Entering Training for Pre-Populated Courses
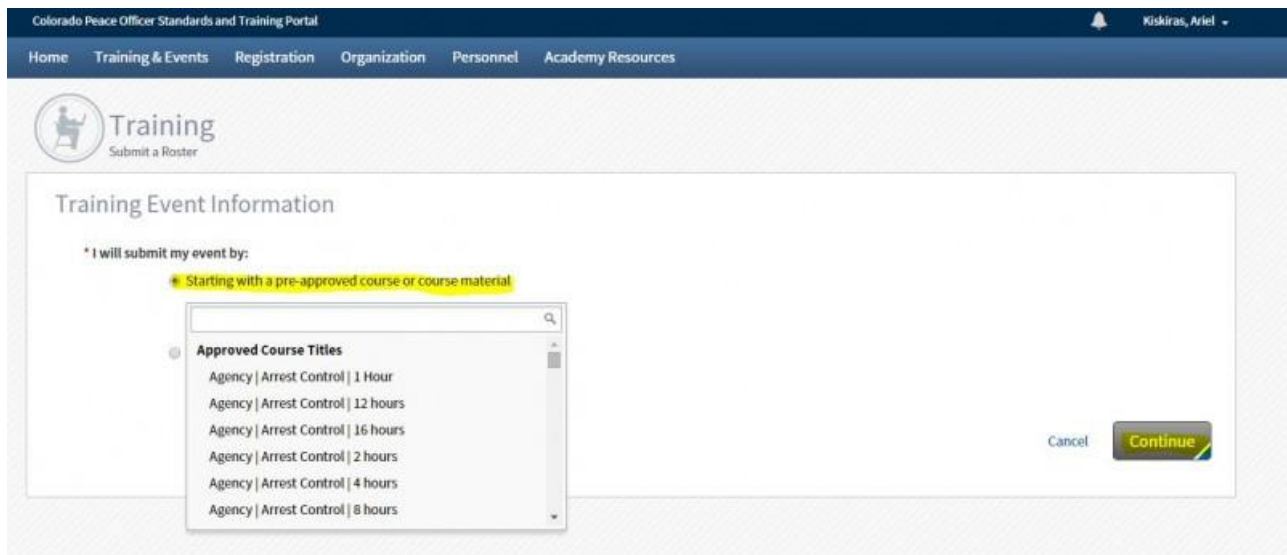
To enter training using the pre-populated courses, log into the POST Portal and click the "**Training & Events**" tab. Select "**Submit Completed Training for Approval**"

2. Select "**Starting with a Pre-Approved Course or Course Material**".

There is a pre-populated drop-down list of courses with general hours in the portal that are pre-approved. **You may use these to submit Perishable Skills Training** (Arrest Control, Driving and Firearms) with different options for time blocks, PoliceOne Academy, V-Academy, Lexipol and several classes that agencies typically conduct annually (i.e. CPR/First Aid, Legal Updates, Ethics, etc.). Classes are added to the list on a continuous basis; please make sure you are selecting the correct one. If you are looking for Firearms course, start typing "firearms" and the

pre-populated course will come up. If you are looking for Ethics start typing "ethics", etc.

If you have different hours than one of the pre-filled classes, you will need to create a new class with the hours your agency taught and select the correct training catagory. For instructions on how to create an agency-specific course, please see the [Instructions for Entering a Specific Course](#) section.

Select **"Continue"** to be directed to the "**Training Description**" page (screenshot below). The highlighted fields shown below are required.

The "Hours" and "Training Category" sections will auto-populate, please make sure they are correct. Because these classes have very general descriptions, the **"Event Comments"** field must be filled in describing the specific details of what your agency covered in the class. For example, a Firearms Qualification course would require a description of the course of fire and what training your agency completed to justify the hour(s). POST needs these details to ensure that the requirements of Rule 28 are being met by each agency.

Once this page is complete, select "**Add Students**".

There are several options for adding students to the course you just created:

1. Add an entire roster all at once if all individuals from your agency attended the training.

Put the cursor in the box that shows, "Enter name (as Last Name, First Name) or PID". A drop-down roster of all individuals appointed to your agency will appear.

Select "**All active employees from _(your agency name)_**"

Then select "**Add to Roster**" and your entire agency will be displayed on the roster. **Note:** If you had a few officers that did not attend the training, there is a "Remove" button next to each officer to take them off the class roster.

2. Add students individually

You can do this by scrolling through your roster and selecting students or by beginning to type the student's **last name or PID**
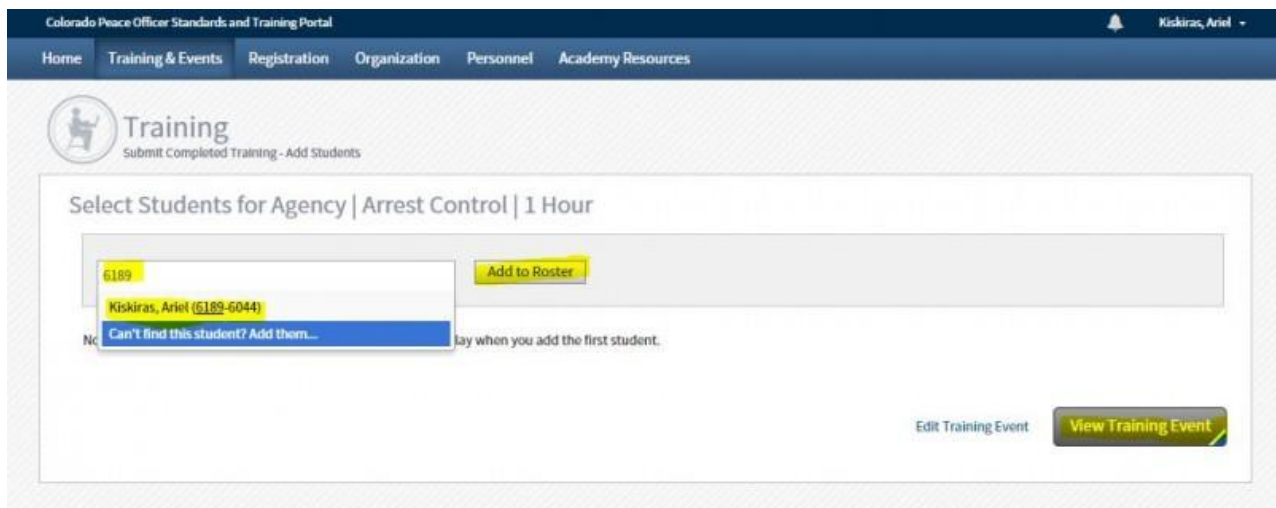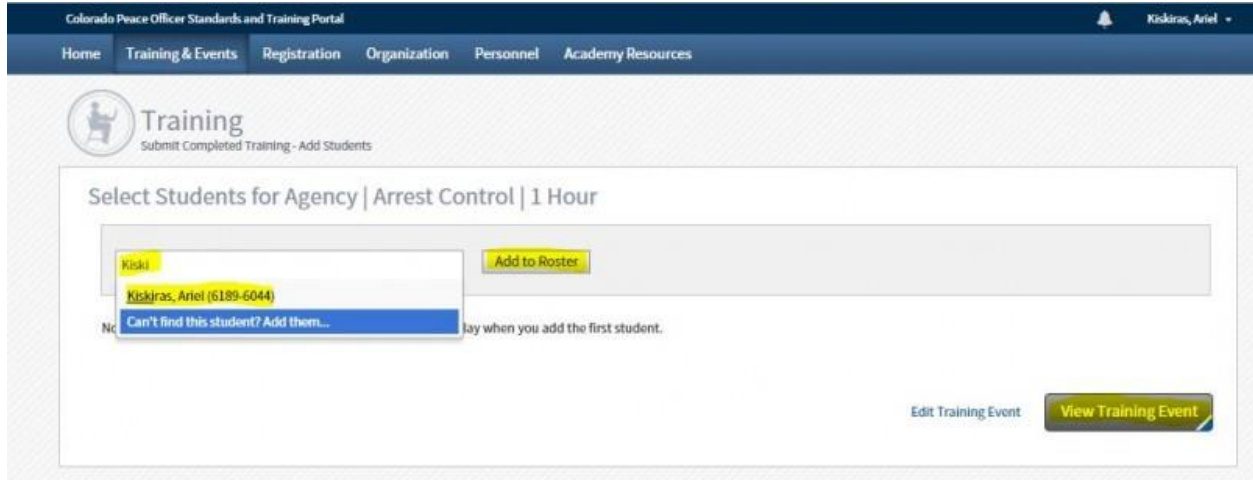
The following screenshot is what your roster will look like after you select the "Add to Roster" button. You can continue to add students. Once your roster is complete, select the **"View Training Event"** button. The last step is to make sure the correct information has been entered for the training class and to make corrections if necessary:

Use the "Edit" buttons to make corrections to the course itself or the roster of students. If you would like to submit a document (such as a training roster or certificate) with this training, click on "**Add a Document**". A file browse window will automatically open. Locate your saved document and upload the document. Please add a brief description of the document.

Colorado Peace Officer Standards and Training Portal   🔔   Kiskiras, Ariel ▾

Home   Training & Events   Registration   Organization   Personnel   Academy Resources

Training
Submit Completed Training - Event Verification

Training Event Record for Agency | Ethics | 1 Hour   Delete   Edit

Course No.   Draft   01/29/2016 by Kiskiras, Ariel
Status   Draft
Description   GENERAL DESCRIPTION: This course is designed for line
officers through command staff and provides an overview
of ethics in the law enforcement profession. Discussion on
your agencies policy and procedures.
Training Date(s)   1/29/2016
Hours   1
Instruction Provider   Colorado POST
Event Comments   Specific course information included

Students (1)   Edit

Name ▲	PID	Training Category
Kiskiras, Ariel	6189-6044	

Documents   Add a Document

None Specified

Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval.

Back   Submit for approval

6. Click on "**Submit for Approval**" and this training will be sent to Colorado
    POST for review. You will not receive any notification of approval, but the
    individuals will be credited with the class upon approval by POST.