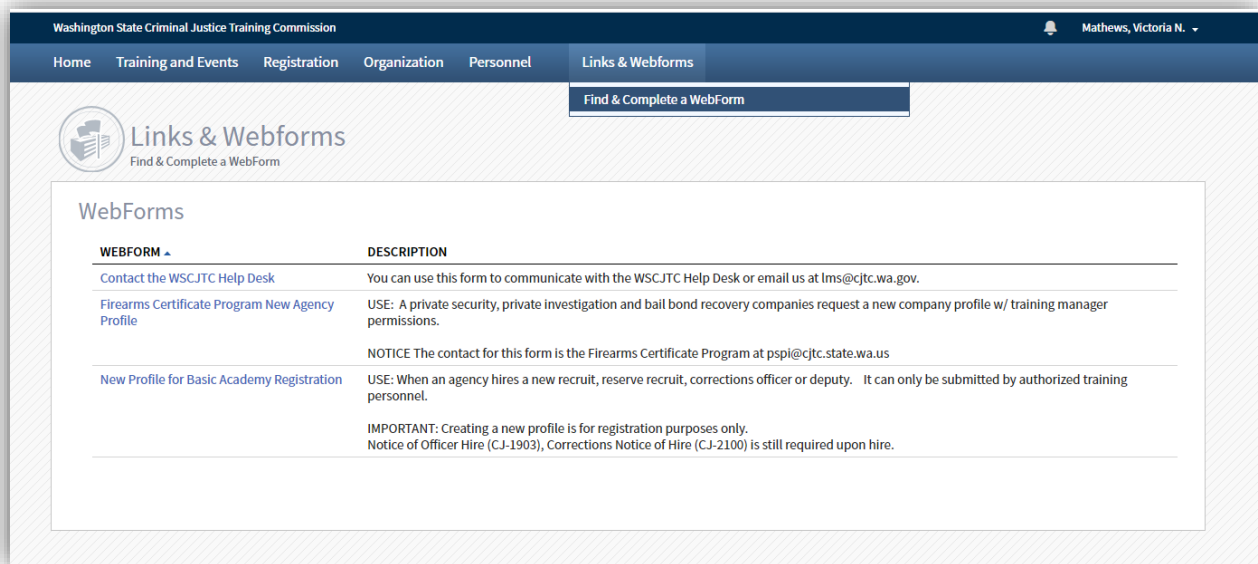


## Creating a Person Record and Registering for BLEA, COA and BLEEA Procedure Details

In Acadis, an Agency will need to request the creation of a person record before they can register that person for BLEA, COA and BLEEA. They will use the *New Profile for Basic Academy Registration* webform. Webforms are in the WSCJTC Acadis Portal under Links & Webforms > Find and Complete a WebForm.

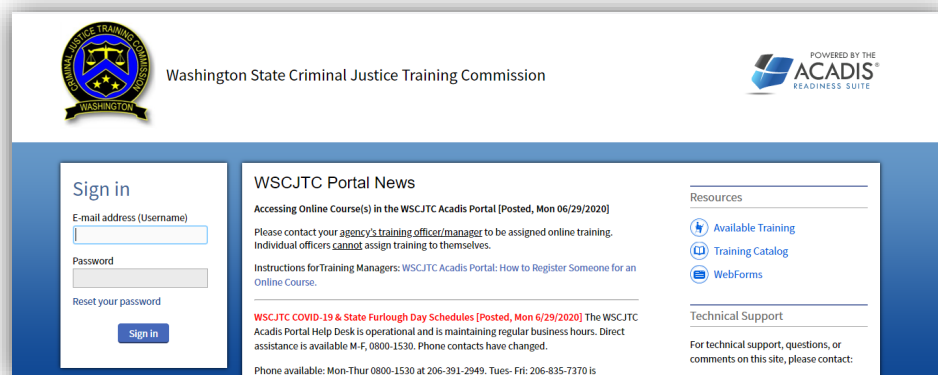
**IMPORTANT: Prerequisites vary between each academy, but the methods are the same for registration.**

Only agencies allowed to enroll recruits in these academies will see the class and have access to the webform. The webform is only accepted from authorized users.



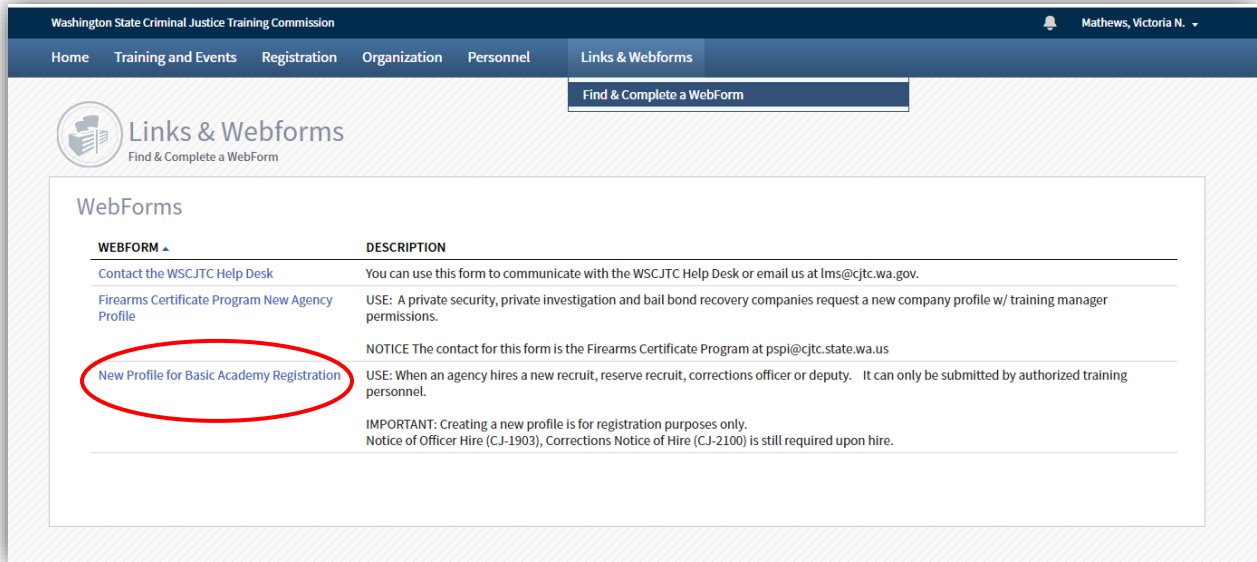
## Requesting the Creation of a Person Record to Register for BLEA, COA and BLEEA

- 1) The agency will log into the WSCJTC Acadis Portal
  - a. <https://wscjtc.acadisonline.com/>



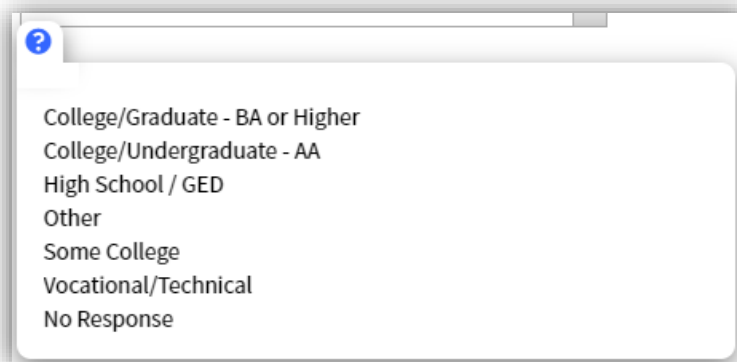
- b. In order to submit the *New Profile for Basic Academy Registration* webform, you must be authorized as a training manager/officer or authorized by your agency to submit a Notice of Officer Hire.

2) Navigate to Links & Webforms > Find and Complete a WebForm

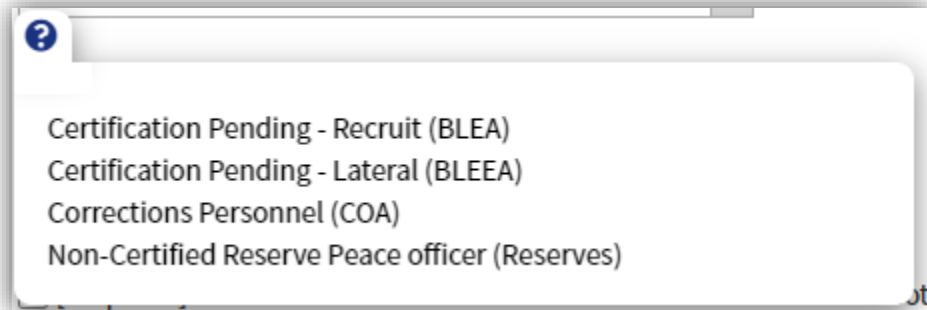


3) Complete the *New Profile for Basic Academy Registration* webform with all the required information.

- a. NOTE: The webform has blue question marks that provide additional information about the dropdown.
- b. SSN: This must be the recruit's legal SSN. Place holder numbers will not be accepted.
  - i. Duplicates in the system will be pushed back to the agency by Basic Training.
- c. Full Legal Name: As it appears on their government identification.
- d. Date of Birth: Must be the recruit's legal birthday.
- e. Gender: Recruit's Gender.
- f. EEOC Category: Recruit's race.
- g. Education Level: Choose one that matches their degree.



- h. Education Degree: Choose the Recruit's education degree.
- i. Veteran Status: Yes, No or No Response.
- j. Recruit's Email: Professional/Agency email, even if it is not active yet.
- k. Organization: Choose YOUR organization.
- l. Appointment Type:



- m. Agency Contact Person: The submitter's name.
  - n. Agency Contact Email: The submitter's email address.
  - o. Check the "Confirmation of Understanding"
  - p. Optional Comments: Optional. This is here to add additional details or comments for the Basic Training Division (BTD).
- 4) Submit the completed webform using the submit button.
    - a. You will see a pop-up when it is submitted.
    - b. You will also receive an email from the WSCJTC Acadis Portal
      - i. The [basictraining@cjtc.wa.gov](mailto:basictraining@cjtc.wa.gov) is copied. No need to inform them of your submission.
  - 5) BTD will process webforms daily. Webforms submitted after noon on Friday or on a holiday will not be processed until the next business day.
  - 6) BTD will notify the agency when the profile is complete.
  - 7) Once notified, the agency will submit the registration for BLEA, COA and/or BLEEA.

## Requesting Enrollment in BLEA, COA and BLEEA

- 1) The agency will log into the WSCJTC Acadis Portal
  - a. <https://wscjtc.acadisonline.com/>

The screenshot shows the WSCJTC Acadis Portal homepage. At the top left is the WSCJTC logo. To its right is the text "Washington State Criminal Justice Training Commission". At the top right is the "POWERED BY THE ACADIS READINESS SUITE" logo. The main content area is divided into three columns. The left column has a "Sign in" section with fields for "E-mail address (Username)" and "Password", a "Reset your password" link, and a "Sign in" button. The middle column has a "WSCJTC Portal News" section with several news items, including "Accessing Online Course(s) in the WSCJTC Acadis Portal" and "WSCJTC COVID-19 & State Furlough Day Schedules". The right column has a "Resources" section with links to "Available Training", "Training Catalog", and "WebForms", and a "Technical Support" section with a link to "For technical support, questions, or comments on this site, please contact:".

- b. In order to request enrollment in any class, you must be authorized as a training manager/officer or authorized by your agency.
- 2) Navigate to Training and Events > Browse or Sign Up for Training

The screenshot shows the navigation bar of the WSCJTC Acadis Portal. It has a dark blue background with white text. The main navigation menu includes "Home", "Training and Events", "Registration", "Organization", "Personnel", and "Links & Webforms". Below "Training and Events" is a sub-menu item "Browse or Sign up for Training". On the right side of the navigation bar, there is a user profile section for "Mathews, Victoria N." with a dropdown arrow, and a link "Email my Professional History Report".

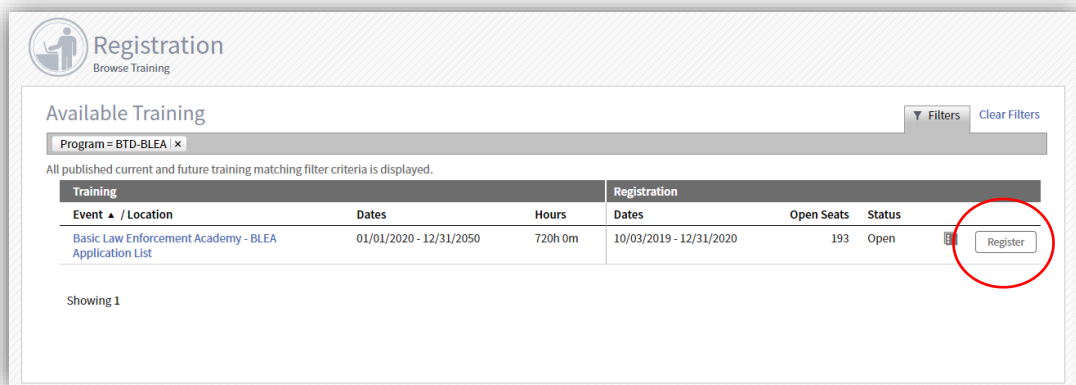
- 3) The Registration > Available Training Page has a filter feature.
        - a. Upper right-hand corner of the page.

The screenshot shows a "Filters" dialog box. It has a title "Filters" and a subtitle "Available training will be limited to events matching all of the criteria provided below. Past and unpublished training is never displayed." The dialog box contains several filter criteria: "Keyword" with a text input field "Enter keyword..."; "Program" with a dropdown menu "Select a program..."; "Registration Status" with a dropdown menu "Select a registration status..."; "Training Delivery" with two checkboxes "Online" and "Classroom"; "Location" with a dropdown menu "Select a location..."; and "Training Date" with a subtitle "Display training available within the specified date ranges." and five checkboxes: "Within 30 Days", "30 to 90 Days", "90 to 180 Days", "180 Days to 1 Year", and "More than 1 Year". At the bottom right of the dialog box are three buttons: "Cancel", "Clear All Filters", and "Apply".

- b. NOTE: Filters do NOT clear when you navigate away from the page or when you log off. Check the top left of this page to see what filters are on. They can be cleared by clicking on the X or “Clear Filters” link to the right.



- 4) Click on the Register button to begin the registration for BLEA, COA and BLEEA or click on the name of the class to request enrollment into the academy and use Request Enrollment button.



- a. Basic Law Enforcement Academy – BLEA Application List  
 b. Basic Law Enforcement Equivalency Academy – BLEEA Application List  
 c. Corrections Officer Academy – COA Application List
- 5) Click on Register or Request Enrollment (if you click on the name first) button.
- a. On the Request Enrollment page, you will see the name of the class, a drop down for Registrant, Sending Organization (ok. if blank) and Student Supervisor (blank).  
 b. Once notified, your recruit will appear in the Registrant drop down.  
 c. You can use “type ahead”.

**Request Enrollment**

Please supply the following information to request enrollment. Requests will be reviewed prior to final enrollment. The Privacy Act of 1974 may apply to this form. [Additional Details](#)

**REGISTRANT INFORMATION**

Class: Basic Law Enforcement Academy - BLEA Application List

\* Registrant:

Sending Organization:

Student Supervisor:

\* Required Information

[Cancel](#) | [Finish Later](#) | [Submit & Request Another](#) | [Submit Request](#)

- d. Choose your recruit and it will send you to the next page.
- e. Choose the sending organization (Your organization).

**Registration**  
Request Enrollment for Training Event

**Request Enrollment**  
Please supply the following information to request enrollment. Requests will be reviewed prior to final enrollment. The Privacy Act of 1974 may apply to this form. [Additional Details](#)

**REGISTRANT INFORMATION**

Class Basic Law Enforcement Academy - BLEA Application List ⓘ

\* Registrant Aneytwo, Rob (8327-5488) x ▼

Sending Organization WSCJTC (primary) ▼

Student Supervisor No supervisor is assigned

- f. Complete the Registrant Prerequisites. These vary per basic academy/class.
  - i. NOTE: Registration can be saved and completed later, if you don't have all the forms/answers at the time you start the registration.
  - ii. Click the Update Fulfillment button on each requirement.
  - iii. BLEA Forms need to be completed, signed and uploaded.
    1. CJ-1253 Student Liability Release
    2. CJ-1251 Statement of Fitness
    3. Use the Attach a Document link in the middle of the page.

**Registration**  
Request Enrollment for Training Event with Prerequisites

**Update Prerequisite**

**REQUIREMENT**  
CJ-1253 Student Liability Release ⓘ Instructions

**DOCUMENTATION OF FULFILLMENT**  
Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.

Attach a document | Provide other clarifying comments

**FULFILLMENT**

☒ I want to finish later

☐ The requirement has been met or exceeded (requires information above)

☐ Request waiver (requires clarifying comments above)

\* Required Information

Cancel Save

4. In Description add the Recruit's name, agency and name of the form.
  - a. SLR – Student Release Form
  - b. SOF – Statement of Fitness

- c. Name the files the same way (recruit's name, agency, name of form) when you save the file to be uploaded so that they match.
- d. NOTE: The "This document contains one or more Social Security Numbers and should be restricted." This is a feature in the portal that allows the WSCJTC to restrict who can download these documents on the administrative side. They cannot be downloaded from the portal. This is **NOT** required for these forms.

**Attach Document(s)**

Select an existing document or upload a new one.

<input checked="" type="checkbox"/> * Description	* File	Uploaded
No unattached documents exist		
<input checked="" type="checkbox"/> Aneytwo, Rob WSCJTC SLR	<a href="#">Choose File</a> Aneytwo, Rob WSCJTC SLR.pdf	
<input type="checkbox"/> This document contains one or more Social Security Numbers and should be restricted.		

[Attach another document](#)

[Cancel](#) [Attach](#)

5. Click Attach.
6. Under Fulfillment check off "The Requirement has been met or Exceeded".

**Registration**  
Request Enrollment for Training Event with Prerequisites

**Update Prerequisite**

**REQUIREMENT**  
CJ-1253 Student Liability Release [Instructions](#)

**DOCUMENTATION OF FULFILLMENT**  
Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.

**Documents**  
Aneytwo, Rob WSCJTC SLR ( [remove](#) )  
[Attach or change documents](#)

[Attach a document](#) | [Provide other clarifying comments](#)

**FULFILLMENT**

☐ I want to finish later  
☒ The requirement has been met or exceeded (requires information above)  
☐ Request waiver (requires clarifying comments above)

\* Required Information

[Cancel](#) [Save](#)

7. Click Save

8. Repeat for the CJ-1251 Statement of Fitness form.
- iv. BLEA Questions/Information need to be answered completely.
  1. Would this recruit like to be placed on the waitlist for the first available class?
    - a. Click the Update Fulfillment button
    - b. Check the correct response
    - c. Fulfillment “The requirement has been met or exceeded” checked.

Update Prerequisite

\* Would this recruit like to be placed on the waitlist for the first available class? [Show Instructions](#)

☒ Yes  
☐ No

[Attach a document](#) | [Provide other clarifying comments](#)

**FULFILLMENT**

☒ I want to finish later  
☐ The requirement has been met or exceeded (requires information above)

\* Required Information

Cancel **Save**

- d. Click Save
2. Please indicate if there is a specific class placement preferred, including class number and start date.
  - a. Click the Update Fulfillment button
  - b. Add the preferred class number and start date.



**Update Prerequisite**

Please indicate if there is a specific class placement preferred, include class number & start date. [Show Instructions](#)

Class 900 (12/1/2021-06/30/2022)

[Attach a document](#)

---

**FULFILLMENT**

☐ I want to finish later  
☒ The requirement has been met or exceeded (requires information above)

\* Required Information

[Cancel](#) [Save](#)

- c. Click Save.
3. Expected hire date AND Title
  - a. Click the Update Fulfillment button
  - b. Add the preferred class number and start date.

**Update Prerequisite**

\* Expected Hire Date AND Title/Rank

Deputy (10/1/2021)

[Attach a document](#)

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**FULFILLMENT**

☐ I want to finish later  
☒ The requirement has been met or exceeded (requires information above)

\* Required Information

[Cancel](#) [Save](#)

- c. Click Save
4. PAT Document Attachment
  - a. NOT REQUIRED with INITIAL Registration
  - b. Once you are instructed and the PAT is completed (after selections day), you will return to the portal and attach the completed PAT here.
  - c. There is NO additional resubmission button.
  - d. Feel free to email [basictraining@cjtc.wa.gov](mailto:basictraining@cjtc.wa.gov) when it is complete.
  - e. The BTD registrar does monitor this prerequisite.

6) Complete registration and all the pre-enrollment requirements.

REGISTRANT PREREQUISITES					
Would this recruit like to be placed on the waitlist for the first available class?	<p> The following fulfills this requirement:</p> <p>Response Provided Yes</p>				
Document: CJ-1253 Student Liability Release	<p> The following fulfills this requirement:</p> <p>Response Provided Documents Supplied</p> <p>Documents</p> <table border="1"> <thead> <tr> <th>Description</th> <th>File Name</th> </tr> </thead> <tbody> <tr> <td colspan="2">[REDACTED]</td> </tr> </tbody> </table>	Description	File Name	[REDACTED]	
Description	File Name				
[REDACTED]					
Document: CJ-1251 Statement of Fitness	<p> The following fulfills this requirement:</p> <p>Response Provided Documents Supplied</p> <p>Documents</p> <table border="1"> <thead> <tr> <th>Description</th> <th>File Name</th> </tr> </thead> <tbody> <tr> <td colspan="2">[REDACTED]</td> </tr> </tbody> </table>	Description	File Name	[REDACTED]	
Description	File Name				
[REDACTED]					
Please indicate if there is a specific class placement preferred, include class number & start date.	<p> The following fulfills this requirement:</p> <p>Response Provided Class 900 (12/1/2021-06/30/2022)</p>				
Expected Hire Date AND Title/Rank	<p> The following fulfills this requirement:</p> <p>Response Provided Deputy (10/1/2021)</p>				
Document: When you are instructed, return to this registration and upload the Physical Ability Test Attestation Form. This is not required until you receive the selections email. Results are only good for 45 days from date of testing.	<p> This prerequisite is not fulfilled.</p> <p><a href="#">Add a document</a></p>				

c. Click Save

7) Contact Information

- a. Verify the student's email (Registrant Primary Email)
- b. IGNORE THE REST OF THESE FIELDS.
- c. The WSCJTC does NOT collect this information about recruits. We are unable to turn these fields off. Turning them off is a future feature.

### CONTACT INFORMATION

Please enter or update information below that will be used to contact the student or their emergency contact.

Registrant Primary Email recruit@cjtc.wa.gov (change)

Registrant Mailing Address

[My physical address is different than my mailing address](#)

Emergency Contact Name

Relationship

Emergency Contact Phone  Ext.

Alternate Phone

Emergency Contact Address

[Use international address](#)

ZIP code  +

### 8) Academy-Requested Information (New 7-2021!)



#### a. Complete the fields included in this section

- i. Registration Contact Name – This is who we contact in regard to this registration.
- ii. Registration Contact Email
- iii. Registration Contact Phone
- iv. Meals & Lodging

### ACADEMY-REQUESTED INFORMATION

\* Registration Contact Name

\* Registration Contact Email

\* Registration Contact Phone

\* Meals & Lodging

9) Other Information

- a. IMPORTANT: Add the emails of everyone who needs to get copies of all registration status emails in the **Additional Contact Email** field.

OTHER INFORMATION

**Additional Contact Email** You may specify one or more email addresses for additional people (e.g., supervisor) to receive notifications about this registration.

Gender Male x

Date of Birth 1/1/1970

Training Category Select a category...

Dietary Restrictions (change)

Health / Medical / Vision Issues (change)

Religious Needs (change)

Non-Housing Accommodations No special accommodations (change)

Additional Registration Comments (change)

- b. Gender: Should auto-populate from Person Record
- c. Date of Birth: Should auto-populate from Person Record
- d. Training Category: Basic Training (Academy)
- e. **IGNORE THE THESE FIELDS:**
- i. Dietary Restrictions
  - ii. Health/Medical/Vision Issues
  - iii. Religious Needs
  - iv. Non-Housing Accommodations
  - v. Do NOT use Additional Comments. These are permanent comments and is a feature we are NOT using. We cannot delete them.
  - vi. The WSCJTC does NOT collect this information about recruits. We are unable to turn these fields off. Turning them off is a future feature.
- 10) Submit the completed registration.
- a. You can use “Cancel”, Finish Later, or do another by using “Submit & Request Another”
  - b. Click Submit Request.
- 11) BTD will process registrations daily. Registrations submitted after noon on Friday or on a holiday will not be processed until the next business day.
- 12) Agency will receive automated status notifications throughout the submission and registration process.
- 13) The contact for BLEA, COA and BLEEA registration questions is [basictraining@cjtc.wa.gov](mailto:basictraining@cjtc.wa.gov).
- 14) The contact for technical support and the “how to” is [lms@cjtc.wa.gov](mailto:lms@cjtc.wa.gov).