perry, Ronnie Coleman-Snow, Rose Cooper, Samantha Barrett, Tanique Brown

**East Region:** Danielle Flynn, Mark Behlert, Michelle Bethke, Shaun Rutherford, Tamara Pie, Valerie Williams

**West Region:** Andrew Eckstein, Bruce Gerber, Hilari Young, Michael Holliday, Patricia Haupt, Scott Atkins, Tiffany Dunkelbeck, Tina Violet, Veronica Clark

**Baltimore:** Brenda Henry, Christopher King, Cynthia Callan, Darryl Watkins, Douglas McClure, Jacob Appler, Robert Hudley, Sabra Mastalski, Sharon Garrett, Shina Castain, Tanya Joyner, Tasha Smith-Douglas, Wilhelmetta Oberly

**Headquarters:** Harry Griffith, Janice Morton-High, LaShonda Lee-Campbell, Lisa Nixon, Thomas Page, Tia Brunson, Walter Nolley

**Intel Unit:** Lindsey Brewer, Donald Leatherwood

## **QUESTIONS:**

As always, MPCTC posts DPP in-service courses on [https://mdle.net/parole\\_probation.php](https://mdle.net/parole_probation.php).

- Questions regarding training hours or completion of outside training should be directed to [dlpctcdptraining\\_dpscs@maryland.gov](mailto:dlpctcdptraining_dpscs@maryland.gov).
- Questions regarding registration can be directed to [Katie.Johnson@maryland.gov](mailto:Katie.Johnson@maryland.gov).