

## **DPSST F-6 COURSE ATTENDANCE ROSTER INSTRUCTIONS**

The F-6 Course Attendance Roster is to be used by instructors, agencies, or other training providers to report training to DPSST. Training reported will be listed by course title, date and hours attended on the attendees' DPSST Criminal Justice training record. F-6 roster discrepancies or incomplete rosters may delay entry onto officer records. To prevent delay or inaccuracies please follow the instructions outlined below.

**1. Course Title:** List the title of the course from the DPSST Standardized Course List (SCL)

(Refer to <http://www.oregon.gov/DPSST>. The Standardized Course Lists are located on the left side of DPSST's homepage.)

- SCLs available are for the current year and previous two years. When choosing a SCL please refer to the Ending Date year and use the corresponding SCL. For example, if your class ended on July 31, 2014, you would use the 2014 Course List. (The exception to this would be a course starting in one year and finished the next. The SCL used would be the year started)

**2. Course Number:** List course numbers as shown on the DPSST Standardized Course List.

**3. and 4.** Enter the date the course started and ended. Please enter both dates in month/day/year format.

**5. Hours:** Enter the total number of course hours.

**6. Course Description/Topics:** Briefly state the *focus* of the training.

**7. Expiration Dates:** If applicable to the training listed in Box 1, enter the expiration date(s) for First Aid and/or CPR courses designed to certify an individual in First Aid and/or CPR. Enter the expiration dates in month/day/year format (Please ensure the correct course number from the SCL is used for these courses)

**8. Sponsoring Agency or Entity and Address:** Identify the name and address of the agency or entity sponsoring this course. **Please do not use initials or acronyms.**

- Agencies conducting a training event or hosting an outside training vendor, will be the sponsor and submit the F-6 roster to DPSST.
- Outside training entities conducting a training event not hosted by an agency will be the sponsor and submit the F-6 roster to DPSST
- Officers attending a training event where no F-6 roster is provided, such as out of state training, can have their training submitted to DPSST on an F-6 training roster by their home agency.

**9. City of Training:** Enter the name of the city where the training took place. (Online training is your agency location)

- If training took place outside of Oregon please include the city and state, leaving the county section blank.

**10. County of Training:** Enter the name of the county where the training took place.

**11. Instructor Name, DPSST Number, Phone Number, Address and Email Address:** List the lead instructor with contact information.

- If the instructor does not have a DPSST number write in N/A. Ensure that all contact information is listed.
- For Video, online, or webcast courses, etc. do not list an instructor name in section 11. Please list the class format: Video, online/webcast, print material, or other alternate formats identifying the producer or entity that developed the training. (For example, an online ICS course, the instructor name is "FEMA/Emergency Management Institute". "In the Line of Duty" is the instructor name, for the videos they produce.)

**12. Attendee Information:** Each applicable field MUST be completed.

- DPSST #: MUST be included for training to be added to the attendees DPSST records.
  - Attendees who do not have an active Criminal Justice DPSST Number will not be entered in the Criminal Justice Database for training credit. Please use N/A in place of the DPSST number.
- Attendee Full Name: Use the Full Last Name, First Name of attendee. Please do not use nicknames.
- Check Box if you instructed: If you instructed all or part of this class, check the "Instructed" box and list the number of hours that instructed. "Instructed" hours will be tracked in your DPSST record; however, instructed hours do not count toward maintenance hours or intermediate/advanced certifications.

## **DPSST F-6 COURSE ATTENDANCE ROSTER INSTRUCTIONS**

- If you are the only instructor listed for a class you cannot receive both instructor and student credit for the class. Only instructor hours will be entered and must be checked in the attendee portion of the F-6.
- **Agency:** List the employing agency for the attendee. **Do not use initials or acronyms.**
  - Attendees whose employing agency is not affiliated with DPSST Criminal Justice will not be entered in the Criminal Justice Database for training credit.
- **Hours Attended:** Hours of attendance may differ from the total course hours as shown in Box 5. The actual hours of attendance must be identified in Section 12. Total hours of attendance cannot be more than the course hours listed in Box 5 with the exception of instructors.
  - Attendees must attend at least ½ hour of training to receive credit.

**13. Lead Instructor/Agency Head/Training Officer or Designee Signature Box:** The F-6 rosters must be signed by one of these individuals. The signature confirms the individuals listed on this roster attended the course for the hours listed. Include the date signed, printed name, address, phone number and email address. This individual may be contacted if there are questions.

- **NOTE:** Instructors, Agency Heads, Training Officers or Designees may not sign the signature box when they are the only attendee on the roster. The roster must be signed by another designee.

### **F-6 CONTINUATION PAGE INSTRUCTIONS (Please use when there are more than 15 attendees on page 1)**

The information in boxes 14-17 and 19 will help to identify the course if multiple page rosters are separated in processing. ***This required information is critical to ensure that appropriate credit is given to attendees who sign on a continuation page.***

- 14. Repeat Course Title from Box 1.
- 15. Repeat Course Number from Box 2
- 16. Repeat Sponsoring Agency or Entity Name only. Address is not required on this page.
- 17. Repeat Course Dates from Boxes 3 and 4
- 18. Complete per instructions for #12 above.
- 19. Signature Box 19: Sign and Date.

### **HOW TO SUBMIT F-6 COURSE ATTENDANCE ROSTERS TO DPSST**

Submit completed rosters to DPSST by **ONE** of the following methods:

- 1) Scan and email: [dpsst.f6roster@state.or.us](mailto:dpsst.f6roster@state.or.us) **(DPSST preferred method)**  
Please include the following when emailing F-6 rosters to DPSST.  
In the Subject the date: 081715-F6 roster  
In the Email body: 15-0114 Defensive Tactics (list all courses submitted with email)
- 2) Fax: 503-378-4600
- 3) Mail: DPSST, Attn: Training Records, 4190 Aumsville Hwy. SE, Salem OR 97317

**NOTE:** DPSST makes every effort to ensure the accuracy of training records entered onto training records. Submitting incomplete, inaccurate, or duplicate rosters will delay the data entry process and can result in errors on training records. Please submit F-6 rosters one time to DPSST using one of the above methods. Corrected F-6 rosters should be marked "AMENDED" when re-submitting to DPSST along with an explanation. DPSST thanks you in advance for your co-operation.

For assistance:

Email [dpsst.f6roster@state.or.us](mailto:dpsst.f6roster@state.or.us) or call Debbie Anderson at 503-378-2083