

**Kentucky Constable Association, Inc. Training Division
COURSE ROSTER**



A. COURSE HOURS	B. COURSE TITLE		C. COURSE PRESENTER				D. COURSE PRESENTATION DATES FROM _____ TO _____	
E. NAME OF TRAINEE (LAST, FIRST, M.I.) (PRINT OR TYPE)	F. EMAIL ADDRESS (WHERE CERTIFICATE WILL BE SENT)	G. TRAINEE STATUS (CHECK ONE)		H. DEPARTMENT OR AGENCY	I. SPEC CODE	J. SUCCESSFULLY COMPLETED COURSE		K. COMMENTS (CONTINUE ON ADDITIONAL PAGE)
		PEACE OFFICER	NON-PEACE OFFICER			YES	NO	
L. SIGNATURE OF TRAINING DIRECTOR/DEPUTY DIRECTOR		M. DATE		N. TELEPHONE		O. PAGE ____ OF ____ PAGES		

SECTIONS E-J MUST BE COMPLETED FOR ALL TRAINEES
INSTRUCTIONS ON PAGE 2

INSTRUCTIONS FOR COMPLETION OF THE COURSE ROSTER FORM

The course Roster form is to be completed and submitted by the Course Instructor or Section Supervisor of the Course to the Training Division within TEN DAYS following completion of the course.

Complete the lettered sections of the form for each trainee attending the course presentation. Ditto marks may be used where appropriate. Typed information is preferred.

- A. COURSE HOURS: Enter the total number of hours attendees were required to attend the course.
- B. COURSE TITLE: Enter the title of the course as indicated on the course completion certificate.
- C. COURSE PRESENTER: Enter the name of the school, agency, individual, or firm authorized to present the course as indicated on the course certificate of completion.
- D. COURSE PRESENTATION DATES: Enter beginning and ending date of training.
- E. NAME OF TRAINEE: Enter the names of all trainees enrolled in this course by last name, first name, middle initial.
- F. EMAIL ADDRESS: Enter the electronic address of the trainee in which they would like to receive the certificate of completion in electronic format when available.
- G. TRAINEE STATUS: For each trainee, check the most applicable box indicating the trainee's status. Brief definitions of each status follow:

Peace Officer - Is an SWORN Officer subject to assignment of the prevention and detection of crime and the general enforcement of the criminal laws of this state.

Non-Peace Officer - Is a civilian or non-sworn employee of a department/agency.

- H. DEPARTMENT OR AGENCY: Enter the name of the current agency employing the trainee. If the trainee has no agency affiliation, enter "NONE".
- I. SPEC CODE: If presenting a Firearms Qualifications Course, Classroom Safety Training and Firearms Qualifications, enter appropriate code to signify which segments of the course were successfully completed by each trainee.
 - a. C=Classroom only
 - b. R=Range only
 - c. B=Classroom and Range
 - i. COMMENTS: If a trainee fails either or both segments of Classroom or Range explain why in the comments section
- J. COMPLETED COURSE: (YES/NO): Enter an "X" mark in the appropriate column. An "X" mark in the "YES" column indicates the trainee

satisfactorily completed the requirements of the course. If the trainee has missed more than 5% of the hours of the Course, attach a written statement explaining how successful completion was accomplished if Instructor allowed trainee to finish course with hours missed.

An "X" mark in the "No" column indicates the trainee failed to complete all the requirements of the course. If "No" is marked, explain reason for failure in Comments, section K.

- K. COMMENTS: Use this section to explain anything that needs clarification on this roster. If there is insufficient space for your comments in Section K, enter "see reverse" and indicate your comments in the space available.
- L. SIGNATURE OF TRAINING DIRECTOR/DEPUTY DIRECTOR: The Training Director or Deputy Training Director shall sign the Course Roster form.
- M. DATE: Enter date signed by Training Director/Deputy Training Director
- N. TELEPHONE: It is important that Training Division Staff have the phone number of the Instructor in the event there is need for additional data or clarification of information.
- O. PAGE OF PAGES: Record the Course Roster page number followed by the total number of Course Roster pages.

NOTE: If submitting an Amended Roster, on top of form write or type Supplemental Sheet.

Comments: