Once you click on Register Online you will be directed to the following screen:

1 - Type Key word (example: CJC)

or

2 - Type Course Code (example: CJC 3952 to get the In-Service classes) or CJC (for All Law Enforcement Classes) ** Note CJC 3952 is best option for online inservice classes.

3 – If you wish to limit your return type in the Starting dates and Ending date. Example for Online class that you are wishing to take in February you would want to limit your search to 02/01/15 for start date and end date 03/01/15. This will give you all classes within that months range.

Click on Submit

Be patient as classes load

Click in Select box(s) beside the class or classes you wish to take you may select more than one at a time. If you select the wrong class click on the check mark to unselect.
This form must be completed fully: Note you must include your full social. Remember this class is tied to your certification so type your social carefully. Phone number use the standard keying (828-000-0000). Items with an * beside them are required for the form to be completed. The information without the * beside it should be filled out to maintain accuracy in your records.
Click on SUBMIT at bottom of page

The next section is not required however, the College appreciates the feedback from this screen.

Click SUBMIT when completed or to skip.

IF YOUR ARE a **active Law Enforcement Officer** that should have a **discount code** and Total Amount Due show something besides 0.00 then payment is being asked of you then you are not in our system and/or you are in our system incorrect. Please call Public Safety Training to resolve the problem. **DO NOT** continue and make payment.

If it shows 0.00 then click on the drop down beside Choose one of the following: Select REGISTER – Register now (check out) from the drop down.

Click on SUBMIT – You will get a confirmation Sheet popup that you have been registered. Click OK

**CONGRATULATIONS** you are registered. P
If you ARE NOT an active LEO and need to pay for this class follow these instructions.

To begin payment process:

From the Choose one of the following drop down arrow
Select Register Now

Payment Type dropdown
Select your card type

You are now at a secured site – enter required information

You must enter a full phone number with no spaces and area code included:
Class Acknowledgement – click OK

You will also receive an email acknowledgement

You are now at a secured site – enter required information