

CONSTABLES' TRAINING BULLETIN

NUMBER 117**MAY 2024**

CETB Meeting Dates

The remaining 2024 CETB meeting dates are Thursday, August 8 and Thursday, November 7, and promptly start at 9:00 a.m. An email containing call-in instructions will be sent out about a week prior to the meeting date. These instructions will also be posted to the Constables portion of the PCCD website at: [Constables' Education and Training Board \(pa.gov\)](https://www.pccd.pa.gov/constables). All are encouraged to call and participate in the meetings as they provide valuable updates on the direction of the Training Program.

Constables' PCCD Website

Constables are encouraged to be familiar with the Constables' portion of the PCCD website. The website offers valuable information that can answer many questions. The direct link is [Constables' Education and Training Board \(pa.gov\)](https://www.pccd.pa.gov/constables). The website contains:

- Information on each training type (Basic Training, Basic Firearms, Continuing Education, and Annual Firearms)
- Board Information (approved meeting minutes, fiscal reports, Board membership, policies, and annual reports)
- Information for new Constables and Deputy Constables
- Direct link to log in to CCETS
- Annual training schedule
- Training Bulletins
- Related forms and helpful handouts and references
- The Qualification Course of Fire
- Canvas resources (User Guide, Password Reset instructions, and Help Guide)

When logging into CCETS, please use [PCCD CCETS Login \(pa.gov\)](https://www.pccd.pa.gov/ccets). If you go to the PCCD website and try to log into PCCD, this will not take you to the CCETS homepage. This is an entirely different portion and will give you an error message.

**Constables' Education and Training
Board Members:**

**Craig Westover
Board Chair**

**Patricia Norwood-Foden
Board Vice Chair**

**Major William Cawley
Honorable Wilden Davis
Harry Albert
Joshua Stouch**



**Lt. Governor Austin A. Davis
Chairman, PCCD**

**Executive Director, PCCD
Michael Pennington**

**John Pfau
Manager,
Bureau of Training Services**

Class Enrollments

Please make sure you have enrolled into a Continuing Education class and/or an Annual Firearms class. Many of the classes toward the end of the training year are filling up or have low enrollments. Those classes with low enrollments will be either combined or cancelled to keep the Program fiscally responsible. The training completed in 2024 will carry your certification over into 2025.

Confirmation Letters

Due to increased securities set in place by major email suppliers like Google and Yahoo, Training Delivery Coordinators were receiving multiple “undeliverable” emails from those who have Gmail address in CCETS. As a solution to this issue, confirmation letters will now be coming from the Constables Resource email address, RA-CD-CCETS@pa.gov. If you need to correspond directly with one of the Training Delivery Coordinators, please use the following: **Michael Marcantino** (michael.marcantino@temple.edu) or **Tony Mucha-PSU-JASI** (txm52@psu.edu).

If a Constable does not find the confirmation letter in the email inbox, please check the spam and junk folders. A Constable can do an online search on how to move emails from the spam and junk folders to ensure emails from the Training Delivery Contractors are sent directly to the inbox. As a reminder, all correspondence from the Training Program is sent out electronically (other than ID cards). It is the Constable's responsibility to update their CCETS profile if they are using a new or different email address. Program Staff cannot provide technical support on how to use personal email.

Please read the class confirmation letters thoroughly to ensure you have the mandatory articles, such as clothing and equipment, needed for each Training Course. You will not be permitted to participate in the training course if you do not have the mandatory equipment and your attendance will be documented as an “excused” absence; however, you will need to reschedule the missed portion of the Training Course once the mandatory items are obtained. **The confirmation letters may contain more specific instructions on arrival times and facility related information; therefore, it is important you check your email account regularly.**

Online Continuing Education Subjects through Canvas

If you have not already completed your online training subjects, please log into Canvas at <https://canvas.temple.edu> to **complete all three individual subjects**: Lessons Learned – Civil Actions, Legal Updates, and Working with Different Abilities. You must complete all three online subjects and attend an 8-hour in-person class to complete the 2024 Continuing Education training requirements to be certified for 2025. If you fail to complete all 20-hours of Continuing Education in 2024, you will not be certified past December 31, 2024. Currently, only 19% of the training population has completed the online subjects. **The online Canvas subjects will close on November 15, 2024 at 5:00 pm.** If you are in the middle of a subject at 5:00 pm, the system will not allow you to continue and you will not receive a grade for that subject.

Please allow 30 minutes to complete the subject's exam. If you are in the middle of the exam and leave, you will receive a grade based upon what has been completed. This may result in a failing grade and will either require you to take a second attempt or make payment for the failed subject to take the entire subject again.

Constable Canvas Tech Support FAQ Sheet

Temple has created a document that covers many frequently asked questions experienced by their Canvas Help Desk. This document has been uploaded to the Systems Announcements screen after you log into CCETS and onto the Constables' portion of the PCCD website. Some of the questions are:

- What is a TU AccessNet Account?
- How do I activate my TU AccessNet account for the first time?
- How do I reset, or change, my TU AccessNet password?
- How do I restore my TU AccessNet account?
- What technology do I need to take this course?
- How do I move to the next item in the course?
- If I exit the training in the middle of an interactive module, will I be able to pick up where I left off when I return?
- Do I have to complete the entire training in one session?
- I failed the first attempt of the examination; how do I take the second?

If you have additional questions or need help, please contact the Canvas Help Desk at 267-468-8605 between the hours of 8:00 am and 1:00 pm Monday through Friday. Outside of these hours, you can dial 215-204-8000.

Maintain Equipment

Constables should make time to practice your firearms skills, preferably prior to attending your annual Firearms Qualification, and clean and inspect your equipment, including your firearm, baton, OC, handcuffs, and other prisoner restraints. If you carry an IFAK (Individual First Aid Kit) make sure it is fully stocked and check expiration dates. Your life can depend on your equipment working properly.

Contact Information

The Training Delivery Constables' Coordinators contact information is as follows:

East Region: Michael Marcantino, Temple University – 267-468-8331 (work) – michael.marcantino@temple.edu (Email)

West Region: Tony Mucha, PSU-Justice & Safety Institute (JASI) – 814-865-8051 (work) – txm52@psu.edu (Email)

If you have questions regarding certification, training, insurance, or where to send your election certificate or appointment order, PCCD Program Staff are available by both email and phone:

THESE ARE NOT CONTACTS FOR CLASS ENROLLMENT

Tracy Beaver – trabeaver@pa.gov and 717-265-8552
Nick Hartman – nihartman@pa.gov and 717-265-8551