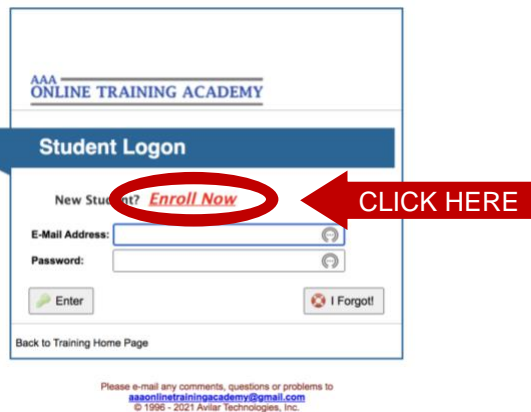# ONLINE TRAINING SIGN-UP INSTRUCTIONS

Read **_ALL_** of the instructions below. Then, create your online classroom account by clicking the following link: AAA Online Training Login

1. Click "Student Login" button.

2. Click the "Enroll Now" link.

3. Fill out the form.

4. Once logged in with your new account, click on the "Catalog" tab.

5. Find the appropriate category for your course.

6. Select the desired course.

7. Register for the class.

8. Select the "Check Out" tab.

9. Select the "Payment" tab.

10. Payment form.

11. Once you have purchased the course you will need to hit the little house to go back to the Student Dashboard.

12. Now you will have the class listed on your "Student Dashboard" page, under the "Active" tab. Just click the arrow to start the class.

13. The course will open in a new window. Once the window has loaded click the play button in the center of the screen. You can Navigate forward and backward by selecting the "Next" and "Back" buttons on the bottom left of the window.
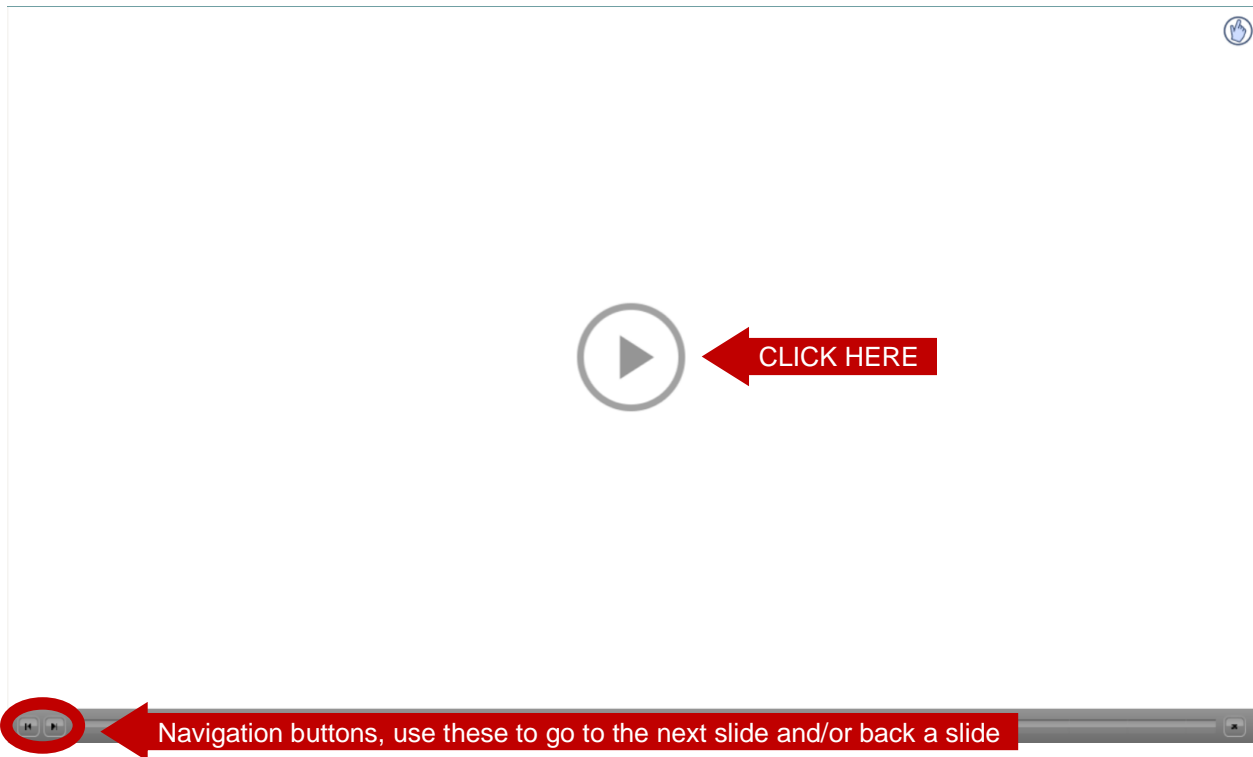
14. After completing the course, click on the "completed" tab to view a list of your completed classes.
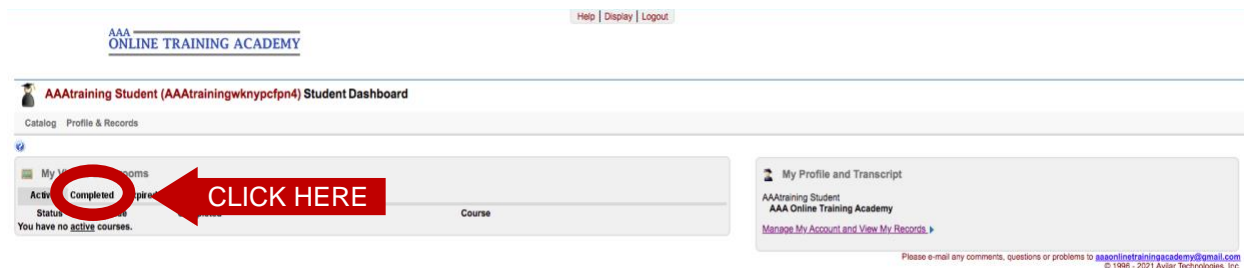
15. If you completed an In-Service or Intermediate Weapons course you can print your Certificate of Completion. To do so click the desired course (if you have completed other courses).
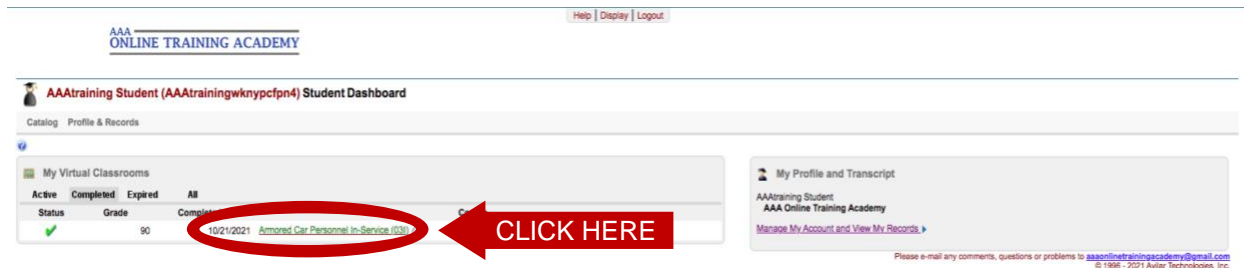
16. Click on the "certificate" tab.
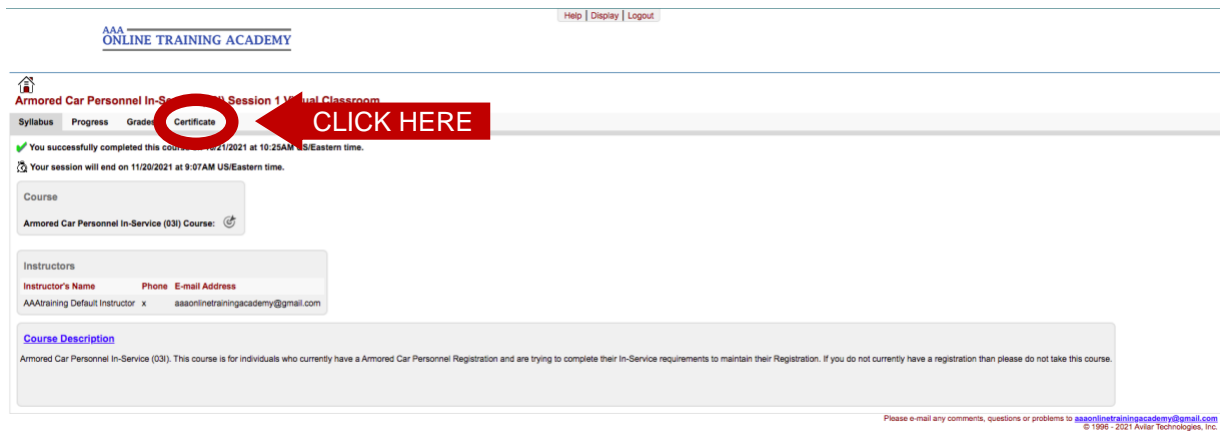
17. Click on the correct course date to get a printable Certificate.
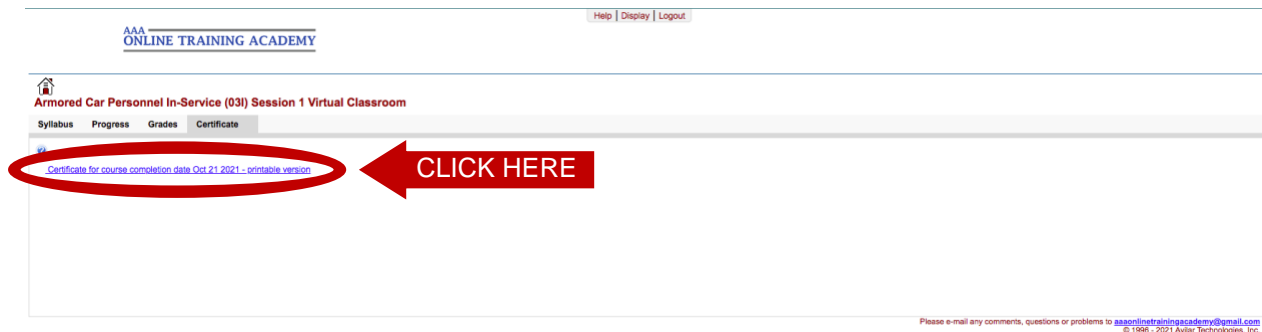
Each category has a different process for submitting its completion to DCJS. Below is a step-by-step guide regarding the process for each category.

_____

DCJS In-Service:
Once you pay for the course, you have 30 days to complete it. The course is done at your own pace, and led by you, the student. There is no specific start date and time of class. You read the slides yourself.

There are knowledge check questions throughout the course. These questions are graded and you must pass them with a minimum score of 70%.

Once you have passed the course, the system will send you a certificate to the email address you used for your login information. The online system will automatically send in your DCJS results at the top of every hour. Once DCJS confirms receipt of your completion, we will email you a Training Completion Form.

*** If you receive a Training Completion Form from us, DCJS has received your training***

_____

DCJS Re-Qual:

Once you pay for the course, you have 30 days to complete it. The course is done at your own pace, and led by you, the student. There is no specific start date and time of the class. You read the slides yourself.

There are knowledge check questions throughout the course. These questions are graded and you must pass them with a minimum score of 70%.

The course will show as 100% completed but won't produce a certificate. Per DCJS regulations, once you have completed the online portion, you will need to go to the range and qualify *(see below for contact details)*.

The course is not marked complete until BOTH the <u>CLASSROOM</u> portion and the <u>RANGE</u> portion are complete

We have partnered with Commonwealth Criminal Justice Academy to provide you with the Range Qualifications. If you are qualifying with one caliber and action type and bring your own firearm and ammo, there will be no additional cost to you! Once you have completed the online portion you can contact Commonwealth Criminal Justice Academy by calling them at 540-322-3000 or (preferred) email them at ccjafrontdesk@gmail.com.

Once you have passed the Range Qualification Course, Commonwealth Criminal Justice Academy will provide you with a Training Completion Form. Commonwealth Criminal Justice Academy will automatically send us your Training Completion Form as well so we can mark you complete.

Once you have been marked complete, the system will send you a certificate to the email address you used for your login information. The online system will automatically send in your DCJS results at the top of every hour.

*** If you receive a Certificate from us, your training has been sent to DCJS***

_____

Intermediate Weapon:

Once you pay for the course, you have 30 days to complete it. The course is done at your own pace, and led by you, the student. There is no specific start date and time of the class. You read the slides yourself.

There are knowledge check questions throughout the course. These questions are graded and you must pass them with a minimum score of 70%.

Once you have passed the course, the system will send you a certificate to the email address you used for your login information.

This course does not get submitted to DCJS, so you will only receive a Certificate