

KeyBank Public Safety Training Center

Advanced Training

Basic Crime Scene Investigation



PUBLIC SAFETY

A TRI-C® CENTER OF EXCELLENCE

This 3-day (24 hours) course will cover the proper methods and techniques utilized when conducting a basic crime scene investigation. Attendees will learn how to effectively identify, document, collect, and preserve physical evidence to include fingerprints, biological fluids, trace evidence, impression evidence, and firearms/toolmark related evidence. Multiple scenario based practical exercises and case studies will be used to reinforce the material. Attendees will be required to draw a crime scene diagram, lift latent fingerprints, swab for touch DNA, cast a footwear impression and a toolmark, collect hairs and fibers, and process a mock crime scene.

This course is geared towards new officers or detectives but can also be a great refresher for senior investigators. Attendees will leave with a basic crime scene processing kit.

DATES	August 7, 8 & 9, 2023
FEE	\$300
TIME	Monday, Tuesday & Wednesday: 0800 - 1700
LOCATION	Cuyahoga Community College Western Campus KeyBank Public Safety Training Center (PSTC) 11000 Pleasant Valley Road Parma, OH 44130
CONTACT	Carrie Havens, Coordinator 216-987-3033 LERtraining@tri-c.edu

Tri-C's Public Safety Training Center reserves the right to cancel the training course due to various circumstances.

Certification: Participants will receive a digital certificate upon successful completion of this course.

Registration Information: Submit the attached registration form, the attached 3rd Party Authorization- if paying via Purchase Order and a copy of the department's W9 to Carrie Havens via email.

Registration deadline is ten (10) business days from start date.

Cancellation Policy: Cancellation notice must be given ten (10) business days prior to the course, there are no refunds after this time.

PUBLIC SAFETY TRAINING CENTER: ADVANCED TRAINING REGISTRATION

REGISTRATION OPTIONS

SCAN TO EMAIL: LETraining@tri-c.edu
Credit card or purchase order only

IN PERSON (BY APPOINTMENT):

Credit card, purchase order, check or money order
KeyBank Public Safety Training Center
7029 Homewood Avenue
Parma Heights, OH 44130

BY MAIL*:

Credit card, purchase order, check or money order to:
Cuyahoga Community College
KeyBank PSTC, ATTN: Rachael Sedlak
11000 Pleasant Valley Road
Parma, OH 44130-5113

*Tri-C is not responsible for lost or misdirected mail

REGISTRATION INFORMATION

APPLICANTS WILL NOT RECEIVE NOTIFICATION OR CONFIRMATION.

REGISTRATION/CANCELLATION DEADLINES

Registration deadline: Jan. 26, 2023

If you apply for a scholarship, you must have confirmation no later than the registration deadline. If you receive a scholarship, you must pay any remaining balances or set up a payment plan no later than the registration deadline.

REFUND POLICY

Participants receive a full refund if they cancel by the registration deadline. Choosing not to attend does not eliminate your need to drop the course. You will be obligated to pay.

WESTERN CAMPUS PARKING

Free parking is available in the front and back lots of the KeyBank Public Safety Training Center.

PERSONAL INFORMATION

Name _____
Last First Middle Initial

Social Security #

Address _____
Number Street Apt No.

City State Zip County

Home Phone
Area Code

Cell Phone
Area Code

Email _____

Have you ever been convicted of a sex-related offense or a violent crime against a minor? Yes No

Have you been convicted of a sexual offense in the past 15 years? Yes No

Are you required to register as a sexual offender? Yes No

Date of Birth
Month Day Year

Student ID **S**

The College is required to collect Social Security numbers to comply with federal and state requirements. Once you have been admitted as a student, a Tri-C ID number will be generated. This number begins with the letter "S" followed by eight randomly generated numbers. You will use this ID to register for classes and access your grades and other student information.

Gender Male U.S. Citizen Yes No
Female Veteran Yes No

Ethnic Background:

BLACK AMERICAN INDIAN OR ALASKAN
WHITE (NON-HISPANIC) ASIAN, PACIFIC ISLANDER OR INDIAN SUBCONTINENT
HISPANIC OTHER

EMPLOYMENT INFORMATION

Complete this area if you are a new student or if any information has changed.

Department Name _____

Address _____
Number Street Apt No.

City State Zip County

Home Phone
Area Code

Cell Phone
Area Code

PAYMENT INFORMATION

Scholarship

Please specify: _____

Check or Money Order

(Enclosed and payable to Cuyahoga Community College)

Mastercard

Card Number _____ Security Code _____

Visa

Name on Card _____ Exp. Date _____

Discover

Signature _____

Amer. Express

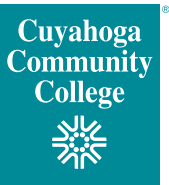
IMPORTANT PAYMENT INFORMATION

Effective July 15, 2014, a 2.4% service fee will apply to all payments made by credit card for Cuyahoga Community College credit and noncredit tuition, fees and other student account charges.

COURSE NO.	COURSE TITLE	START DATE	FEE

Signature (required) _____ TOTAL _____





Cuyahoga Community College Third-Party Authorization

Please circle the correct office and return at time of registration.

Student Accounting
2500 E. 22nd St.
Cleveland, OH 44115
Fax: 216-987-4724
Attn: Sponsor Accountant

Workforce Training
2415 Woodland Ave.
Cleveland, OH 44115
Fax: 216-987-3210
Attn: Customer Service Specialist

Corporate College®
4400 Richmond Road
Warrensville Hts., OH 44128
Fax: 216-987-5514
Attn: Client Liaison

KeyBank Public Safety
Training Center
7029 Homewood Ave.
Parma Heights, OH 44130
Fax: 216-987-0639
Attn: Program Assistant

Company/Agency Name _____

Billing Address/Email _____

City _____ State _____ Zip _____

Contact Person _____ Title _____ Phone _____

Company Federal Tax ID (please provide W-9) _____ Company/Agency PO# _____

Please check the term: Noncredit _____ Fall 20 _____ Spring 20 _____ Summer 20 _____

Please list students the Company/Agency is sponsoring for the term selected above and the maximum amount of charges to be billed. If the Company/Agency is paying a % of costs, indicate the % to be billed to the Company/Agency. If additional space is needed, please attach a list of students on Company/Agency letterhead.

Student ID	Student Name	Course	CRN*	Authorized Tuition Amount	Authorized Materials and Fees
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total No. Students _____

**If no CRN restriction, put "All."*

Total Authorized Amount \$ _____

Terms and Conditions

- Pay invoice within 30 days of invoice date.
- All College registration and refund policies apply to this contract.
- Sponsor is responsible for student's tuition, fees and books regardless of employment status.
- Sponsor is responsible for any charges for courses started but not completed.
- Sponsor is responsible for all charges regardless of grade(s) received.
- If student grades are required, sponsor must send a copy of a release form, signed by sponsored student, that authorizes the College to release grades directly to the sponsor.
- No student account, financial aid or academic information will be released without a signed FERPA waiver authorizing the College to release such information to the Company/Agency.
- The College will apply any federal or state financial aid (Pell, SEOG, OCOG, etc.) to student account(s) prior to billing the Company/Agency. Payment from the Company/Agency will be applied before any institutional or outside scholarships. If this policy conflicts with your Company/Agency policy, please attach a letter of explanation detailing of how to apply Company/Agency funds.
- Sponsors will be charged at the tuition rate that is applicable to the students' residency status.
- Any authorization accepted in lieu of this form, PO/Voucher/LOI, the sponsor must provide all required above information and agree to the terms and conditions on this form.
- **All unpaid sponsor balances will be remitted to the Ohio Attorney General's office for collection efforts.**

The Company/Agency hereby agrees to the terms and conditions as stated above.

Company/Agency Authorizing Name (if different from above)

Company/Agency Authorizing Name (if different from above)

Title

Date