eRoster Overview and Participation Form

F6eA

Revised 5/8/20

Email: dpsst.f6roster@state.or.us; Fax: 503-378-4600; Mail: 4190 Aumsville HWY SE; Salem OR 97317
Questions? Call 503-378-4411 or email dpsst.f6roster@state.or.us

Overview

The DPSST eRoster program is offered as an additional method for submitting training rosters for inclusion on a public safety professional's DPSST Training Record. By utilizing a specifically designed course attendance "eRoster" (F6e), agencies can fill out the eRoster and email to DPSST without the need to print, sign, scan then send. DPSST can then import the eRoster into the officers' training records without additional data entry. Training will be visible in Snapshot or CJ IRIS in a matter of days.

How to Sign up

Individuals wishing to sign up must review this document and complete the participation form on the last page. Upon receipt of an approved participation form, DPSST will create an F6e roster with the authorized signer's name and DPSST number hard coded into the form. Just that individual can utilize the form, or they may forward it to staff for use and submission to DPSST. The authorized signer is responsible for the content of the form regardless of who submits to DPSST.

Key Points

- ✓ The course name entered on the eRoster will be reflected on the DPSST training record. Please avoid using course names that are specific only to one agency. Course names should be descriptive to explain the type of class for anyone viewing a DPSST training record.
    - Example: "2018 In-service" Does not give enough detail about the course. "Low Light Qualification" is preferable.
- ✓ The eRoster will only work in Excel 2007 and greater. DPSST has made every attempt to make the eRoster as user friendly as possible; however to ensure network security, the eRoster does not contain macros. This does limit some ease of use functionality.
- ✓ When a new version of the roster is deployed, agencies must utilize the new version to ensure uploads continue to work as designed.
- ✓ The eRoster will allow 1000 training entries to accommodate large training events. However, it will only print the first two pages of the document. Contact DPSST if you would like more pages to print.
- ✓ The eRoster allows multiple training dates on one roster.

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Step 1: Select the training category that the training course best fits. **Only one category can be selected.**

Step 2: Optional Course ID from legacy Standardized course list.

Step 3: Enter the actual course name, which will appear on the attendee's DPSST Training record.

Step 4: Enter the city in which the training occurred.

Step 5: Select the county in which the training occurred. If the training occurred outside of Oregon, select "Out of State".

Step 6: Select the agency or entity that sponsored the training. If the sponsoring agency does not appear in the dropdown list, select "Other-Misc" and use the field below to enter the sponsoring agency or entity.

Step 7: Enter the training course instructor contact information.

Step 8: If the training resulted in First Aid or CPR certification, select the certification type and enter the expiration date.

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Training Roster

Lookup officer records at http://dpsstnet.state.or.us/PublicInquiry_CJ/smsgoperson.aspx

F6e

01/01/2018

For maintenance purposes, all courses must be categorized into one of the following categories:
CIT/Mental Health, **EMD**, **Ethics**, **Firearms/Use of Force**, **Leadership**, **General/Other**, or **TELE**
Select which of these categories best describes the training course being reported.

Training Category General/Other
Course ID _____ *Optional*
Course Title _____ *(Max Length: 50 Characters)*
(As it will appear on attendee's DPSST training record)
City of Training _____
County of Training _____
Sponsoring Agency _____

Instructor Contact Information
Name/DPSST No.: _____
Phone/Email: _____

CPR / First Aid Certification
Only enter First Aid or CPR expiration dates if the person(s) listed on this eRoster have received a certificate in one or both areas as a result of the training course.

Cert Type	*Expiration*
None	(mm/dd/yyyy)

By submitting this eRoster to DPSST you are attesting that you are the DPSST-authorized submitter or have been designated by the DPSST-authorized submitter to send this eRoster to DPSST. Please review this roster for completeness and accuracy prior to submission.
*****Falsification of this eRoster may subject DPSST certifications to denial or revocation under ORS 181A.640 and OAR 259-008-0070.*****

DPSST Authorized Submitter
DPSST No: _____
Name: _____ **AGY ID:** _____
Entered By: _____

Data in the first row will autofill to the remaining rows as you fill in the roster. You can overwrite data in the remaining rows as necessary.

Attendee Full Name	DPSST No.	Agency	Training Date mm/dd/yyyy	Status	Hours (000.00)

Step 9: Although the DPSST-Authorized submitter information is pre-filled, the person submitting the roster must be indicated on the "Entered By" line.

Step 10: Enter information about the training course attendees. The Agency, Training Date, Status and Hours listed on the top row (green) will auto-fill for each entry. Data can be overwritten in the remaining rows as necessary.

Step 11: Submit completed eRosters to dpsst.f6roster@state.or.us

Email: dpsst.f6roster@state.or.us; Fax: 503-378-4600; Mail: 4190 Aumsville HWY SE; Salem OR 97317

Questions? Call 503-378-4411 or email dpsst.f6roster@state.or.us

Frequently Asked Questions

Q: Can other staff submit the eRoster on my behalf?

A: Yes. You can forward the master eRoster to individuals you would like to submit training, however, as the authorized submitter you will be responsible for all rosters submitted.

Q: If my agency chooses to participate in the eRoster program, am I precluded from submitting paper rosters?

A: No. You can still send a signed paper or scanned roster via mail, fax or email. They will continue to be data entered by DPSST staff.

Q: Is an authorized submitter required to be DPSST-certified?

A: Yes. Authorized submitters are responsible for the rosters submitted, as such falsification of training submitted may subject certifications to revocation or denial per ORS 181A.640 and OAR 259-008-0300

Q: Do I need to forward a paper copy

A: No. We have the authorized signature on file with the Agency eRoster Authorization Form. There is no need for a signature on eRosters.

Q: My eRoster isn't working right, what do I do.

A: Call 503-378-4411 or send an email to dpsst.f6Rosters@state.or.us and we will send you a new version to your agency's authorized submitter.

Q: Can an agency have more than one authorized submitter?

A: Yes. Authorized signers but possess DPSST certification.

Q: Does the eRoster use macros?

A: No. Due to email systems blocking macros we've used other methods to streamline the data entry to ensure accurate reporting.

Questions

Please call 503-378-4411 or email dpsst.f6roster@state.or.us with any questions, issue or concerns relating to the eRoster process.

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Complete this form if you wish to participate in the eRoster Program. You must first review this document in its entirety prior to submission to DPSST

Authorized Submitter

1. Agency Name

2. Last Name	First Name	Middle Name	3. DPSST Number

I request authorization to submit training rosters to DPSST electronically. I affirm I hold DPSST certification and have read and understand this document in its entirety. I understand as an authorized submitter of electronic training rosters (eRosters) that I am responsible and will be held accountable for any eRosters submitted under my authorization. I understand that falsification of this document makes my certification(s) subject to denial or revocation under ORS 181A.640 and OAR 259-008-0300.

Signature _____ Date: _____

Printed Name: _____ Title: _____ DPSST No.: _____

Email Address: Phone:

Signatures

I attest that I am the Department Head or hold DPSST Certification and am authorized by the Department Head to approve this request for participation in the eRoster program.

Signature _____ Date: _____

Printed Name: _____ Title: _____ DPSST No.: _____

Email Address: Phone:

Next Steps:

Once DPSST receives this form, an F6e eRoster will be generated and sent to the authorized signer identified above. An authorized signer can further delegate submission authority to other members of the agency by providing a copy of their F6e to those individuals. DPSST will only send future version of the F6e to the above listed authorized signer.

Clear Form Print Form