**Transition Course Information Packet**

**Applications and Pre-Registration Due –**Friday, February 17, 2023

**Online Course Deadline –** Monday, February 27, 2023

**In-Person Class Begins** – Monday, March 6, 2023

Dear Deputy or Officer:

You have been accepted into the Southwestern Illinois Police Academy Transition Course.

The Transition Program has recently changed. Please read the following information packet carefully.

There are now two **(2) required components** to the Transition Course:

1. Online Prerequisite Transition Course via the ILETSB Executive Institute’s Online Learning Network. – **THIS COURSE MUST BE COMPLETED BEFORE FEBRUARY 27, 2023.**

2. Two week in person Transiton Course component. Class begins Monday, March 6, 2023.

You must successfully pass both components in order to graduate from the program.

**REGISTRATION**

**REMEMBER: THE ONLINE COURSE MUST BE COMPLETED BEFORE FEBRUARY 27. There are four (4) steps to register for the course, please complete the following four (4) steps:**

**Step 1.** Call the Police Academy to confirm your attendance and verify instructions. Contact

618-222-5396, ask for Katie Carlton.

**Step 2.**  Create an online account with the ILETSB Executive Institute’s Online Learning Network. (see attached ILETSB TRANSITION COURSE INFORMATION - OLN document).

To access OLN go to: [www.ptblearning.org](http://www.ptblearning.org)

1. Click ***Request Student Account*** to request an account. When you click ***Save*** your application will be sent to the OLN State Administrator.
2. Call the Registrar, Emilie Payne-Renner, to confirm that we have a copy of your acceptance letter for the Transition course. Telephone number is 309-298-2646.
3. The Registrar will confirm your letter, and she will register you for the Transition course. If the letter has not yet been received by the Registrar, a delay in enrollment in the class is to be expected. You will receive your username and password via e-mail.
4. Once registered, the Transition course will appear under the “COURSES” tab in your student account. All you need to do is click the course to begin.

**Step 3.** Complete the Police Academy **Application for Admission, Indemnification**

**Agreement and Proof of Residency**.

The Application for Admission and Indemnification Agreement can be found on our website at [www.SWICPA.com](http://www.SWICPA.com) -click on Section Menu, then click on Transition Course. Email to: [Kathryn.Carlton@SWIC.edu](mailto:Kathryn.Carlton@SWIC.edu).

For Proof of Residency- email a clear photo/copy of your Driver’s License to [Kathryn.Carlton@SWIC.edu](mailto:Kathryn.Carlton@SWIC.edu). The address on your DL must match the address you enter in the next step (Step 4). If your Driver’s License is outdated, call Katie Carlton at 618.222.5396 for alternative options.

**Step 4.** Complete the online pre-registration procedures.

**You must complete the Southwestern Illinois College pre-registration process.** Instructions for beginning your online registration are below. **Don’t look at the long list of instructions and panic! We have made this as simple and quick as possible for you. The entire process will take about 1 hour total computer time.** Please begin as soon as possible. If you run into difficulty at any time, please call (618) 222-5396 and we will assist you. **If you have previously been a student at SWIC, you do not need to register again, but please do follow the instructions in bold print immediately before Step 2.**

**Step a. The next step in enrolling** is completing a New Student Information Form online.

* To begin go to <https://estorm.swic.edu>.
* Click on the box that says “Apply”.
* The next page you see is titled “SOUTHWESTERN ILLINOIS COLLEGE APPLICATION / NEW STUDENT INFORMATION FORM PROCEDURES”. Scroll down this page and click in the circle to the left of the words “No - I have not previously completed an Application or New Student Form”. Click “Continue to application”.
* Fill in all the information on this page. You MUST include an e-mail address.
* You will need to fill in the term you are registering for. **The term is SPRING 2023**.
* Near the bottom of the page is a box titled “Degree/Certificate Information.” In this box, first select the circle to the left of **“Pursue a DEGREE IN APPLIED SCIENCE.”** After you select this a pop-up will appear in the upper right corner of the box. It will say “\* Select a program”. **Type 0029 in this box**.
* Finish the form and click the “Submit” button at the bottom of the page. If any of the required information has not been completed, you will be reminded to complete it at this time. Once you have entered the info, you must click “Submit” again. **Your form does not process until you press Submit.**
* Within the next 24 hours (probably immediately) you should receive an e-mail to the e-mail address you provided on the form from Enrollment Services at Southwestern Illinois College informing you that your form has been received and is being processed. If you do not receive this e-mail, check your junk mail folder. **If you have not received it after 24 hours call Enrollment Services at (618) 222-5455.**
* Within the next five days you will receive another e-mail from Enrollment Services assigning you a student ID number. It may be a long e-mail, but the only thing you need from this e-mail is the student ID number at the top of the page.
* After receiving your student ID # proceed to step 2 in the online enrollment process.

**Step b**. **Setting up your eSTORM account.**

* You will receive an email with directions to complete this step (after completing Step a).
* If you have any problems setting up your eSTORM account, please contact our eSTORM helpline at (618) 222-SWIC.

**Congratulations – You have completed your online pre-registration! You will finish by enrolling in specific classes during orientation.**

**DORMITORY INFORMATION**

**On-Location lodging** for the SWIC Police Academy -Check in at 2300 West Main, Belleville, Illinois 62226. Park at the Dixon Student Center and enter the building on the west side. See attached Map, **Building 4**. Cost for lodging and meals is included in the tuition. The dormitory style rooms are furnished with two twin beds, two desks and two closets with gun lockers. The Academy is currently housing two recruits per room, so in most cases you will have an assigned roommate. **No changes can be made to room assignments without the prior approval of the Police Academy.** All rooms will be non-smoking.

All recruits will check into the dormitory on Sunday, March 5, 2023 between 3:00-5:00pm.

During a normal academy week recruits will occupy dorm rooms from Sunday evening, with **check in time after 3:00 pm**, until after class Friday afternoon. Recruits will not stay in the SWIC Police Academy Dormitory over the weekends. Check with academy staff for weekend lodging options.

**DORMITORY ACCOMMODATIONS**

**PLEASE NOTE:** The Police Academy Dormitory is student housing and is not a hotel.

**DORMITORY AMENITIES:**

* Two twin beds
* Two desks and chairs
* Two closets with gun lockers
* XL twin fitted sheets, flat sheets and pillow case
* Communal restrooms and showers in each wing of the dormitory
* Washers and Dryers

**REQUIRED DORMITORY ARTICLES - RECRUIT’S RESPONSIBILITY TO PROVIDE:**

* Pillow
* Blanket/Comforter
* Hand towels, bath towels and washcloth
* Soap and soap container
* Shampoo/conditioner
* Shower shoes

**OPTIONAL DORMITORY ARTICLES:**

* Desk lamp
* Extra pillows
* Extra XL Twin sheets and blankets
* Laundry detergent
* Alarm clock
* Shower caddy

**PROHIBITED ITEMS IN DORMITORY ROOMS:**

* Posters, photographs, etc. attached to walls
* Mini refrigerators
* TV, Game Consoles (Xbox, PlayStation, etc.)
* Alcohol, Food

**MEALS**

The meal plan includes three meals a day, breakfast, lunch, and dinner, but DOES NOT include snacks or drinks between meals.

**POLICE ACADEMY DRESS CODE**

* + - * Recruits should wear department issued uniform
      * Facial hair and hair per department policy
  + Rain gear for outside training activities
  + Off duty civilian clothes

**ITEMS TO BE SUPPLIED BY OFFICERS**

* Duty Belt
* Duty Weapon Holster
* Duty Weapon - Optional
* Duty belt magazine case
* Duty belt handcuff case and handcuffs (with key)
* One police style flashlight for night training exercises

**COVID PROTOCOLS**

* All State of Illinois, ILETSB and CDC protocols will be adhered to. COVID-19 vaccine is currently recommended, but not required.
* We strongly encourage all recruits to continue to self-monitor and be diligent in practicing the proper COVID-19 safety precautions.  If experiencing COVID-19-like symptoms, do not come on campus until COVID-19 can be ruled out by a COVID-19 test.

**PARKING**

* Recruits will park in the SWIC Police Academy Dormitory parking lot once dorm is assigned.
* Recruits shall lock and ensure all items of value are removed from their vehicle.
* Recruit vehicles must meet all Illinois Vehicle Code regulations.

**FIRST DAY OF CLASS**

* Arrive early, be in the classroom DC103, Dixon Center by 7:45am. See attached Map, **Building 4**. Class starts at 8:00am on March 6, 2023.

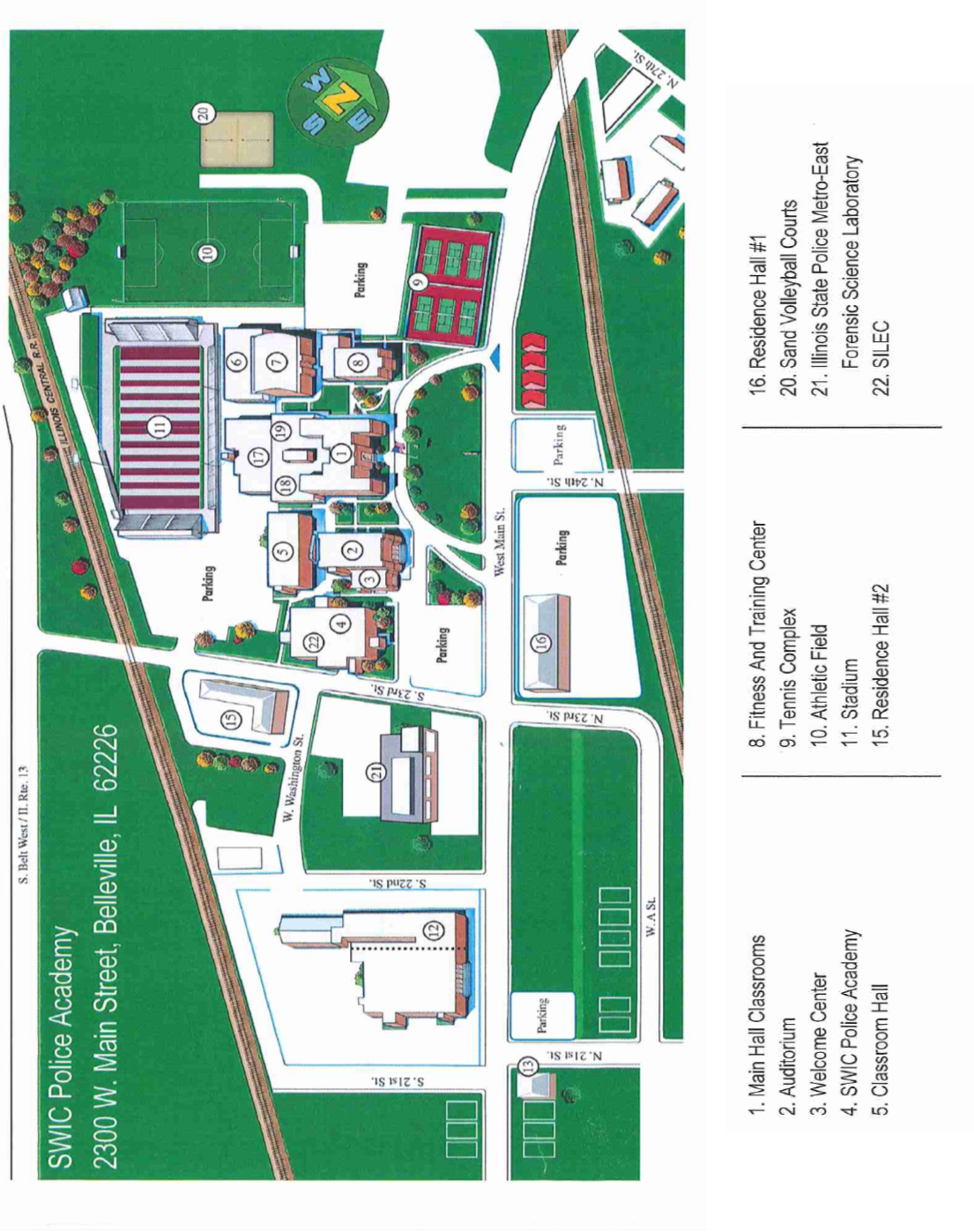
I am looking forward to meeting you. If you have any questions please call the academy office (618) 222-5506 or (618) 222-5396.

Sincerely,



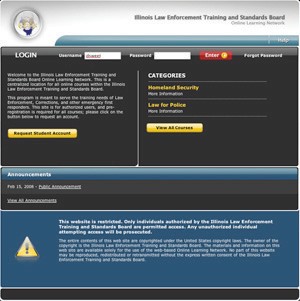
Eric Danford, Director

Southwestern Illinois Police Academy



ILETSB TRANSITION COURSE INFORMATION AND REGISTRATION PACKET- OLN

Welcome to the Illinois Law Enforcement Training and Standards Board Online Learning Network.



This is a centralized location for all online courses within the Illinois Law Enforcement Training and Standards Board.

This site is for authorized users. Registration is required for all courses.

OLN is located at:

<http://www.ptblearning.org>



The Online Learning Network requires certain software and hardware setups to run properly. Because the program is available over the Internet, access to a computer with an Internet connection is mandatory. The hardware and software needed is listed below. A browser test is provided to check your system.

# HARDWARE AND SOFTWARE

The Online Learning Network requires the newest versions of a web browser (Google Chrome is recommended), Adobe *Acrobat Reader,* and an internet connection.

# TECHNICAL SUPPORT

If you need technical assistance, contact the support center toll free at (866) 250- 5494 or e-mail [*olnsupport@cait.org*](mailto:olnsupport@cait.org).

*Support hours are:*

**Monday - Thursday: 8:00 am to 8:00 pm**

**Friday: 8:00 am to 6:00 pm**

**Saturday and Sunday: 12:00 pm to 4:00**

**pm**

**REQUEST STUDENT ACCOUNT**

1. To access OLN go to:

[www.ptblearning.org](http://www.ptblearning.org)

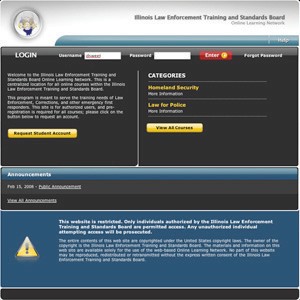
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password via e-mail.

1. **Once registered, the Transition course will appear under the “COURSES” tab in your student account. All you need to do is click the course to begin.**

A

1. *Request Student Account Button*



# LOGGING IN

Your username and password are provided to you via email from the Online Learning Network. It will contain the information you need to log in to the system. Enter your username and password and click the ***Enter*** button to proceed.

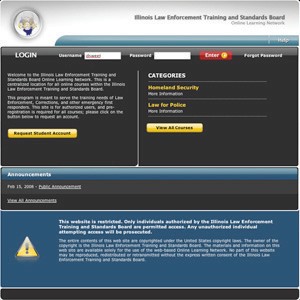
After you log in with the password supplied to you by the Online Learning Network system, you have the option to change your password to one that

is easier to remember. To change your password, enter a new password of your choosing, then retype the new password and click ***Save***. Passwords must be at least 6 characters long and no longer than 12 characters. Any combination of letters and numbers can be used. Passwords are case-sensitive.

**Note:** *Once your password has been reset, it will be the password you use until you choose to change it again. Your username will always remain the same. Keep your password in a secure place, and do not share your password.*

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1. *Username Field*



1. *Password Field*

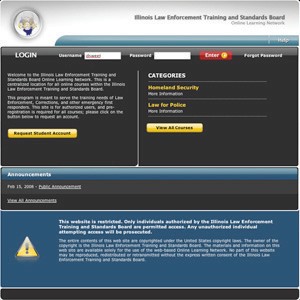
# FORGOT PASSWORD

If you forget your password, enter your username in the proper field and click the ***Forgot Password*** button to the right of the ***Enter*** button. The system will reset your password and send a new password to your e-mail address. You will see a verification message on the screen indicating your password has been reset.

Check your email inbox for a message from the system. The e-mail will contain a new password. To log in, follow the same instructions as when you first logged in. If you have trouble receiving the email, check your Junk folder.

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1. *Username Field*



1. *Forgot Password Link*

The Main Menu is the first screen you will see when you log in This page includes Welcome, Profile, Classes, Announcements, and Communications sections.



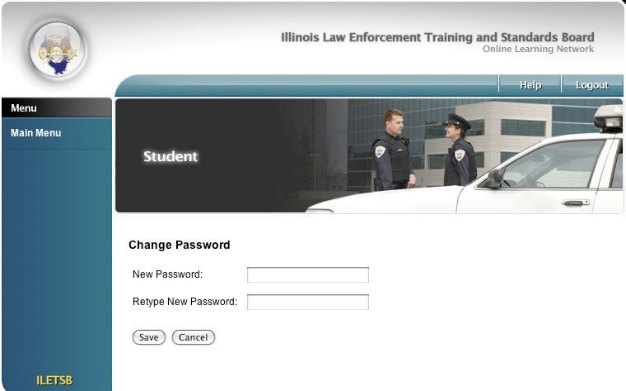
# PROFILE

# View/Edit Profile

Click the ***View/Edit Profile*** link to access your personal information. Any of the information displayed in the entry

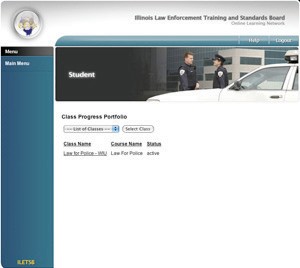
text area can be edited. Make changes as necessary. Click ***Save*** to store the information and return to the Main Menu. To leave the page without saving changes, click ***Cancel***.

# Change Password



To change your password, click the ***Change Password*** link on the Main Menu. Enter a new password of your choosing, then retype the new password. Click the ***Save*** button.

# Portfolio



From the Main Menu you can access your Portfolio. To view a class, use the pull-down list to select the class you want to display, and click ***Select Class***. Click on a class name to see a detailed portfolio for that class containing exam scores, study guides and the Certificate of Completion. Click ***Main Menu*** on the left to return to the Main Menu.

# HELP

From anywhere in the Online Learning Network system, you can click the ***Help*** button in the upper right corner of your screen. Here you will find the phone number and email address of

CAIT Support and the hours of Support operation.

# LOGOUT

From both the Main Menu and from within a Class you can click the ***Logout*** button in the upper right corner of your screen. This will end your session and log you out of the system.

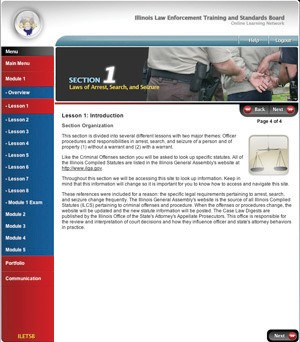
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1. *Help Button*
2. *Logout Button*

# NAVIGATION



Within a lesson are buttons at the top right corner and bottom right corner of each screen which allow you to proceed (***Next***) in the lesson as well as

to return to a previous page (***Back***). The

pages have also been numbered so you I

will always know where you are within J

a lesson. You are required to complete each Lesson, activity, and assessment in each Module.

* 1. *Back Button*

*J. Next Button*

# MODULE CONSISTENT ELEMENTS

# Animations



Throughout each module, interactive activities or animations are provided to assist learners in better understanding the material. These consist of drag and drops, definitions, videos, audio, and match.

# Scales of Justice



Throughout the Modules, Illinois laws are referenced. Learners are instructed to go the Illinois General Assembly website, [http://www](http://www/) .ilga .gov, and read the definition for each term being discussed.

# Activities



Throughout the Modules, Activities are required . These Activities involve downloading a document in which

you will be instructed to read an article or complete a real-world assignment.

# PORTFOLIO



You can access your ***Portfolio*** for this course by clicking the Portfolio button in the menu on the left side of your screen. Your Portfolio shows your scores for the exams you have completed and calculates your

average exam score. You must have a cumulative exam score of 70% to pass the course.

# MODULE EXAMS

You will be able to take the Module Exam upon completing all lessons within a Module. Module Exam questions are randomized so that no two student tests are alike. The number of questions on an exam will vary, but the number of questions listed on each page is limited. You will not be allowed to navigate back and forth within the exams.

# COURSE COMPLETION

After you complete the last Module Exam, you will be given a Course Evaluation. After you submit the evaluation you will receive a Certificate of Completion which you can print.

After you have completed the course the link to it will disappear from the Classes section of your Main Menu.

Your scores and certificate will still be available in your Portfolio.