

TIME LINE

I. TWO MONTHS IN ADVANCE

- A. Prepare informational brochures
- B. Prepare forms
 - 1. Waiver of Liability (Agency and DOJ)
 - 2. Application
- C. Do any advertising/notifications
 - 1. Users
- D. Scheduling issues
 - 1. Touch bases with South Bay for training reimbursement
 - 2. Coordinate instructor time off with Administrative Supervisor

II. ONE MONTH IN ADVANCE

- A. Process applications
 - 1. Send letters of acceptance/denial to applicants
 - 2. Conform to minimum DOJ standards for visitors.
- B. Send letters to any student missing previous classes
 - 1. Enclose schedule
 - 2. Allow make-ups
- C. Issue News Release

III. TWO WEEKS PRIOR

- A. Send packets to students
 - 1. Welcome letter
 - 2. Map
 - 3. Course schedule

IV. ONE WEEK PRIOR

- A. Student Packets
 - 1. Name tags
 - 2. Course registration forms
 - 3. Any schedule updates
 - 4. Handouts
 - 5. Department organization chart
 - 6. Training Supervisor's Business Card

V. FIRST NIGHT OF CLASS

- A. Introduction and Rules
- B. Handout folders
- C. Complete required forms in packets and hand in.

VI. AS NEEDED

- A. Letters to dropped students
- B. Letters and memos of commendation to instructors/special participants

VII. COMPLETION OF COURSE

- A. Course evaluation
- B. Certificates
 - 1. Instructions to attach with application
- C. Other suggestions
 - 1. Photos
 - 2. Commemorative mugs
 - 3. T-shirts