

To: All Police, Correction, Emergency Medical Dispatch and Telecommunication Agencies

From: Debbie Graves, Administrative Operations Supervisor
Standards and Certification Program

Subject: Reporting Training to DPSST

You may already be aware that during the recent budget cuts DPSST lost our key Training Record Specialist position. This will impact our ability to remain current in entering training records. This in turn will impact our ability to provide you with timely reports on the status of required maintenance training for your certified employees.

HOW CAN YOU HELP?

- Submit your F-6 training rosters immediately upon completion of training, and track your submission dates on your copy. We process each month's mail/faxes as a group. If you do not see something on your record that you recently submitted, please email or call me to find out what month's rosters we are processing. Sending another copy increases our backlog and may result in duplicates in the training records, so please contact me first.
- Encourage your certified employees to sign rosters at outside trainings they attend, and then do not send a separate F-6 roster from your agency. Again this adds to the backlog and may result in duplicate entries in the DPSST record.
- If you are sponsoring training, have an F-6 roster there for all attendees to sign, encourage them to not submit a separate roster from their employing agency, and then PLEASE send in the master roster promptly so that we can enter the training as promptly as possible.
- If you hold multiple sessions of a single class to accommodate multiple shifts and days off, and have the ability to combine all participants on one roster, this helps reduce our volume. You can enter the start and end dates for the timeframe the class was held. Your instructors can put their total hours of instruction in a lump sum.
- Review your rosters for accuracy. Common reasons rosters are returned:
 - Missing signature in Box 13,
 - Missing the course number from the Standardized Course list. Make sure you are using the correct year's list from our website at:
<http://www.oregon.gov/DPSST/index.shtml>
 - Use of old F-6 forms. Check our website for the current forms to use and discard old versions.

I thank you in advance for your assistance and patience while we work with limited staffing to process your training records. Please contact me with any questions or concerns. I can be reached at 503-373-0389 or by email at Debbie.graves@state.or.us