



PEI-911 Online

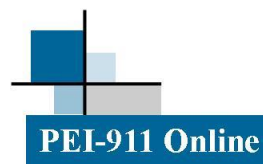
COURSE CATALOG



For questions contact:
info@pei-911.com or call 386-239-3514

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ABOUT PEI-911 ONLINE

PEI-911 Online provides comprehensive, quality training in a supportive, instructor-led online environment.



PEI-911 Online Courses are:

- **INFORMATIVE** – timely and easy-to-understand instruction provided by top industry experts.
- **INTERACTIVE** – students and instructors continuously interact through emails and online assignments.
- **REWARDING** – students are given the opportunity to network with their peers – to make friends – to share information and discuss subjects of mutual interest.
- **COST-EFFECTIVE** – there are no travel costs and no hidden fees. All course materials and textbooks are included in the tuition.

FREQUENTLY ASKED QUESTIONS

What is the format of PEI-911 Online Courses?

PEI-911 Online training courses are instructor-led, interactive and delivered asynchronously with scored assignments and a final exam. **This means that participants may login at any time that is convenient for them on any given day to work on that week's assignments and post responses to the discussion forums.** Each assignment has a maximum point value assigned to it. The maximum point score a participant can achieve by satisfactorily completing all assignments and the final exam is 200 points. Participants must score at least 160 points (80%) to earn certificates of completion awarding training hours.

Are PEI-911 Online Courses Self-Study?

No, PEI-911 Online courses are not self-study; there is a start date and an end date and assignments that must be completed each week.

How much time can I expect to spend each week completing assignments?

Depending on the course, you can expect to spend anywhere from 2 to 5 hours per week completing course assignments and interacting with your fellow classmates.

How long does it take to complete a PEI-911 Online course?

Time frames range from 3 to 6 weeks, depending on the course.

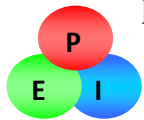
Do we receive a course textbook?

Yes, all PEI-911 Online courses have comprehensive course textbooks. With most courses, the textbook is downloaded, chapter by chapter, from the course website.

Any other questions? Email us at info@pei-911.com

ABOUT PEI-911 ONLINE - PRINCIPALS

PEI-911 Online is a collaboration of Profile Evaluations, Inc. (PEI) and the Public Safety Group (PSG). Students who successfully complete PEI courses will receive a course certificate from PEI; students who successfully complete PSG courses will receive a course certificate from PSG.



PROFILE EVALUATIONS, INC.

Profile Evaluations, Inc. (PEI) was incorporated in 1988 and is an industry leader in employee selection, training and development. Our employee selection program combines personality, multi-tasking and mental ability testing with solid behavior-based interviewing. Our training platform, PEI-911 Online, provides comprehensive instructor-led online training. Our employee development services include job analysis and agency specific performance appraisal systems.

For more information visit www.pei-911.com



THE PUBLIC SAFETY GROUP

The Public Safety Group (PSG) was incorporated in 1994 to train public safety professionals. The Public Safety Group has provided training for more than 1,000 public safety professionals a month all over the United States. The Public Safety Group's motto is to provide the highest quality training at affordable prices. Our instruction is professional, motivational and can be customized specifically for your agency. We offer live and online training, in-service training you can perform at your location and customizable SOP and training reference manuals.

For more information visit www.publicsafetygroup.com

COURSE DEVELOPERS AND LEAD INSTRUCTORS



Tony Harrison is President of the Public Safety Group. He has over 32 years of public safety communications experience. He has lectured to over 20,000 public safety professionals in more than 150 cities, 48 states and 3 countries and presented at national APCO and NENA conferences. He holds a BA in Criminal Justice and a MA in Political Science.

Tony has served as a deputy sheriff, retiring after 20 years with the rank of Captain, and a calltaker, dispatcher, training coordinator and communications supervisor. Tony was the on-duty shift supervisor during the April 1995 bombing of the Alfred P. Murrah federal building in Oklahoma City, the largest domestic terrorist event in U.S. history.

Tony has served on numerous national APCO and NENA committees. He also holds the distinction of APCO life member and Emergency Number Professional (ENP) from NENA.

COURSE DEVELOPERS AND LEAD INSTRUCTORS



Candice Solie (Candi) is Vice President of PEI. She has over 31 years' experience as a public safety communications trainer/consultant and is a well-known speaker and trainer on issues relating to public safety communications selection, training and management. Ms. Solie has extensive knowledge and experience in training course design and instruction, and is currently one of the lead course developers and instructors for PEI-911 Online.

Ms. Solie previously served on the APCO Operating Procedures Committee, the APCO Editorial Advisory Committee, and the original P33 APCO Call Center Standards Committee. She also served as the Director of the APCO Institute. During her tenure, she oversaw all Institute operations and designed and co-authored several highly successful new hire and in-service training programs for public safety communications personnel, including *Public Safety Telecommunicator I, 6th Edition* (PST1-6) student and instructor courses, *Fire Communications, 1st Edition* student and instructor courses, and the *Registered Public Safety Leader (RPL)* certification course.



Richard Solie (Dick) is President of PEI. He has worked in the public safety communications industry for over 31 years and currently serves on the APCO Commercial Advisory Council (CAC). He previously served on the APCO Board of Directors, the APCO Management Symposium team, the APCO ADA Committee, the APCO Telematics Committee and the APCO Registered Public Safety Leader (RPL) course development work group. He also is a past Chair of the NENA 9-1-1 Operations Human Resources Committee. Prior to joining PEI, Dick was Executive Vice President

of one of the nation's largest financial services companies where he was responsible for the design and implementation of new products and services, and the selection and development of a direct staff of over 300 employees. Dick holds a Juris Doctorate from William Mitchell College of Law, and is a licensed attorney in the State of Minnesota.

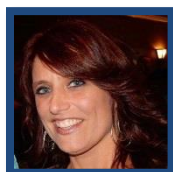
ADJUNCT INSTRUCTORS

Our adjunct instructors represent some of the finest instructors in public safety communications. Each instructor has extensive public safety communications experience.

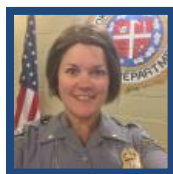


Paul Barbour is a highly decorated 29-year veteran of the Edmond Police Department, as well as a professional consultant. His career began as a dispatcher in Locust Grove, OK. After 4 1/2 years as a dispatcher at Locust Grove, he joined the Edmond police Department as an officer and retired as a Lieutenant in 2014. Paul holds an A.S. Degree in Police Science, and is a certified police advanced instructor with CLEET as well as a Certified QPR Instructor and a Certified Internal Affairs Investigator.

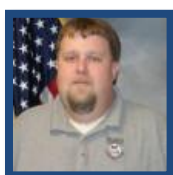
Paul was a dispatcher during the time of the Edmond Post Office Massacre in 1986, which remains one of the deadliest workplace violence acts in American History. Paul has responded to numerous volatile situations which include barricaded suspects, high risk actively armed suicidal people, suicidal barricades and hostage situations. He led the Crisis Negotiations Team at the Edmond Police Department for 16 years, beginning with its inception under his leadership in 1998, and is a graduate of the FBI's prestigious National Crisis Negotiation Course.



Tracy Eldridge has been in Public Safety since the late 90's. She is currently the 9-1-1 Operations Lead at RapidSOS, a technology company with the mission of transforming emergency communications. She has been a 9-1-1 telecommunicator since 1997 and was the Chief Dispatcher for a Massachusetts communications center from 2003 to 2016; she is also an on-call firefighter/EMT. Her passion for teaching telecommunicators, EMTs and firefighters started in 2006 and in her spare time she travels around the country teaching for the Public Safety Group and working with the Denise Amber Lee Foundation on their Quality Assurance initiative. Her motto is "Life is too short to not know how to save one."



Michelle Henderson began her career in 1993 as a police dispatcher with the Oklahoma City Police Department. She worked there for six years answering 911 calls and dispatching officers in the field. During that time, she was also a trainer responsible for overseeing many new dispatchers as they began their career. In 1999, Michelle left dispatch and went to the police academy. She worked as a patrol officer for six years and then was promoted to Investigations as a detective. In 2011, she was promoted to Lieutenant as a first-line supervisor. Michelle is currently assigned to dayshift patrol as a field supervisor on the east side of the city. After leaving dispatch in 1999, Michelle continued to work many overtime hours as a dispatcher. It is only recently that she retired her headset.



Brian Porter Sr. has been an instructor for the Public Safety Group for over 15 years bringing over 30 years of public safety experience to the table. He has lectured to hundreds of public safety professionals across the United States and online. Brian is currently a shift supervisor for the Stillwater, Oklahoma Central Communications / E-911 Division where he has served for over 25 years. He has served as call taker, dispatcher, instructor, communications training officer, training coordinator, and supervisor. Brian has completed thousands of hours of training spanning all public safety disciplines including police, fire, EMS, and emergency management. He has vast experience on both sides of the radio having served as a reserve police officer, a volunteer firefighter, and as an intermediate EMT/Field Supervisor for over 13 years. Brian has served as the Oklahoma TERT Coordinator, Vice President of The Oklahoma State Law Enforcement Communications Association, President of the Oklahoma APCO Chapter, and the conference chairman for the Oklahoma Public Safety Conference.

ONLINE TRAINING COURSES

ACTIVE ASSAILANT, 4TH EDITION

The Active Assailant has become a part of modern society. The role of the calltaker/dispatcher is critical and your knowledge of the active shooter protocol will help you save lives. This class will give you a historical perspective, and will review numerous incidents including actual 9-1-1 calls and radio tapes. The class will also look at what future Active Assailant incidents may involve.

COURSE OUTLINE:

Week 1: Introduction to the Active Assailant and the Police/Fire/EMS Response

- What is the Active Assailant?
- The Mind of the Active Assailant
- Locations of the Active Assailant
- Police Tactics
- Fire and EMS Response

Week 2: The Communications Response

- The School Shooter: The U.S. Secret Service Study
- The Calltaker's Role in an Active Assailant Incident
- The Dispatcher's Role in an Active Assailant Incident
- Case Studies

Week 3: The Limited/Hybrid Assailant and What to Expect in the Future

- The Limited/Hybrid Assailant
- Case Studies
- Limited Active Assailant
- Active Assailant Terrorist
- Threats
- Course Wrap-Up and Final Exam

PREREQUISITES:

Public Safety Communications Experience

TERM 3 Weeks Online	TUITION* \$229.00	CREDIT HOURS AWARDED 8	CERTIFICATE FROM: Public Safety Group (PSG)
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**Prices subject to change without notice*

Receive a 10% discount when registering 4 or more students.

ONLINE TRAINING COURSES

BASIC TELECOMMUNICATOR TRAINING, 3RD EDITION

This four-week interactive course teaches you the basic skills and responsibilities of a public safety telecommunicator. Topics include roles and responsibilities, legal aspects, interpersonal communications, technologies, telephone techniques, call classification, radio communication, and stress management.

COURSE OUTLINE:

Week 1: Roles and Responsibilities

- The Role of the Public Safety Telecommunicator
- Characteristics of a Telecommunicator
- Organizational Mission
- Telecommunicator Ethics
- Legal Aspects

Week 2: Interpersonal Communications and Technologies

- The Communications Process
- Effective Listening
- Customer Service
- The History of 9-1-1
- Technology used in 9-1-1

Week 3: Telephone Techniques and Call Processing

- The Basics of Call Taking
- Calming Skills and Techniques
- Call Prioritization
- General Calls
- Fire/EMS Calls
- Law Enforcement Calls

Week 4: Radio Communications and Stress Management

- Basic Radio Dispatching
- The Fight-or-Flight Response
- Sources of Stress in Your Life
- Stress Management
- Critical Incident Stress

PREREQUISITES:

None

ONLINE TRAINING COURSES

BASIC TELECOMMUNICATOR TRAINING, 3RD EDITION

This four-week interactive course teaches you the basic skills and responsibilities of a public safety telecommunicator. Topics include roles and responsibilities, legal aspects, interpersonal communications, technologies, telephone techniques, call classification, radio communication, and stress management.

TERM 4 Weeks Online	TUITION* \$399.00	CREDIT HOURS AWARDED 40	CERTIFICATE FROM: Public Safety Group (PSG)
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Receive a 10% discount when registering 4 or more students.

ONLINE TRAINING COURSES

BRING IT ON! 2ND EDITION: SURVIVING AND SUCCEEDING IN THIS CRAZY, WONDERFUL PROFESSION

This crazy, wonderful profession isn't for everyone. It's tough – it's challenging – and if you don't know how to take care of yourself, it can take a toll on your mind and body. This informative and highly motivational 3-week course is a how-to guide for surviving shift work and stress, handling conflict resolution, and remaining positive in a negative environment. It's **valuable** training for **ALL** communications professionals and a **MUST** for every new hire!!

COURSE OUTLINE:

Week 1: Surviving Shift Work

The Perils of Shiftwork

Surviving Shift Work

Home Life and Relationships – Making a “Bless out of the Mess”

From the Trenches – *Surviving Shiftwork.....*

Week 2: Becoming Stress Resistant

Common Sources of Stress

From the Trenches – *Living with PTSD...*

Signs and Symptoms of Untreated Long-Term Stress

How Do I Know if I'm Burned Out?

Becoming Stress Resistant – The Six Stress Busters

From the Trenches – *How I became stress-resistant...*

Week 3: Handling Conflicts and Remaining Positive in a Negative Environment

Steps for Effective Conflict Resolution

Dealing with Difficult People (*or my coworkers are driving me nuts!!!*)

Confronting a Difficult Coworker

Remaining Positive in a Negative Environment

Strategies for Combating Negativity

From the Trenches – *Remembering why I love my job....*

PREREQUISITES:

None

TERM 3 Weeks Online	TUITION* \$229.00	CREDIT HOURS AWARDED 8	CERTIFICATE FROM: Profile Evaluations, Inc. (PEI)
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ONLINE TRAINING COURSES

BUILDING FOR EXCELLENCE, 2ND EDITION: MANAGEMENT AND LEADERSHIP TOOLS FOR 9-1-1 PROFESSIONALS

This comprehensive and motivational course is a **must** for every current or aspiring supervisor or manager. The course looks at management and leadership in terms of personal, organizational, and professional excellence **within the field of public safety communications**. It applies the proven principles and practices from the wealth of generic training available and **brings it home to our profession and our unique needs and motivators**.

Building for Excellence, 2nd Edition addresses the **current issues affecting our industry** and provides you with the tools and information you need to maximize your abilities and build for excellence within your chosen profession.

COURSE OUTLINE:

Week 1: Excellence Begins with You

- Managing and Leading – Is There a Difference?
- Vision and Values – The Foundation of Leadership
- Understanding Your Personality Type – Not Everyone Thinks Like You!
- Following Your Heart – What Motivates You?

Week 2: Leading with Excellence

- Qualities of a True Leader
- The Power of Attitude – Become What You Believe
- Becoming a True Leader
 - Walk the Talk - Evaluating Your Leadership Skills

Week 3: Communicating with Excellence

- Getting Your Message Out – Skills for Effective Oral Communications
- Are You Listening? – Active Listening Skills to Enhance Comprehension
- How You Write Defines Your Image – Skills for Effective Written Communications

Week 4: Managing with Excellence – Defining Excellence

- Expect the Best – Establishing and Maintaining Performance Standards
- Coaching and Counseling Others
- Encouraging the Heart – Recognizing and Motivating Peak Performance

Week 5: Managing with Excellence – Tackling the Tough Issues

- Gossips, Complainers and Terminators, Oh My.... Dealing with Problem Employees
- Avoiding Legal Pitfalls – Understanding Liability Issues in the Employment Process

ONLINE TRAINING COURSES

BUILDING FOR EXCELLENCE, 2ND EDITION: MANAGEMENT AND LEADERSHIP TOOLS FOR 9-1-1 PROFESSIONALS

This comprehensive and motivational course is a **must** for every current or aspiring supervisor or manager. The course looks at management and leadership in terms of personal, organizational, and professional excellence **within the field of public safety communications**. It applies the proven principles and practices from the wealth of generic training available and **brings it home to our profession and our unique needs and motivators**.

Building for Excellence, 2nd Edition addresses the **current issues affecting our industry** and provides you with the tools and information you need to maximize your abilities and build for excellence within your chosen profession.

COURSE OUTLINE, CONTINUED:

Week 6: The Changing Face of Public Safety Communications

Challenges and Opportunities – Technology

The Past...the Present...The Future – Next Generation 9-1-1 (NG911)

Challenges and Opportunities – People

Attracting and Retaining a Multi-generational Workforce

The Future Belongs to You....

PREREQUISITES:

Public Safety Communications Experience

TERM 6 Weeks Online	TUITION* \$399.00	CREDIT HOURS AWARDED 30	CERTIFICATE FROM: Profile Evaluations, Inc. (PEI)
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Receive a 10% discount when registering 4 or more students.

ONLINE TRAINING COURSES

CHALLENGING CALLERS, 2ND EDITION: COMMUNICATING WITH CHILDREN, THE ELDERLY AND THE MENTALLY IMPAIRED

The majority of callers who wish to report a crime or need assistance are ordinary individuals experiencing unordinary events. You know how to take these calls and process them efficiently and effectively. But, what happens when the caller is a child, or is elderly, or is suffering from a mental impairment such as Alzheimer’s or Autism? Do you have the tools, and most of all the patience, to assist those callers? This comprehensive 3-week course helps you gain a better understanding of how to effectively communicate with these challenging caller types.

COURSE OUTLINE:

Week 1: The Big Picture

- Active Listening – The Key to Effective Communications
- General Guidelines for Communicating with Verbally Impaired Callers

Week 2: The Mentally Impaired

- Mental Illness
- “Frequent Flyers”
- Guidelines for Communicating with the Mentally Impaired
- Suicidal Thoughts or Actions

Week 3: The Elderly and the Child Caller

- Guidelines for Communicating with Elderly Callers
- Guidelines for Communicating with Child Callers
- Dealing with Autism and Autism Spectrum Disorders (ASD)
- Guidelines for Communicating with an Autistic Child or Adult

PREREQUISITES:

Public Safety Communications Experience

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ONLINE TRAINING COURSES

COMMUNICATIONS CENTER LIABILITY

We live in a litigious society and the threat of a lawsuit involving communications professionals is real. Liability issues in the communications center have become a major issue. It is important for all members of the communications center to learn skills to reduce liability.

COURSE OUTLINE:

Week 1: Liability Basics

- The Elements of a Lawsuit
- Common Legal Terms
- The Basics of the Court System
- Case Studies

Week 2: Liability Exposure

- How to Reduce Your Liability
- Liability for the Trainer
- Federal Laws You Need to be Aware Of

Week 3: What Now?

- How to Reduce Agency Liability Exposure
- Five Common Areas of Lawsuits
- Additional Case Studies

PREREQUISITES:

Public Safety Communications Experience

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ONLINE TRAINING COURSES

COMMUNICATIONS TRAINING OFFICER, 2ND EDITION

The ONLY Communications train-the-trainer course that covers CTO and CLASSROOM training.

This dynamic and comprehensive six-week course provides you with the tools and information you need to **maximize your skills** as a public safety communications **training professional**. Through completion of this course you'll learn how to design and conduct CTO and classroom training that ensures trainees truly learn the skills and knowledge needed to survive and succeed in this rapidly changing and critically important profession.

COURSE OUTLINE:

Week 1: The Big Picture

- The Importance of Standardized Training
- Qualities of an Excellent Trainer
- Roles and Responsibilities of a Communications Training Officer
- Adult Learning Principles and Adult Learning Styles
- Looking Within – Understanding Your Learning Style and Your Personality Type and Motivators

Week 2: Getting Your Message Out

- CTO Trainer: Skills for Effective One-on-One Communications
- Classroom Trainer: Skills for Communicating in Front of Groups
- Skills for Communicating Praise and Correction
- Are You Listening? – Active Listening Skills to Enhance Comprehension

Week 3: Designing Standardized Classroom and CTO Training Programs

- Identifying Training Needs
- Designing Your CTO and Classroom Training Programs
- Instructional Methodologies and Phase Training
- Writing Lesson Plans, Quizzes and Exams

Week 4: Conducting Standardized CTO and Classroom Training

- Guidelines for Conducting CTO Training
- Guidelines for Conducting Classroom Training
- Coaching and Counseling Others
- Encouraging the Heart – Motivating Peak Performance
- Trainer Motivation

Week 5: Evaluating Performance

- Performance Documentation Forms (SEG, DOR and Others)
- General Guidelines for Fairly and Accurately Evaluating Trainee Performance
- Completing DORs and Training Documentation Retention

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COURSE OUTLINE, CONTINUED:

Week 6: Avoiding Legal Pitfalls and Tackling the Tough Issues

Avoiding Legal Pitfalls – Understanding Training Liability Issues

Tackling the Tough Issues – Common Problems CTOs Encounter

Remediate or Terminate – When is it Time to Throw in the Towel?

PREREQUISITES:

This course is designed for CTOs, classroom trainers, training coordinators, supervisors, and managers.

TERM 6 Weeks Online	TUITION* \$399.00	CREDIT HOURS AWARDED 30	CERTIFICATE FROM: Profile Evaluations, Inc. (PEI)
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ONLINE TRAINING COURSES

CRIMES IN PROGRESS, 2ND EDITION

When Seconds Count®, are you prepared to respond? When 9-1-1 rings, and you have a call that is in progress, are you ready? This class is designed to provide you with the tools you need to respond to a variety of in-progress and high-risk calls. Topics include armed robberies, shootings, homicides, pursuits, and your role in responder safety and child missing calls.

COURSE OUTLINE:

Week 1: Key Principals

- The Role of Speed
- Calming Techniques
- Handling Multiple Call Situations
- Armed Robberies

Week 2: When Seconds Count®

- Shootings and Homicides
- Missing Children
- Your Role in Amber Alerts
- Pursuits

Week 3: Responder Safety

- Officer Down
- Your Role in Responder Safety
 - Fire/EMS
 - Officer Safety
- Case Studies
- What You Can Do

PREREQUISITES:

Public Safety Communications Experience

TERM 3 Weeks Online	TUITION* \$229.00	CREDIT HOURS AWARDED 8	CERTIFICATE FROM: Public Safety Group (PSG)
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ONLINE TRAINING COURSES

CULTURAL DIVERSITY – RIPPED FROM THE HEADLINES

More civil unrest has occurred in the past few years than occurred in the previous 40 years. With this backdrop, police officers have been the target of assassinations. This class will address your role in community-oriented policing, cultural diversity, de-escalation techniques and responder targeting. There is no other class on the market that addresses these issues in one comprehensive course.

COURSE OUTLINE:

Week 1: Introduction to Community Policing and Cultural Awareness

- What is community policing?
- Expectations of customers or callers
- Cultural competency
- Discrimination
- Stereotypes, Prejudices & Biases
- How does it relate to the telecommunicator?

Week 2: Crisis Intervention

- Crisis state of mind
- Crisis Intervention
- Intervention process
- Do's & Don'ts of crisis intervention

Week 3: Responder Safety & Civil Unrest

- Violence today
- Responders as targets
- Ambush attacks
- Baltimore case study
- Ferguson case study
- What you can do
- Course Wrap-Up and Final Exam

PREREQUISITES:

Public Safety Communications Experience

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ONLINE TRAINING COURSES

CUSTOMER SERVICE

Good customer service skills are critical for all public safety communications professionals. Today it is not good enough to be technically competent. You must also provide a high level of service. This three-week course will teach you how to provide great service when handling difficult callers, and how to increase the level of service you provide each day

COURSE OUTLINE:

Week 1: Customer Service Basics

- The Importance of Customer Service
- Who are our Customers?
- Caller Expectations
- Six Sins of Customer Service

Week 2: Keys to Customer Service

- Stamp Collecting
- Hooks
- Annoying and Difficult Callers
- Words to Use and Avoid
- How to Defuse Anger

Week 3: The Communications Process

- Dealing with Profanity
- What You Can Do to Provide Great Customer Service
- Dispatcher-Field Responder Relations
- Dispatcher-Dispatcher Relations
- The Golden Rule of Dispatch

PREREQUISITES:

Public Safety Communications Experience

TERM 3 Weeks Online	TUITION* \$229.00	CREDIT HOURS AWARDED 8	CERTIFICATE FROM: Public Safety Group (PSG)
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ONLINE TRAINING COURSES

DOMESTIC VIOLENCE

Domestic violence is one of the most frequent calls you receive. This interactive three-week course takes a dynamic look at the truths and myths associated with domestic violence. Students will learn the techniques to handle domestic violence calls, why people stay in abusive relationships, the cycle of violence, what is domestic violence, and will review several case studies.

COURSE OUTLINE:

Week 1: What is Domestic Violence?

- What is Battering?
- Why Do Men Batter?
- Why Do Women Stay?
 - Barriers to Leaving
 - Institutional Reasons

Week 2: Truths and Myths

- The Cycle of Violence
- Attributes of Violent and Non-violent households
- Safety Plans
- Non-Traditional Domesticities
- Domesticities Involving Agency Personnel
- Cultural Issues

Week 3: Call Taking Techniques and Case Studies

- Call Taking Techniques
- Domestic Violence Case Studies

PREREQUISITES:

Public Safety Communications Experience

TERM 3 Weeks Online	TUITION* \$229.00	CREDIT HOURS AWARDED 8	CERTIFICATE FROM: Public Safety Group (PSG)
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ONLINE TRAINING COURSES

HIRING RIGHT FOR 9-1-1, 2ND EDITION

This four-week interactive online course provides you with the tools and information you need to stop the revolving door of turnover and start hiring right! Informative and practical, this course takes you through each step in the hiring process from laying the foundation to making the final hiring decision.

COURSE OUTLINE:

Week 1: Laying the Foundation

- Creating Your Master Plan
- Understanding the Job – Conducting a Job Analysis
- Understanding Your Potential Workforce - Millennials – The New Breed of Worker
 - Meeting the Needs of our New Breed of Worker in Scheduling, Recruiting and Hiring
- Writing the Job Description

Week 2: Narrowing the Field

- Recruiting Candidates using Social Media and Public Education
- Screening Resumes and Application Forms
- Designing and Conducting a Job Preview Session
- Designing and Conducting a Valid and Reliable Testing Process

Week 3: Designing and Conducting the Interview

- Designing the Interview
- Conducting a Valid and Reliable AND Legal Interview
- Writing Effective Interview Questions
- Developing an Interview Rating Sheet
- Interpreting the Interview Data

Week 4: Conducting the Reference Check and Making the Final Hiring Decision

- Avoiding Legal Pitfalls in the Reference Check and Background Check Process
- Screening Candidates through Social Media
- Developing a Reference Check Form
- Conducting the Reference Check
- Making the Final Hiring Decision

PREREQUISITES:

This course is designed for all who conduct and/or are involved with the agency hiring process.

TERM 4 Weeks Online	TUITION* \$389.00	CREDIT HOURS AWARDED 20	CERTIFICATE FROM: Profile Evaluations, Inc. (PEI)
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**Prices subject to change without notice*

Receive a 10% discount when registering 4 or more students.

ONLINE TRAINING COURSES

STRESS: IT'S ALL IN YOUR HEAD

Public Safety Communications professionals work in one of the most stressful jobs in the world. This motivational three-week course will teach you how to deal with your job-related stress as well as how to deal with stress at home. Stress can take a terrible toll on your job performance and your health. If you are going to continue to perform your job at the highest level, you need to learn effective techniques for managing your stressors.

COURSE OUTLINE:

Week 1: What is Stress?

- Definition of Stress
- Stress Reaction of the Body
- Sources of Stress

Week 2: Stress Management

- Modern Medicine and Healthy Living
- Techniques for Stress Management
- Determining Your Strategy for Stress Management

Week 3: Critical Incident Stress

- Effects of Critical Incident Stress
- How to Survive a Critical Incident

PREREQUISITES:

None

TERM 3 Weeks Online	TUITION* \$229.00	CREDIT HOURS AWARDED 8	CERTIFICATE FROM: Public Safety Group (PSG)
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**Prices subject to change without notice*

Receive a 10% discount when registering 4 or more students.

ONLINE TRAINING COURSES

SUICIDE INTERVENTION

This interactive three-week course educates public safety call takers in crisis intervention. Topics include suicide attitudes and facts, risk assessment of caller, risk assessment of responder, and call taker intervention.

COURSE OUTLINE:

Week 1: Suicide Unwrapped

- Suicide Attitudes
- Suicide Facts and Notions
- Suicide Call Case Studies

Week 2: Suicide Intervention

- Suicide Warning Signs
- Intervention Techniques
- Threat Assessment
- Responder Dangers
- Suicide Call Case Studies

Week 3: Special Situations

- Call Handling Challenges and Special Situations
- Suicide Call Case Studies

PREREQUISITES:

Public Safety Communications Experience

TERM 3 Weeks Online	TUITION* \$229.00	CREDIT HOURS AWARDED 8	CERTIFICATE FROM: Public Safety Group (PSG)
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**Prices subject to change without notice*

Receive a 10% discount when registering 4 or more students.

COURSE SCHEDULE (JANUARY – DECEMBER 2019)

ACTIVE ASSAILANT, 4TH EDITION

January 21, 2019 – February 10, 2019
March 11, 2019 – March 31, 2019
May 6, 2019 – May 26, 2019
September 2, 2019 – September 22, 2019
November 4, 2019 – November 24, 2019

BASIC TELECOMMUNICATOR TRAINING, 3RD EDITION

January 7, 2019 – February 3, 2019
March 25, 2019 – April 21, 2019
May 20, 2019 – June 16, 2019
August 12, 2019 – September 8, 2019
November 18, 2019 – December 15, 2019

BRING IT ON! 2ND EDITION: SURVIVING AND SUCCEEDING IN THIS CRAZY, WONDERFUL PROFESSION

January 14, 2019 – February 3, 2019
February 4, 2019 – February 24, 2019
March 4, 2019 – March 24, 2019
April 1, 2019 – April 21, 2019
May 6, 2019 – May 26, 2019
June 3, 2019 – June 23, 2019
July 8, 2019 – July 28, 2019
August 5, 2019 – August 25, 2019
September 9, 2019 – September 29, 2019
October 7, 2019 – October 27, 2019
November 4, 2019 – November 24, 2019

BUILDING FOR EXCELLENCE, 2ND EDITION: MANAGEMENT AND LEADERSHIP TOOLS FOR 9-1-1 PROFESSIONALS

January 7, 2019 – February 17, 2019
March 4, 2019 – April 14, 2019
April 15, 2019 – May 26, 2019
June 3, 2019 – July 14, 2019
July 15, 2019 – August 25, 2019
September 2, 2019 – October 13, 2019
November 4, 2019 – December 15, 2019

COURSE SCHEDULE (JANUARY – DECEMBER 2019)

CHALLENGING CALLERS, 2ND EDITION: COMMUNICATING WITH CHILDREN, THE ELDERLY AND THE MENTALLY IMPAIRED

January 14, 2019 – February 3, 2019

February 4, 2019 – February 24, 2019

March 4, 2019 – March 24, 2019

April 1, 2019 – April 21, 2019

May 6, 2019 – May 26, 2019

June 3, 2019 – June 23, 2019

July 8, 2019 – July 28, 2019

August 5, 2019 – August 25, 2019

September 9, 2019 – September 29, 2019

October 7, 2019 – October 27, 2019

November 4, 2019 – November 24, 2019

COMMUNICATIONS CENTER LIABILITY

February 11, 2019 – March 3, 2019

April 8, 2019 – April 28, 2019

July 1, 2019 – July 21, 2019

September 30, 2019 – October 20, 2019

COMMUNICATIONS TRAINING OFFICER. 2ND EDITION

January 7, 2019 – February 17, 2019

March 4, 2019 – April 14, 2019

April 15, 2019 – May 26, 2019

June 3, 2019 – July 14, 2019

July 15, 2019 – August 25, 2019

September 2, 2019 – October 13, 2019

November 4, 2019 – December 15, 2019

CRIMES IN PROGRESS, 2ND EDITION

February 4, 2019 – February 24, 2019

April 1, 2019 – April 21, 2019

June 17, 2019 – July 7, 2019

September 23, 2019 – October 13, 2019

December 2, 2019 – December 22, 2019

COURSE SCHEDULE (JANUARY – DECEMBER 2019)

CULTURAL DIVERSITY – RIPPED FROM THE HEADLINES

January 14, 2019 – February 3, 2019

March 25, 2019 – April 14, 2019

June 3, 2019 – June 23, 2019

September 16, 2019 – October 6, 2019

November 25, 2019 – December 15, 2019

CUSTOMER SERVICE

January 28, 2019 – February 17, 2019

March 18, 2019 – April 7, 2019

May 13, 2019 – June 2, 2019

September 9, 2019 – September 29, 2019

November 11, 2019 – December 1, 2019

DOMESTIC VIOLENCE

February 18, 2019 – March 10, 2019

April 15, 2019 – May 5, 2019

July 15, 2019 – August 4, 2019

October 7, 2019 – October 27, 2019

HIRING RIGHT FOR 9-1-1, 2ND EDITION

January 7, 2019 – February 17, 2019

February 11, 2019 – March 10, 2019

March 18, 2019 – April 7, 2019

April 8, 2019 – May 12, 201

May 20, 2019 – June 16, 2019

July 1, 2019 – July 28, 2019

August 5, 2019 – September 1, 2019

September 9, 2019 – October 6, 2019

November 4, 2019 – December 1, 2019

STRESS: IT'S ALL IN YOUR HEAD

March 4, 2019 – March 24, 2019

April 29, 2019 – May 19, 2019

August 19, 2019 – September 8, 2019

October 28, 2019 – November 10, 2019

COURSE SCHEDULE (JANUARY - DECEMBER 2019)

SUICIDE INTERVENTION

February 25, 2019 – March 17, 2019

April 22, 2019 – May 12, 2019

August 5, 2019 – August 25, 2019

October 1, 2019 – November 3, 2019



ONLINE COURSE REGISTRATION FORM

(Complete one form per Student)

Student Name:	
Student Email Address:	
Agency Name:	
Street Address:	
City/State/Zip code:	
Phone number:	Fax number:

I would like to register for following course(s): (Check (✓) course name & write-in session start date)

- | | | |
|--|----------------------|----------|
| <input type="checkbox"/> Active Assailant | Class Session: _____ | \$229.00 |
| <input type="checkbox"/> Basic Telecommunicator | Class Session: _____ | \$399.00 |
| <input type="checkbox"/> Bring it On! | Class Session: _____ | \$229.00 |
| <input type="checkbox"/> Building for Excellence | Class Session: _____ | \$399.00 |
| <input type="checkbox"/> Challenging Callers | Class Session: _____ | \$229.00 |
| <input type="checkbox"/> Communications Center Liability | Class Session: _____ | \$229.00 |
| <input type="checkbox"/> Communications Training Officer | Class Session: _____ | \$399.00 |
| <input type="checkbox"/> Crimes in Progress | Class Session: _____ | \$229.00 |
| <input type="checkbox"/> Cultural Diversity | Class Session: _____ | \$229.00 |
| <input type="checkbox"/> Customer Service | Class Session: _____ | \$229.00 |
| <input type="checkbox"/> Domestic Violence | Class Session: _____ | \$229.00 |
| <input type="checkbox"/> Hiring Right for 9-1-1 | Class Session: _____ | \$389.00 |
| <input type="checkbox"/> Stress: It's All in Your Head | Class Session: _____ | \$229.00 |
| <input type="checkbox"/> Suicide Intervention | Class Session: _____ | \$229.00 |

PAYMENT INFORMATION:

Purchase Order#: _____ Credit Card: Visa MasterCard Discover

Name on Card: _____

Card Number: _____

Security Code: _____ (last 3 digits on back of card) Expiration Date: _____

Authorized Signature: _____

Email receipt to: Name & email address: _____

FAX REGISTRATION FORM TO 386-239-3513

CANCELLATION POLICY

PEI-911 Online students are required to pay by credit card or agency purchase order at the time of course registration in order to secure their place in the class. Class size is limited, so please register early.

Students who wish to cancel their course registration should notify PEI-911 Online in writing.

If the cancellation request is received **six or more days before the course start date**, PEI-911 Online will remove the student from the course and refund the course registration, **less a \$50.00 cancellation fee.**

If the cancellation request is received **five or less days before the course start date, no refund will be given.** PEI-911 Online courses are repeated on a regular basis so if a student wishes they may transfer their registration to another course start date that is more convenient for their schedule.

PEI-911 Online reserves the right to cancel a course up to five days prior to the course start date. Should PEI-911 Online cancel a course, the student will be notified and given the option of transferring their registration to another course start date, or receiving a refund of their course registration.

Should you have any questions please email info@pei-911.com

COMPUTER SOFTWARE/HARDWARE REQUIREMENTS

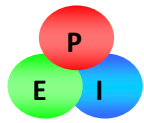
Software Requirements:

- Web Browser - Netscape or Internet Explorer 4.0 or higher or most recent version of Chrome or FireFox. If you plan on using a browser supplied by your Internet service provider (for example, AOL or WebTV) make sure it is the most recent version.
- E-mail software or a Web browser capable of supporting email activity, including sending/receiving attached files.
- Antivirus software.
- Word processing software (e.g., Microsoft Word, WordPerfect, etc).

Hardware Requirements:

- Access to an IBM compatible or Macintosh computer system.
- High speed Internet access.
- Access to the online environment for at least 2 hours a week.
- An email account for sending and receiving electronic mail via the Internet

OTHER PRODUCTS AND SERVICES



PROFILE EVALUATIONS, INC.

For more information visit www.pei-911.com

Employee Evaluation Program (EEP)

The only employee selection PROGRAM for public safety communications personnel

The Employee Evaluation Program (EEP) is a validated employee selection PROGRAM for telecommunicator and communications supervisor personnel. To date, well over 100,000 candidates have been assessed under the program and it has never been challenged. The EEP has documented criterion-based validity as well as content-based validity and has been used by over 900 agencies in the U.S. and abroad. The EEP has a proven track record, it enables you to look at the “total” candidate, and it is a valid predictor of future job performance.

Comprehensive Personality Profile® (CPP)®

The CPP is part of the test battery used in PEI’s Employee Evaluation Program (EEP). It is also available as a stand-alone assessment tool for those agencies who wish to add personality compatibility assessment to their practical, skill-based testing process. The CPP is specifically validated by PEI for public safety positions (telecommunicator, communications supervisor, entry-level police officer, and EMS field positions). **No other personality assessment tool currently offered for public safety positions gives you the in-depth information provided by the CPP!**

PEI’s Complete Employee Interviewing and Hiring Kit for Public Safety Communications Positions, 2nd Edition

PEI’s Complete Employee Interviewing and Hiring Kit is included in PEI’s Employee Evaluation Program (EEP). It is also available as a stand-alone product. The Interviewing and Hiring Kit puts YOU in charge of your interviewing and hiring process, from laying the foundation to making the final hiring decision. Each chapter outlines essential information and includes sample documents and checklists that can be customized to any agency’s specific organizational needs.

Consulting Services

- Job Analysis Studies
- Agency-Specific Performance Appraisal Systems
- Agency-Specific New-Hire Classroom and O-J-T Training Programs

OTHER PRODUCTS AND SERVICES



THE PUBLIC SAFETY GROUP

For more information visit www.publicsafetygroup.com

When Seconds Count® Monthly In-Service Training Program

The When Seconds Count® in-service training program is the most innovative training method currently available. Each month you will receive a copy of the training by email or U.S. mail. Your agency can then copy the booklet and distribute a copy to each of your employees.

Communications Training Officer (CTO) Training and Evaluation Program Reference Manual

The Communications Training Officer Training and Evaluation Program reference manual is the most comprehensive CTO training manual in the industry. The manual includes 80 pages of information and forms about CTO-based training. The purpose of the manual is to provide information about CTO-based training and give an agency the information needed to develop a CTO-based training program in their agency. The manual comes in a printed version with a CD. This allows the agency to create a customized program designed specifically for the agency. The CD allows the agency to cut and paste information as needed. The manual contains numerous forms and reports and extensive written material about CTO-based training.

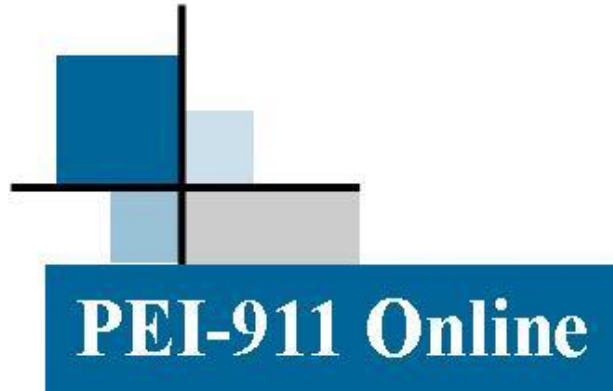
Policy and Procedure Reference Manual

The policy and procedure reference manual is a must if you are looking at creating or updating your policy and procedures. More than 100 pages of policies and procedures to cut and paste your way to a new manual.

On-Site Seminars

Our full array of seminars are designed to be taught at your location. They range from four hours to two days and can be customized to fit all your training needs.

Visit our website for a list of our current on-site seminars.



<http://peionline.mrooms.org/>

**PROFESSIONAL TRAINING FOR PUBLIC SAFETY
COMMUNICATIONS PROFESSIONAL**

For questions contact:

INFO@PEI-911.COM OR CALL 386-239-3514
