


Submitting Dog Protection Act Training


To submit required Dog Protection Act In-Service training please follow the steps below for your sworn personnel that have completed the required training.


1. Please log in to the Portal and select the "Training & Events" tab and then the "Submit Completed Training for Approval" button
2. Select "Starting with a pre-approved course or course material" option and begin typing "dog"
3. When the class auto-populates with Dog Protection course (only one available), select "Continue" and then fill in the required fields, ie. dates of training, comments, instructor information
4. Put Dog Protection Task Force as official provider, and add students.


Training Description

*** Course** Select a course from the approved course titles
AN0008 | Dog Protection Act 
Completed Dog Protection Training

Enter my own course information

*** Start Date** 10/13/2014 

*** End Date** 10/13/2014 

Training Category All attendees will have the **same** training category
Required by Rule or Law 

Each attendee may have a **different** training category

*** Hours**

*** Report Training To** Colorado POST

* **Type** Official Provider/Certified Instructor

Dog Protection Task Force

Other

Instructor Name

Email

Phone Choose... () - Ext.

Cancel Save As Draft **Add Students**

5. Click in the box to “Enter name” and your roster will populate the drop down list.

6. Add “All active Employees”, or just select officers who have completed the training one by one and then “Add to Roster”

 **Training**
Submit Completed Training - Add Students

Select Students for AN0008 | Dog Protection Act

Add to Roster

Name	PID	Primary Organization	Remove All
Robert A		Colorado POST	Remove

Edit Training Event **View Training Event**

7. Final review/approval – you can add more students, you do not have to submit any documents, and then click “Submit for Approval”.



Training

Submit Completed Training - Event Verification

Training Event Record for AN0008 | Dog Protection Act

Delete

Edit

Course No. [REDACTED]
Status Draft
Description Completed Dog Protection Training
Training Date(s) 10/13/2014
Hours 3
Instruction Provider Bob Baker
Event Comments No event comment specified

Students (1)

Edit

Name	PID	Training Category
[REDACTED] Robert A	[REDACTED]	

Documents

Add a Document

None Specified

Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval.

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Submit for approval