



## INSTRUCTIONS FOR COMPLETING FORM CJSTC-67

Use this form to report trainees who entered a Criminal Justice Standards and Training Commission (CJSTC) approved class.

### USE THIS FORM TO REPORT...

- That the training school presented the course.
- Students who began the class, and their race, ethnicity, date of birth, and sex.
- The number of hours the student attended.
- If the student passed, failed, did not complete the class, or was dismissed from the class.

### HOW TO COMPLETE EACH ITEM

After using all the lines in sections 7 – 14 on page 1, start a new page on a blank form. Complete items 1 - 5 on each page.

1. **Training School Name.** Enter the name of the training school.
2. **Course Sequence Number.** Enter the course sequence number as in this example: 99-91-055-02.
  - a. Enter the two-digit training school number before the first dash.
  - b. After the first dash, enter the last two digits of the year.
  - c. After the second dash, enter the three-digit CJSTC course number.
  - d. After the third dash, enter the two-digit course sequence number. The course sequence number is the number of times that the training school presented the course in the current year.  
**For example:** Flamingo Community College announced its second Radar Operators Training class for 1991. Flamingo listed its course sequence number as 99-91-055-02. Its training school number is 99; the year was 1991; the CJSTC course number for the Radar Operators Training course is 055; and the class was the second Radar Operators Training class that Flamingo offered in 1991.
3. **Total Number of Course Hours.** Enter the total number of course hours.
4. **Course Title.** Enter the title of the CJSTC approved course.
5. **Course Presentation Dates. Beginning.** Enter the date the course began. Enter as in this example: 01-15-1991. **Ending.** Enter the date the course ended.
6. Enter the Basic Recruit Curriculum Version number.
7. **Social Security Number.** Enter the last four digits of the student's social security number as in this example: 000-00-6789.
8. **Student's Full Name.** Enter the student's name as in this example: Warren, John D.
9. **Race.** Enter one of the following code letters to signify the student's ~~ethnic group or race.~~
  - ~~H **Hispanic:** All persons of Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race. May be either white or black.~~
  - AS Asian:** Originated from any original peoples of Far East, Southeast Asian, Indian Sub-continent, or Pacific Islands. Examples are: China, Japan, Korea, Philippine Islands and Samoa.
  - A American Indian or Native Alaskan:** Originated from any original peoples of North America and maintain cultural identification through tribal affiliation or community recognition.
  - B Black:** Originated from any Black racial groups of Africa.
  - W White:** Originated from any original peoples of Europe, North Africa, or Middle East.
  - O Other:** Any peoples who are not Asian, Pacific Islander, American Indian, Native Alaskan, Black, or White.

10. **Ethnicity.** Enter one of the following code letters to signify the student's ethnicity.
  - H Hispanic or Latino.** Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
  - N Non-Hispanic or Latino:** Persons who are not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish cultures or origins.
11. **Student's Sex.** Enter "F" for female or "M" for male to indicate the student's sex.
12. **Student's Date of Birth.** Enter the student's date of birth as in this example: 05/06/1974.
13. **Course Completion Status: Pass:** Enter "P" if the student passed the course. **Fail:** Enter "F" if the student failed the course. **Incomplete:** Enter "I" if the student did not complete the course. **Dismiss:** Enter "D" if the student was dismissed from the course.
14. **Processed Fingerprints for basic recruit training only.** Enter "YES" if the training school has an officer's processed fingerprints from the Florida Department of Law Enforcement (FDLE) or the Federal Bureau of Investigations (FBI), or notification from an employing agency that the processed fingerprints have been received and evaluated.
15. **Training Center Director's signature.** The training center director or designee shall sign this form.
16. **Date signed.** The training center director or designee shall enter the date of their signature.

### TRAINING CENTER REQUIREMENTS

**Submit the completed form:** Following the completion of a Commission-approved basic recruit training program, advanced training program course, instructor training courses referenced in Subsection 11B-35.007(3), F.A.C., and specialized courses referenced in Paragraph 11B-35.001(10)(c), F.A.C., the training center director or designee shall, within thirty days of the program or course completion date, electronically transmit a completed Training Report form CJSTC-67, or transmit an updated CJSTC-67 form through the Commission's ATMS.