



COURSE ANNOUNCEMENT

* SPECIALIZED TRAINING *

Your agency's personnel are invited to attend:

Subject: General Instructor Refresher Course
CWL 0173 FDLE 1115

Instructor(s): John Gifford

Date(s): November 13th, 2009

Location: SJRCC- St. Augustine Campus Room J-114
2990 College Dr.
St. Augustine, Florida

Time(s): 8:00 A.M. – 5:00 P.M.

Cost: None for Florida Certified Criminal Justice Officers

DRESS CODE: *Business Casual (No flip-flops, shorts, blue jeans or T-shirts)*
Please complete the pre-registration form at the bottom of this announcement and submit by facsimile or mail to:

Tina Guillotte, Program Assistant
 Criminal Justice Center - SJRCC
 2990 College Dr, St. Augustine, FL 32084
 (904) 808-7491 FAX (904) 808-7424

Deadline for pre-registration: November 6th, 2009

- Class is limited to 28 participants.
- This class qualifies as a CJSTC Trust Funded course and for mandatory retraining.
- A written examination will be given at the end of the course.
- A certificate of attendance will be issued following successful completion of the course.
- The Instructor Techniques Refresher course was organized and developed to provide refresher training for instructors who have allowed their certification to expire or have not taken the Commission's Instructor Course within the previous four years. Class participants shall bring a lesson plan for a 15 minute presentation of their choice on a law enforcement subject and be prepared to present that lesson to the class if requested by the instructor.
- **Please print the following information:**

Agency: _____ Agency Phone # _____
 Agency FAX# _____

Officer's Name: _____ SSN _____-____-_____
 Officer's Email Address: _____

Officer's Name: _____ SSN _____-____-_____
 Officer's Email Address: _____

Authorization Signature: _____

Printed Authorization Name: _____

Department Approved for:
 Salary Incentive: _____ Mandatory Retraining: _____ Other Training: _____

Authorizing Person's Email: _____