

CORE Competencies for Local Probation and Pretrial Practices – Enrollment and LMS User Account Activation

The agency director or the employee’s immediate supervisor must complete and forward this form to the DCJS Training Coordinator within 15 business days of a new employee’s start date. Submission will initiate enrollment in CORE.

Full Name (printed on certificates)		
Agency		
Position / Job Title; If other, please provide the position / job title	Choose from one of the following:	
	<input type="checkbox"/>	Local Probation Officer
	<input type="checkbox"/>	Pretrial Investigator
	<input type="checkbox"/>	Pretrial Officer
	<input type="checkbox"/>	Local Probation and Pretrial Officer*
<input type="checkbox"/>	Other:	
*If, position title selected above is “Local Probation and Pretrial Officer,” choose the “Specialized Skills” track the employee will attend	Choose from one of the following:	
	<input type="checkbox"/>	Specialized Skills / Pretrial
	<input type="checkbox"/>	Specialized Skills / Probation
<input type="checkbox"/>	Both – Specialized Skills / Pretrial and Specialized Skills / Probation	
Part-time / Full-time Employee	Choose from one of the following:	
	<input type="checkbox"/>	Part-time
<input type="checkbox"/>	Full-time	
Position Start Date		
Telephone Number		
Email Address		
Immediate Supervisor’s Name		
Supervisor’s Telephone Number		
Supervisor’s Email Address		
Administrative Use Only		
Online Account Activation:	Date:	User Name:
CORE Completion:	Date:	Transcript Sent: