



**PEI-911 Online**

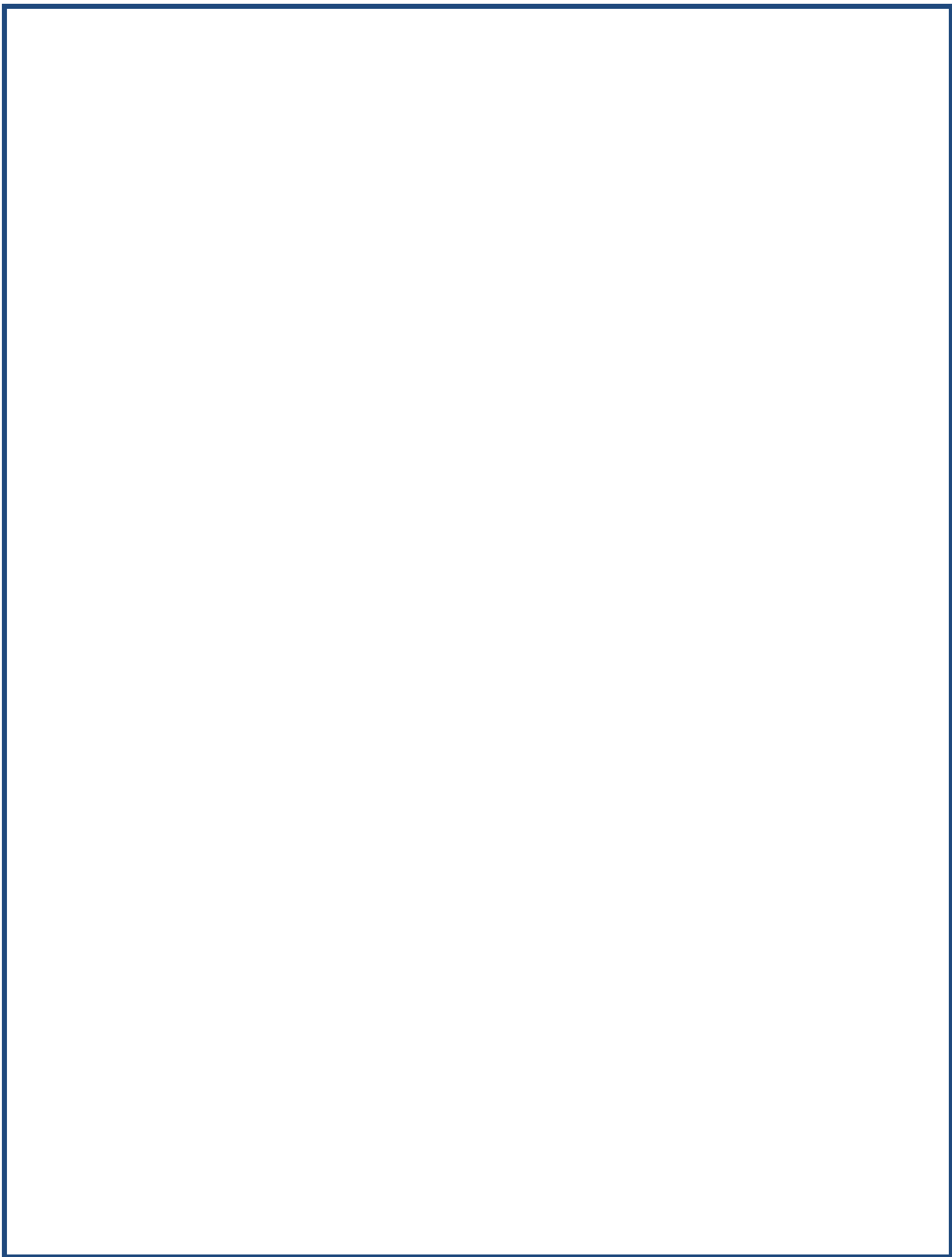
# **COURSE CATALOG**



*I'm a*  
**911 DISPATCHER**  
*what's your*  
 **superpower?**

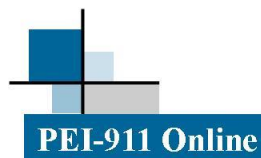
**Profile Evaluations, Inc. (PEI)**  
**The Public Safety Group (PSG)**

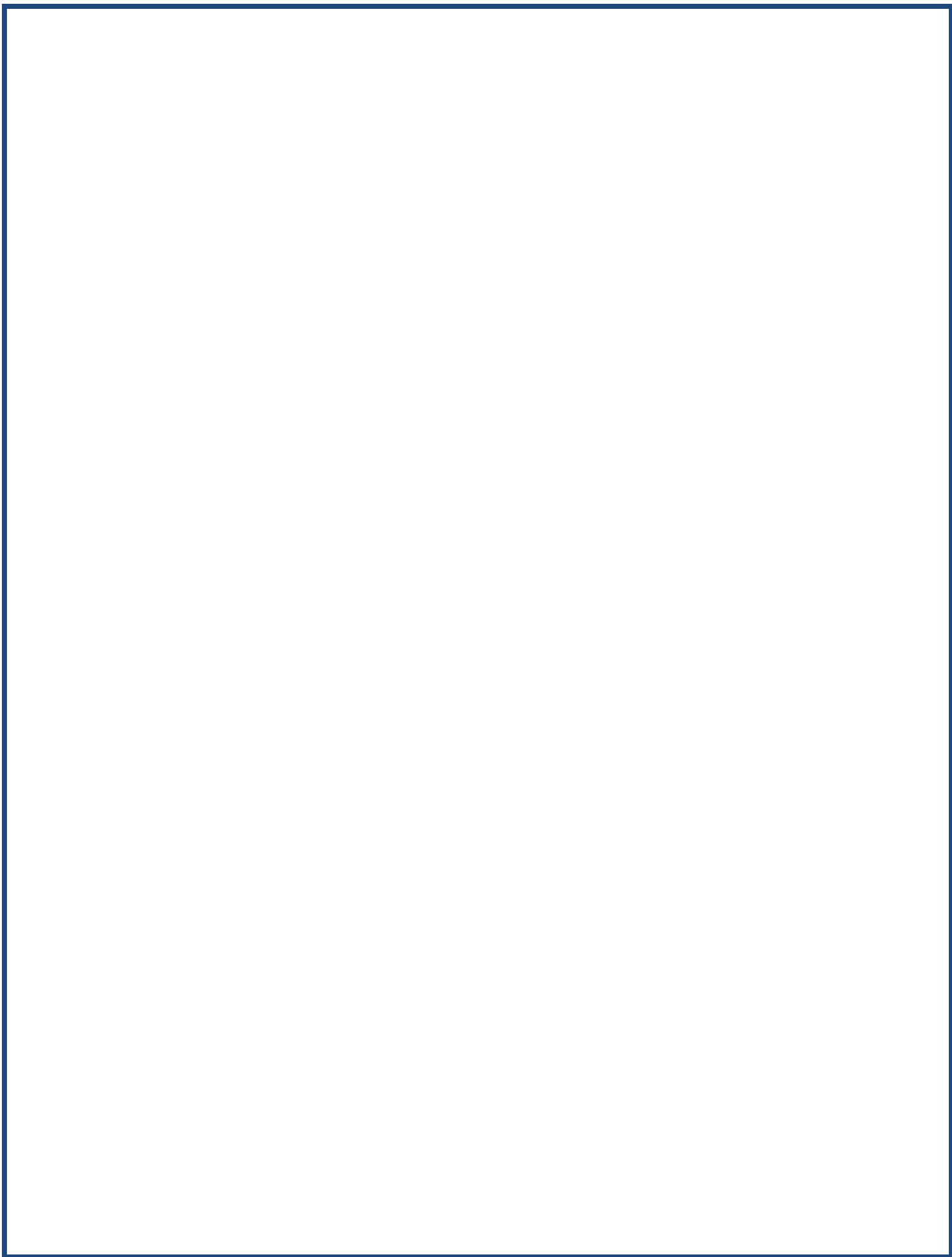
**For questions contact:**  
**[info@pei-911.com](mailto:info@pei-911.com) or call 386-239-3514**

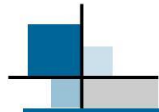


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## **ABOUT PEI-911 ONLINE**

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 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.

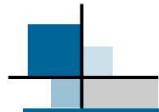
#### **How long does it take to complete a PEI-911 Online course?**

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.

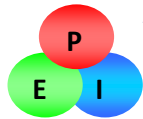
**Any other questions? Email us at [info@pei-911.com](mailto:info@pei-911.com)**



PEI-911 Online

## 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)** has been serving the public safety communications industry since 1988. Experts in employee selection, training and development, PEI was the first to develop and validate an employee selection program specifically for public safety communications personnel, that assessed “soft skills” – personality, mental ability, and multi-tasking – through testing and behavior-based interviewing. In 2007, PEI launched the online training platform – PEI-911 Online, that offers comprehensive, instructor-led online training courses from PEI and the Public Safety Group. For more information visit [www.pei-911.com](http://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. PSG offers live and online training that is professional, motivational and can be customized specifically for your agency. For more information visit [www.publicsafetygroup.com](http://www.publicsafetygroup.com)

## COURSE DEVELOPERS AND LEAD INSTRUCTORS



**Tony Harrison** is President of The Public Safety Group. He has over 36 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.



**Candice Solie (Candi)** is Vice President of PEI. She has worked in the public safety communications industry for over 35 years and is a well-known speaker and trainer on issues relating to public safety communications employee selection, training, and management. She has extensive knowledge and experience in training course design and instruction, as well as job analysis and performance appraisal system design and development for public safety communications positions.

Ms. Solie previously served as the Director of the APCO Institute, the training division of APCO International. 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. She also wrote and presented numerous web seminars relating to employee selection, training, and management. Prior to her tenure at the APCO Institute, Ms. Solie served on the APCO Editorial Advisory Committee and the APCO Call Center Standards Committee.



**Richard Solie (Dick)** is President of PEI. He has over 35 years' experience as a public safety communications consultant. He served four years (two terms) on the APCO Board of Directors as the CAC Board Representative and was the recipient of the 2020 APCO Jack Daniel Award of Distinction for exceptional accomplishments by a commercial member in the field of Public Safety Communications. He also has served on the APCO Strategic Planning Workgroup, the Management Symposium team, the CEI Task Force, the Professional Development Events Committee, the Telematics Committee, and the Registered Public Safety Leader (RPL) course development work group.

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 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.



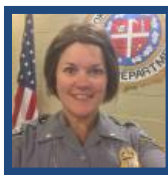
**Paul Barbour** is a highly decorated 29-year veteran of the Edmond Police Department, as well as a professional consultant. His career began as a dispatcher in Locust Grove, OK. After 4 1/2 years as a dispatcher at Locust Grove, he joined the Edmond police Department as an officer and retired as a 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 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. After 26 years and counting in Public Safety, Tracy has recently launched her own company and podcast "On Scene First" that focuses on educating public safety professionals on technology tools and mental health resources to help save lives on both sides of the call. She previously served as the 9-1-1 Operations Lead at RapidSOS and was the Chief

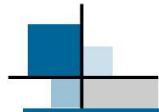
Dispatcher for a Massachusetts communications center from 2003 to 2016. Her passion for teaching telecommunicators, EMTs and firefighters started in 2006 and in her spare time she travels around the country teaching for The Public Safety Group. Her motto is "Life is too short to not know how to save 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 19 years bringing over 34 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 29 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 14 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, 6<sup>TH</sup> 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.

#### PREREQUISITES:

Public Safety Communications Experience

#### BENEFITS OF TAKING THIS COURSE:

After taking this course, you will be able to:

- Know what the Active Assailant is.
- Develop techniques to respond to Active Assailant incidents.
- Improve and expand your calltaking and dispatching techniques.
- Know what to expect.

#### WHAT YOU'LL RECEIVE:

- The ability to interact with your peers – discover common problems – find out what's working for them – share information and materials – build a support network of friends in 'like' positions.
- One-on-one mentoring - feedback and assistance from your instructor as you learn how to better handle calls.
- Certificate of Completion from the **Public Safety Group** awarding **8 training hours** upon successful completion of the course.

#### 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  
EMS and Fire Considerations

##### **Week 2: The Communications Response**

The School Shooter: The US Secret Service Study  
The FBI Study  
Locations of Active Assailants  
The Calltaker's Role in an Active Assailant Incident  
The Dispatcher's Role in an Active Assailant Incident  
Case Studies

## ACTIVE ASSAILANT, 6<sup>TH</sup> Edition, *continued*

### Week 3: The Active Assailant Terrorist

Active Assailant Terrorist  
What Can We Do?  
Threats  
What to Look For  
The *What Ifs* of Active Assailant Incidents  
Nationwide Suspicious Activity Reporting  
Course Wrap-Up and Final Exam

**TUITION: THIS COURSE IS TAUGHT OVER 3 WEEKS VIA PEI-911 ONLINE.**

**\$245.00** – includes all course materials

**Register Online at [www.pei-911.com](http://www.pei-911.com)**

**Register 4 or more students and receive a 10% discount!**

## 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.

#### PREREQUISITES:

None

#### BENEFITS OF TAKING THIS COURSE:

After taking this course, you will be able to:

- Understand the role and responsibilities of a public safety telecommunicator.
- Understand and demonstrate the basic skills needed to perform the job of a public safety telecommunicator.
- Employ basic stress management skills.
- Understand the liability aspects of public safety communications.

#### WHAT YOU WILL RECEIVE:

- The ability to interact with your peers – discover common problems – find out what is working for them – share information and materials – build a support network of friends in like positions.
- One-on-one mentoring - feedback and assistance from your instructor as you learn the basic skills and responsibilities of a public safety telecommunicator.
- Certificate of Completion from the **Public Safety Group** awarding **40 training hours** upon successful completion of the course.

#### 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

## **BASIC TELECOMMUNICATOR TRAINING, 3rd Edition, *continued***

### **Week 3: Telephone Techniques and Call Processing**

- 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
- Descriptions
- The Fight-or-Flight Response
- Sources of Stress in Your Life
- Stress Management
- Critical Incident Stress
- Course Wrap-Up and Final Exam

**TUITION: THIS COURSE IS TAUGHT OVER 4 WEEKS VIA PEI-911 ONLINE.**

**\$425.00** – includes all course materials

**Register Online at [www.pei-911.com](http://www.pei-911.com)**

**Register 4 or more students and receive a 10% discount!**

## ONLINE TRAINING COURSES

### BRING IT ON! 2<sup>nd</sup> 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!!

#### PREREQUISITES:

None

#### BENEFITS OF TAKING THIS COURSE:

After taking this course, you will be able to:

- Understand the effects shift work has on your mind and body.
- Understand and apply proven techniques to help you survive the perils of shift work.
- Understand the effects stress has on your mind and body.
- Understand and apply the techniques to become stress resistant.
- Understand and apply the techniques for effective conflict resolution.
- Understand and apply the techniques for remaining positive in a negative environment.

#### WHAT YOU WILL RECEIVE:

- The ability to interact with your peers – discover common problems – find out what is working for them – share information and materials – build a support network of friends in like positions.
- One-on-one mentoring - feedback and assistance from your instructor as you gain a good understanding of how to effectively handle shift work, stress, difficult coworkers, and negativity.
- Certificate of Completion from **Profile Evaluations, Inc.** awarding **8 training hours** upon successful completion of the course.

#### 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 shift work.....*

**BRING IT ON! 2<sup>nd</sup> Edition –  
Surviving and Succeeding in this Crazy, Wonderful Profession,  
*continued***

**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

**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....*
- Course Wrap-Up and Final Exam

**TUITION: THIS COURSE IS TAUGHT OVER 3 WEEKS VIA PEI-911 ONLINE.**

**\$245.00** – includes all course materials

**Register Online at [www.pei-911.com](http://www.pei-911.com)**

**Register 4 or more students and receive a 10% discount!**

## ONLINE TRAINING COURSES

### BUILDING FOR EXCELLENCE, 3rd 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, 3<sup>rd</sup> 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.

#### PREREQUISITES:

Public Safety Communications experience.

#### BENEFITS OF TAKING THIS COURSE:

After taking this course, you will be able to:

- Articulate your vision and values.
- Understand your unique personality characteristics and motivators.
- Understand and demonstrate the qualities of a true leader.
- Understand and apply the techniques of effective oral and written communications.
- Establish and maintain fair and motivational Performance Standards.
- Recognize and motivate employees to peak performance.
- Understand how to avoid liability issues.
- Understand and apply the techniques for dealing with problem employees.
- Recognize and prepare for the technology and people challenges and opportunities facing public safety communications professionals as our industry evolves.

#### WHAT YOU WILL RECEIVE:

- **Comprehensive 103-page course textbook.**
- The ability to interact with your peers – discover common problems – find out what is working for them – share information and materials – build a support network of friends in like positions.
- One-on-one mentoring - feedback and assistance from your instructor as you build your management and leadership skills.
- Certificate of Completion from **Profile Evaluations, Inc.** awarding **30 training hours** upon successful completion of the course.



# BUILDING FOR EXCELLENCE, 3rd Edition – Management and Leadership Tools for 9-1-1 Professionals, continued

## 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
- Setting the Tone for a Positive Culture
- 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 a Proactive Performance Evaluation Process
- Developing 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

### Week 6: The Changing Face of Public Safety Communications

- Challenges and Opportunities: The Past...the Present...The Future – Next Generation 9-1-1
- Challenges and Opportunities: Attracting and Retaining a Multi-Generational Workforce
- The Future Belongs to You...
- Course Wrap-Up and Final Exam

**TUITION: THIS COURSE IS TAUGHT OVER 6 WEEKS VIA PEI-911 ONLINE.**

**\$435.00** – includes all course materials

**Register Online at [www.pei-911.com](http://www.pei-911.com)**

**Register 4 or more students and receive a 10% discount!**

## ONLINE TRAINING COURSES

### CHALLENGING CALLERS, 3rd Edition – Communicating with Children, the Elderly and the Mentally Impaired

Most 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.

#### PREREQUISITES:

Public Safety Communications Experience

#### BENEFITS OF TAKING THIS COURSE:

After taking this course, you will be able to:

- Understand and apply effective active listening techniques.
- Understand and apply the general guidelines for communicating with verbally impaired callers.
- Develop a general understanding of the most common serious mental illnesses that can inhibit communication.
- Understand and apply the general guidelines for communicating with the mentally impaired.
- Understand and apply the general guidelines for communicating with the elderly, including those with Alzheimer's.
- Understand and apply the general guidelines for communicating with children, including those with Autism.

#### WHAT YOU WILL RECEIVE:

- The ability to interact with your peers – discover common problems – find out what is working for them – share information and materials – build a support network of friends in like positions.
- One-on-one mentoring - feedback and assistance from your instructor as you gain a basic understanding of how to effectively communicate with these challenging caller types.
- Certificate of Completion from **Profile Evaluations, Inc.**, awarding **8 training hours** upon successful completion of the course.

#### COURSE OUTLINE:

##### Week 1: The Big Picture

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

## CHALLENGING CALLERS, 3rd Edition – Communicating with Children, the Elderly and the Mentally Impaired, *continued*

### 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
- Course Wrap-Up and Final Exam

**TUITION: THIS COURSE IS TAUGHT OVER 3 WEEKS VIA PEI-911 ONLINE.**

**\$245.00** – includes all course materials

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## ONLINE TRAINING COURSES

### Communications Center Liability, 2<sup>nd</sup> Edition

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.

#### PREREQUISITES:

Public Safety Communications Experience

#### BENEFITS OF TAKING THIS COURSE:

After taking this course, you will be able to:

- Understand your exposure to liability.
- Understand basic legal terms and their impact on your operations.
- Reduce liability issues surrounding your agency.
- Examine numerous cases from around the country.

#### WHAT YOU'LL RECEIVE:

- The ability to interact with your peers; discover common problems; find out what's working for them; share information and materials; build a support network of friends in like positions.
- One-on-one mentoring—feedback and assistance from your instructor as you learn how to reduce your liability risk.
- Certificate of Completion from the **Public Safety Group** awarding **8 training hours** upon successful completion of the course.

#### 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

## Communications Center Liability, 2<sup>nd</sup> Edition, *continued*

**TUITION: THIS COURSE IS TAUGHT OVER 3 WEEKS VIA PEI-911 ONLINE.**

**\$245.00** – includes all course materials

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## ONLINE TRAINING COURSES

### COMMUNICATIONS TRAINING OFFICER, 3<sup>rd</sup> Edition

This dynamic and very 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.

#### PREREQUISITES:

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

#### BENEFITS OF TAKING THIS COURSE:

After taking this course, you will be able to:

- Design and conduct successful standardized CTO and classroom training programs.
- Understand and apply the qualities of an effective CTO and classroom trainer.
- Understand and apply the techniques for successful oral communications.
- Understand and apply successful coaching and counseling techniques.
- Evaluate and document trainee performance fairly and accurately.
- Recognize and solve common training problems.
- Understand how personality characteristics and learning styles impact training.
- Understand how to avoid training liability issues.

#### WHAT YOU'LL RECEIVE:

- **Comprehensive 104-page course textbook, Sample Standard Evaluation Guidelines (SEG), Daily Observation Report (DOR), Training Action Plan, Classroom Evaluation Form, CTO Trainer Critique Form and Classroom Trainer Critique Form.**
- The ability to interact with your peers – discover common problems – find out what's working for them – share information and materials – build a support network of friends in like positions.
- One-on-one mentoring - feedback and assistance from your instructor as you build your training/coaching skills.
- Certificate of Completion from **Profile Evaluations, Inc.** awarding **30 training hours** upon successful completion of the course.

#### COURSE OUTLINE:

##### Week 1: The Big Picture

- Objectives of a Standardized Training Program
- Qualities of an Excellent Trainer
- Roles and Responsibilities of a Communications Training Professional
- Adult Learning Principles and Adult Learning Styles
- Looking Within – Understanding Your Learning Style and your Personality Type and Motivators

## • COMMUNICATIONS TRAINING OFFICER, 3<sup>rd</sup> Edition, *continued*

### **Week 2: Getting your Message Out**

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

### **Week 3: Designing Standardized CTO and Classroom Training Programs**

- Basic Elements to Remember
- Levels of Learning
- Instructional Methodologies
- Identifying Training Needs and Writing Lesson Plans
- Phase Training Approach to CTO Training

### **Week 4: Conducting Standardized CTO and Classroom Training**

- Rates of Learning
- Conducting CTO Training
- Coaching and Counseling Others
- Conducting Classroom Training
- Encouraging the Heart – Motivating Peak Performance
- Trainer Motivation

### **Week 5: Evaluating Performance**

- Standard Evaluation Guidelines (SEG)
- Performance Evaluation Forms (Daily Observation Form (DOR), Training Action Plan, Classroom Training Evaluation Form)
- General Guidelines for Evaluating Trainee Performance

### **Week 6: Avoiding Legal Pitfalls and Tackling the Tough Issues**

- Avoiding Legal Pitfalls – Civil Claims of Negligence
- Tackling the Tough Issues – Common Problems CTOs Encounter
- Course Wrap-Up and Final Exam

**TUITION: THIS COURSE IS TAUGHT OVER 6 WEEKS VIA PEI-911 ONLINE.**

**\$435.00** – includes all course materials

**Register Online at [www.pei-911.com](http://www.pei-911.com)**

**Register 4 or more students and receive a 10% discount!**

## ONLINE TRAINING COURSES

### CRIMES IN PROGRESS, 2<sup>nd</sup> 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.

#### PREREQUISITES:

Public Safety Communications Experience

#### BENEFITS OF TAKING THIS COURSE:

After taking this course, you will be able to:

- Identify proper calming techniques to use during in-progress calls.
- Identify key questions for armed robberies, shootings, and homicides.
- Understand your role in missing children calls.
- Identify your role in AMBER alerts.
- Understand your role in responder safety.

#### WHAT YOU'LL RECEIVE:

- The ability to interact with your peers, to discover common problems, to find out what's working for them, to share information and materials, to build a support network of friends in like positions.
- One-on-one mentoring, feedback, and assistance from your instructor as you learn how to better manage job-related stress and stress at home.
- Certificate of Completion from the **Public Safety Group** awarding **8 training hours** upon successful completion of the course.

#### 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



## CRIMES IN PROGRESS, 2<sup>nd</sup> Edition, *continued*

### Week 3: Responder Safety

- Officer down
- Your role in responder safety
  - Fire/EMS
  - Officer safety
- Case studies
- What you can do

**TUITION: THIS COURSE IS TAUGHT OVER 3 WEEKS VIA PEI-911 ONLINE.**

**\$245.00** – includes all course materials

**Register Online at [www.pei-911.com](http://www.pei-911.com)**

**Register 4 or more students and receive a 10% discount!**

## ONLINE TRAINING COURSES

### Cultural Diversity, 2<sup>nd</sup> Edition – 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.

#### PREREQUISITES:

Public Safety Communications Experience

#### BENEFITS OF TAKING THIS COURSE:

After taking this course, you will be able to:

- Know your role in community policing.
- Develop techniques to respond to callers in crisis.
- Learn about hidden bias and its impact on call taking.
- Learn more about responder safety.
- Learn lessons from others who have experienced civil unrest.

#### WHAT YOU'LL RECEIVE:

- The ability to interact with your peers – discover common problems – find out what's working for them – share information and materials – build a support network of friends in 'like' positions.
- One-on-one mentoring - feedback and assistance from your instructor as you learn how to better handle calls.
- Certificate of Completion from the **Public Safety Group** awarding **8 training hours** upon successful completion of the course.

#### COURSE OUTLINE:

##### **Week 1: Introduction to Community Policing and Cultural Awareness**

Community Policing  
Expectations of Customers  
Cultural Competency  
Our History of Discrimination  
Biases and Behavior  
How Does This Relate to Telecommunicators?

##### **Week 2: Crisis Intervention**

Crisis State of Mind  
Crisis Intervention  
Behavior Change  
Active Listening Skills

## ONLINE TRAINING COURSES

### Cultural Diversity, 2<sup>nd</sup> Edition – Ripped from the Headlines, *continued*

#### Week 3: Responder Safety and Civil Unrest

Violence Today  
Responders as Targets  
Ambush attacks  
Case Studies  
What Can Telecommunicators Do?  
Course Wrap-Up and Final Exam

**TUITION: THIS COURSE IS TAUGHT OVER 3 WEEKS VIA PEI-911 ONLINE.**

**\$245.00** – includes all course materials.

**Register Online at [www.pei-911.com](http://www.pei-911.com)**

**Register 4 or more students and receive a 10% discount!**

## 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.

#### PREREQUISITES:

Public Safety Communications Experience

#### BENEFITS OF TAKING THIS COURSE:

After taking this course, you will understand:

- Who are your “customers?”
- How to provide the highest level of service.
- The importance of providing high levels of service.
- How to provide great service when handling difficult callers.

#### WHAT YOU WILL RECEIVE:

- The ability to interact with your peers – discover common problems – find out what is working for them – share information and materials – build a support network of friends in like positions.
- One-on-one mentoring – feedback and assistance from your instructor as you learn great customer service skills.
- Certificate of completion from the **Public Safety Group** awarding **8 training hours** upon successful completion of the course.

#### 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

## Customer Service, *continued*

### 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  
Course Wrap-up and Final Exam

**TUITION: THIS COURSE IS TAUGHT OVER 3 WEEKS VIA PEI-911 ONLINE.**

**\$245.00** – includes all course materials

**Register Online at [www.pei-911.com](http://www.pei-911.com)**

**Register 4 or more students and receive a 10% discount!**

## ONLINE TRAINING COURSES

### DOMESTIC VIOLENCE, 2<sup>nd</sup> Edition

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.

#### PREREQUISITES:

Public Safety Communications Experience

#### BENEFITS OF TAKING THIS COURSE:

After taking this course, you will be able to:

- Understand why people stay in abusive relationships.
- Understand the myths surrounding domestic violence.
- Handle domestic violence calls more effectively.

#### WHAT YOU WILL RECEIVE:

- The ability to interact with your peers – discover common problems – find out what is working for them – share information and materials – build a support network of friends in like positions.
- One-on-one mentoring - feedback and assistance from your instructor as you learn how to better handle domestic violence calls.
- Certificate of Completion from the **Public Safety Group** awarding **8 training hours** upon successful completion of the course.

#### COURSE OUTLINE:

##### Week 1: What is Domestic Violence?

What is Domestic Violence aka Domestic Battering?  
Why do Partners Batter?  
Why do People Stay?

##### Week 2: Truths and Myths

The Cycle of Violence  
Attributes of Violent and Non-violent Households  
The Battered Woman Syndrome  
Safety Plans  
Non-Traditional Domesticity  
Domesticity Involving Agency Personnel  
Cultural Issues

## DOMESTIC VIOLENCE, 2<sup>nd</sup> Edition, *continued*

### Week 3: Call Taking Techniques

- Call Taking Techniques
- Specific Questions for Domestic Violence Calls
- Communicating with the Elderly
- Handling Hysterical Callers
- Domestic Violence Case Studies
- Course Wrap-Up and Final Exam

**TUITION: THIS COURSE IS TAUGHT OVER 3 WEEKS VIA PEI-911 ONLINE.**

**\$245.00** – includes all course materials

**Register Online at [www.pei-911.com](http://www.pei-911.com)**

**Register 4 or more students and receive a 10% discount!**

## ONLINE TRAINING COURSES

### HIRING RIGHT for 9-1-1, 2<sup>nd</sup> 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.

#### PREREQUISITES:

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

#### BENEFITS OF TAKING THIS COURSE:

After taking this course, you will be able to:

- Design and conduct a hiring and interviewing process that works in 2018 and beyond.
- Write clear and concise job descriptions and self-screening questionnaires.
- Understand how to use social media and other venues to recruit candidates.
- Design a Job Preview session.
- Take a “whole person” approach to the testing process.
- Design and conduct valid, reliable AND legal behavior-based pre-employment interviews.
- Understand the legal pitfalls in the reference check and background check process.
- Stop the revolving door of turnover and start hiring right!!

#### WHAT YOU WILL RECEIVE:

- **PEI's Complete Employee Interviewing and Hiring Kit for Public Safety Communications Professionals, 2<sup>nd</sup> Edition.**
- The ability to interact with your peers – discover common problems – find out what's working for them – share information and materials – build a support network of friends in like positions.
- One-on-one mentoring - feedback and assistance from your instructor as you build your hiring process and tackle your turnover issues.
- Certificate of Completion from **Profile Evaluations, Inc.** awarding **20 training hours** upon successful completion of the course.

#### 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



## HIRING RIGHT for 9-1-1, 2<sup>nd</sup> Edition, *continued*

### **Week 2: Narrowing the Field**

- Recruiting Candidates using Social Media and Public Education
- Screening Resumes and Applications 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, Reliable and Legal Interview
- Writing Effective Behavior-Based Interview Questions
- Developing an Interview Rating Sheet
- Conducting the Interview
- 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
- Course Wrap-Up and Final Exam

**TUITION: THIS COURSE IS TAUGHT OVER 4 WEEKS VIA PEI-911 ONLINE.**

**\$409.00** – includes all course materials

**Register Online at [www.pei-911.com](http://www.pei-911.com)**

**Register 4 or more students and receive a 10% discount!**

## 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.

#### PREREQUISITES:

None

#### BENEFITS OF TAKING THIS COURSE:

After taking this course, you will be able to:

- Take an active role in the management of stress in your life.
- Identify and deal with sources of stress.
- Understand what modern medicine knows and doesn't know about healthy living.
- Understand the effects of critical incident stress and how to survive a critical incident.
- Realize the many benefits of reduced stress in your life.

#### WHAT YOU WILL RECEIVE:

- The ability to interact with your peers – discover common problems – find out what's working for them – share information and materials – build a support network of friends in like positions.
- One-on-one mentoring - feedback and assistance from your instructor as you learn how to better manage job-related stress and stress at home.
- Certificate of Completion from the **Public Safety Group** awarding **8 training hours** upon successful completion of the course.

#### 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

## STRESS: IT'S ALL IN YOUR HEAD, *continued*

### Week 3: Critical Incident Stress

Effects of Critical Incident Stress  
How to Survive a Critical Incident  
Course Wrap-Up and Final Exam

**TUITION: THIS COURSE IS TAUGHT OVER 3 WEEKS VIA PEI-911 ONLINE.**

**\$245.00** – includes all course materials

**Register Online at [www.pei-911.com](http://www.pei-911.com)**

**Register 4 or more students and receive a 10% discount!**

## ONLINE TRAINING COURSES

### SUICIDE INTERVENTION, 2<sup>nd</sup> Edition

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.

#### PREREQUISITES:

Public Safety Communications Experience

#### BENEFITS OF TAKING THIS COURSE:

After taking this course, you will be able to:

- Understand the attitudes and facts surrounding suicide.
- Understand and employ effective suicide intervention techniques.
- Understand how to assess the level of danger to the caller, responders and innocent people in the area.
- Handle suicide calls more effectively.

#### WHAT YOU WILL RECEIVE:

- The ability to interact with your peers – discover common problems – find out what is working for them – share information and materials – build a support network of friends in like positions.
- One-on-one mentoring - feedback and assistance from your instructor as you learn how to better handle suicide calls.
- Certificate of Completion from the **Public Safety Group** awarding **8 training hours** upon successful completion of the course.

#### COURSE OUTLINE:

##### **Week 1: Suicide Unwrapped**

Suicide Attitudes  
Suicide Facts and Notions  
What is Suicide?

##### **Week 2: Suicide Intervention**

Suicide Warning Signs  
Suicide Intervention  
Suicide Intervention Do's & Don'ts  
Assessing the Level of Danger

## SUICIDE INTERVENTION, 2<sup>nd</sup> Edition, *continued*

### Week 3: Special Situations

“I Work by Myself”

Internet Suicide Intervention

Cell Phone Suicide Intervention

Public Safety and Suicide

Military and Suicide

Suicide Call Case Studies

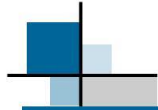
Course Wrap-up and Final exam

**TUITION: THIS COURSE IS TAUGHT OVER 3 WEEKS VIA PEI-911 ONLINE.**

**\$245.00** – includes all course materials

**Register Online at [www.pei-911.com](http://www.pei-911.com)**

**Register 4 or more students and receive a 10% discount!**



### **ACTIVE ASSAILANT, 6<sup>TH</sup> EDITION**

January 23, 2023 – February 12, 2023  
March 6, 2023 – March 26, 2023  
May 8, 2023 – May 28, 2023  
July 31, 2023 – August 20, 2023  
October 16, 2023 – November 4, 2023  
November 27, 2023 – December 17, 2023

### **BASIC TELECOMMUNICATOR TRAINING, 3<sup>RD</sup> EDITION**

January 16, 2023 – February 21, 2023  
March 13, 2023 – April 9, 2023  
April 24, 2023 – May 21, 2023  
July 17, 2023 – August 13, 2023  
September 11, 2023 – October 8, 2023  
October 16, 2023 – November 12, 2023  
December 4, 2023 – December 31, 2023

### **BRING IT ON! 2<sup>ND</sup> EDITION: SURVIVING AND SUCCEEDING IN THIS CRAZY, WONDERFUL PROFESSION**

January 2, 2023 – January 22, 2023  
February 6, 2023 – February 26, 2023  
March 6, 2023 – March 26, 2023  
April 3, 2023 – April 23, 2023  
May 1, 2023 – May 21, 2023  
June 5, 2023 – June 25, 2023  
July 3, 2023 – July 23, 2023  
August 7, 2023 – August 27, 2023  
September 4, 2023 – September 24, 2023  
October 2, 2023 – October 22, 2023  
November 6, 2023 – November 25, 2023



## **2023 COURSE SCHEDULE, *CONTINUED***

### **BUILDING FOR EXCELLENCE, 3<sup>RD</sup> EDITION: MANAGEMENT AND LEADERSHIP TOOLS FOR 9-1-1 PROFESSIONALS**

January 2, 2023 – February 12, 2023  
February 6, 2023 – March 19, 2023  
March 6, 2023 – April 16, 2023  
April 10, 2023 – May 21, 2023  
May 8, 2023 – June 18, 2023  
June 19, 2023 – July 30, 2023  
July 10, 2023 – August 20, 2023  
August 14, 2023 – September 24, 2023  
September 11, 2023 – October 22, 2023  
October 16, 2023 – November 26, 2023  
November 6, 2023 – December 17, 2023

### **CHALLENGING CALLERS, 3<sup>RD</sup> EDITION: COMMUNICATING WITH CHILDREN, THE ELDERLY AND THE MENTALLY IMPAIRED**

January 2, 2023 – January 22, 2023  
February 6, 2023 – February 26, 2023  
March 6, 2023 – March 26, 2023  
April 3, 2023 – April 23, 2023  
May 1, 2023 – May 21, 2023  
June 5, 2023 – June 25, 2023  
July 3, 2023 – July 23, 2023  
August 7, 2023 – August 27, 2023  
September 4, 2023 – September 24, 2023  
October 2, 2023 – October 22, 2023  
November 6, 2023 – November 25, 2023

### **COMMUNICATIONS CENTER LIABILITY, 2<sup>ND</sup> EDITION**

February 6, 2023 – February 26, 2023  
May 1, 2023 – May 21, 2023  
July 10, 2023 – July 30, 2023  
September 18, 2023 – October 8, 2023  
November 13, 2023 – December 2, 2023



**COMMUNICATIONS TRAINING OFFICER. 3<sup>RD</sup> EDITION**

January 2, 2023 – February 12, 2023

February 6, 2023 – March 19, 2023

March 6, 2023 – April 16, 2023

April 10, 2023 – May 21, 2023

May 8, 2023 – June 18, 2023

June 19, 2023 – July 30, 2023

July 10, 2023 – August 20, 2023

August 14, 2023 – September 24, 2023

September 11, 2023 – October 22, 2023

October 16, 2023 – November 26, 2023

November 6, 2023 – December 17, 2023

**CRIMES IN PROGRESS, 2<sup>ND</sup> EDITION**

January 30, 2023 – February 19, 2023

March 27, 2023 – April 16, 2023

May 29, 2023 – June 11, 2023

August 7, 2023 – August 27, 2023

October 23, 2023 – November 12, 2023

**CULTURAL DIVERSITY, 2<sup>ND</sup> EDITION – RIPPED FROM THE HEADLINES**

February 13, 2023 – March 5, 2023

March 13, 2023 – April 2, 2023

May 15, 2023 – June 4, 2023

July 24, 2023 – August 13, 2023

October 9, 2023 – October 29, 2023

**CUSTOMER SERVICE**

January 2, 2023 – January 22, 2023

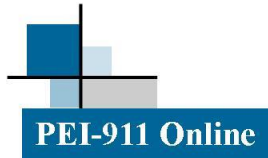
March 20, 2023 – April 9, 2023

May 22, 2023 – June 11, 2023

August 14, 2023 – September 2, 2023

October 30, 2023 – November 19, 2023





## **2023 COURSE SCHEDULE, *CONTINUED***

### **DOMESTIC VIOLENCE, 2<sup>ND</sup> EDITION**

January 9, 2023 – January 29, 2023

April 3, 2023 – April 23, 2023

June 5, 2023 – June 25, 2023

August 28, 2023 – September 17, 2023

October 2, 2023 – October 22, 2023

### **HIRING RIGHT FOR 9-1-1, 2<sup>ND</sup> EDITION**

January 2, 2023 – January 29, 2023

March 6, 2023 – April 2, 2023

May 1, 2023 – May 28, 2023

July 3, 2023 – July 30, 2023

September 4, 2023 – October 1, 2023

November 6, 2023 – December 3, 2023

### **STRESS: IT'S ALL IN YOUR HEAD**

February 27, 2023 – March 19, 2023

April 17, 2023 – May 7, 2023

June 26, 2023 – July 9, 2023

September 4, 2023 – September 24, 2023

November 6, 2023 – November 25, 2023

### **SUICIDE INTERVENTION, 2<sup>ND</sup> EDITION**

February 20, 2023 – March 12, 2023

April 10, 2023 – April 30, 2023

June 12, 2023 – July 2, 2023

August 21, 2023 – September 10, 2023

September 25, 2023 – October 15, 2023

November 20, 2023 – December 10, 2023



PEI-911 Online

# 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: _____ | \$245.00 |
| <input type="checkbox"/> Basic Telecommunicator          | Class Session: _____ | \$425.00 |
| <input type="checkbox"/> Bring it On!                    | Class Session: _____ | \$245.00 |
| <input type="checkbox"/> Building for Excellence         | Class Session: _____ | \$435.00 |
| <input type="checkbox"/> Challenging Callers             | Class Session: _____ | \$245.00 |
| <input type="checkbox"/> Communications Center Liability | Class Session: _____ | \$245.00 |
| <input type="checkbox"/> Communications Training Officer | Class Session: _____ | \$435.00 |
| <input type="checkbox"/> Crimes in Progress              | Class Session: _____ | \$245.00 |
| <input type="checkbox"/> Cultural Diversity              | Class Session: _____ | \$245.00 |
| <input type="checkbox"/> Customer Service                | Class Session: _____ | \$245.00 |
| <input type="checkbox"/> Domestic Violence               | Class Session: _____ | \$245.00 |
| <input type="checkbox"/> Hiring Right for 9-1-1          | Class Session: _____ | \$409.00 |
| <input type="checkbox"/> Stress: It's All in Your Head   | Class Session: _____ | \$245.00 |
| <input type="checkbox"/> Suicide Intervention            | Class Session: _____ | \$245.00 |

**PAYMENT INFORMATION:**

Purchase Order#: \_\_\_\_\_ Credit Card:  Visa  MasterCard  Discover

Name on Card: \_\_\_\_\_

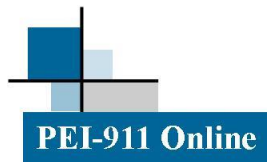
Card Number: \_\_\_\_\_

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 one day 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](mailto:info@pei-911.com)

## COMPUTER SOFTWARE/HARDWARE REQUIREMENTS

### Recommended Browsers:

#### Desktop:

- Chrome
- Firefox
- Safari
- Edge

#### Note:

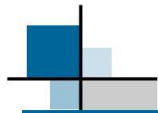
- The current version software does NOT support Internet Explorer 11.
- Safari 7 and below have known compatibility issues with current site software.

#### Mobile:

- Mobile Safari
- Google Chrome

### Software Requirements:

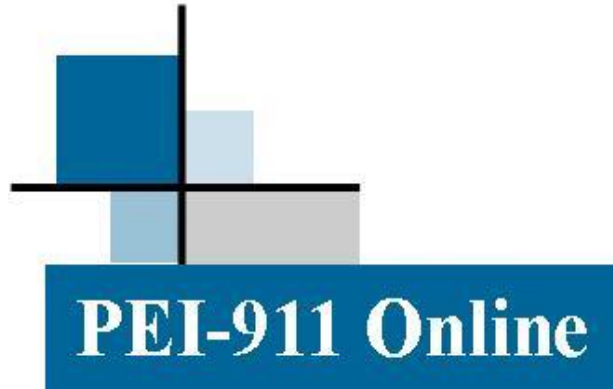
- E-mail software or a Web browser capable of supporting email activity, including sending/receiving attached files.
- Antivirus software.
- Word processing software (e.g., Microsoft Word, WordPerfect, etc.).



## COMPUTER SOFTWARE/HARDWARE REQUIREMENTS, *CONTINUED*

### 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



**Profile Evaluations, Inc. (PEI)**

[www.pei-911.com](http://www.pei-911.com)

386-239-3514

**The Public Safety Group (PSG)**

[www.publicsafetygroup.com](http://www.publicsafetygroup.com)

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