TRAINING ROSTER ENTRY

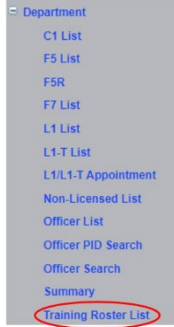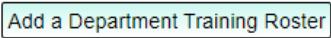*For Texas Law Enforcement Departments.*

PURPOSE

This document is designed to assist departments with the data entry of training rosters for licensees appointed with their department.
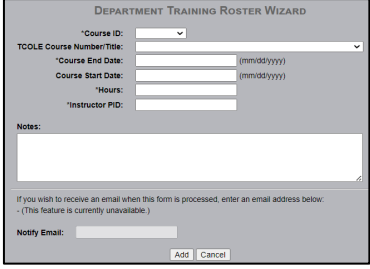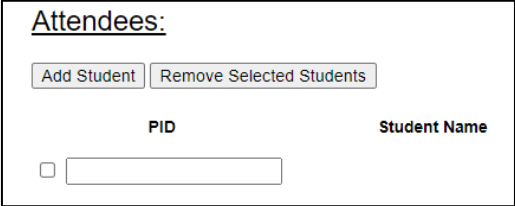
A roster can be submitted by a department for individuals associated to their department. The roster submission is meant to reflect the completion of a particular course. The roster, when processed, will be reflected on the individual's TCOLE training record and on their Personal Status Report (PSR).

A roster shall be submitted within 30 days of completion of the course, per Rule §218.5(a). If a roster is more than 30 days out, it can be reported but will be reflected on your agency audit report.

HOW-TO: ENTER A ROSTER IN TCLEDDS

1. Click on **Training Roster List** under the Department section of the left-hand menu	**Figure 1 - left-hand menu in TCLEDDS**
2. Click on the **Add a Department Training Roster** button **A pop-up wizard window will appear. Ensure your pop-up blocker is disabled.**	**Figure 2 - image of the Add a Department Training Roster button**

3. Enter the **Course ID** **A list of courses can be found** here **or** www.tcole.texas.gov **> Training > Course Reporting Numbers > General Courses on our website.**	DEPARTMENT TRAINING ROSTER WIZARD *Course ID: TCOLE Course Number/Title: *Course End Date: (mm/dd/yyyy) Course Start Date: (mm/dd/yyyy) *Hours: *Instructor PID: Notes: If you wish to receive an email when this form is processed, enter an email address below: - (This feature is currently unavailable.) Notify Email: Add Cancel **Figure 3 - image of the Department Training Roster Wizard**
4. Enter the **Course END date**. **This date will be the last day of the course.**	
5. Enter the **Hours**. **Hours must remain within the allowed minimum and maximum range. The roster will fail if you enter hours above or below the allowed range for a particular course.**	
6. Enter the **Instructor's PID**. **If you do not have the Instructor's PID or they do not have one,** • **Enter your departments Training Coordinator's PID** • **If there is no Coordinator, enter your PID.**	
7. The **Notes** section is optional. **TCOLE cannot amend any of the information entered in this section.**	
8. The **Email Notification** is currently unavailable.	
9. Click the **Add** button. **The roster page will open; this is where you will enter the PID numbers.**	Add **Figure 4 - Add button at the bottom of the roster**
10. Enter the **PID of the student** and click **Add Student**.	Attendees: Add Student Remove Selected Students PID Student Name ☐
11. Click **the box to the left of the PID** and then click **Remove Selected Student** if the PID entered was incorrect.	**Figure 5 – image of the add attendees page**

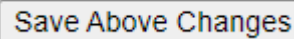|	
12. Click **Save Above Changes** at the bottom of the page **to submit the roster** for processing once all PIDs have been entered.	**Save Above Changes** **Figure 6 – image of the Save Above Changes button**

THINGS TO REMEMBER

- If the roster is being submitted **within 30 days** of course completion, TCLEDDS will **automatically approve** the roster. Afterwards you will be able to go to your approved list and print the roster, if necessary.
- If the roster is being submitted **after the 30 days** of course completion, our Credentialing staff will have to **manually approve** the roster. If this is the case, please **allow 72 hours** for processing.
- All **FTO courses** (3720, 3721, and 3722) **will have to be approved by TCOLE** Credentialing staff. Please allow 1 week for these rosters to be reviewed, approved, or rejected.

ROSTER AMENDMENTS

If an amendment needs to be completed on an approved roster, please:

- Submit the **Amendment Form** to amend.roster@tcole.texas.gov
  - If you do not have the form, please send a request to the same email address and one will be sent to you.
- Allow one week for your request to be reviewed and completed.
- An incomplete form will be sent back to the requestor.