



Law Enforcement

# Field Training Officer

July 14, 2025 - July 18, 2025

Course Information

## Description

A 40 hour course designed to introduce trainers to effective field training officer skills and techniques. The course includes: The FTO as a Role Model, Techniques of Teaching, Effective Communication Skills, Case Studies, Training Solutions, Performance Evaluations, Leadership Motivation and Training and Liability. Using the POST format presentation; this course satisfies minimum training requirements established by the Commission on Peace Officer Standards and Training for Field Training Officers. Open to all trainers wishing to or using the "San Jose Model" FTO Program.

***\*A laptop with a USB port is required for the course. All material will be provided electronically\****

## Designed For

Law Enforcement Officers

## Hours

40.0 Hour(s)

Dress Code: Business Casual - No Jeans - Collared shirts for men, Women sleeveless tops need to be collared; sleeved blouses may be without collar.

## Units

1.0 Semester Unit

## Certification

POST Plan IV

Certificate awarded upon completion.

College Application Process



## College Application Process

This program is presented through the South Bay Regional Public Safety Training Consortium of Community Colleges (SBRPSTC), which includes Gavilan College, Monterey Peninsula College, Ohlone College, Hartnell College, Lake Tahoe Community College, College of San Mateo, and Cabrillo College.

*Only courses and programs presented for college credit will be funded, transcribed and certified through one of the above accredited institutions.*

Funds generated through this process offset the costs of each course, thereby reducing student fees for the student/agency and allowing us to present more courses. Consequently, we require all students taking one of our college-based courses to apply to the designated college using OpenCCC, the online college application system by which the majority of community colleges collects registration and transcription information.

Students will receive reservation confirmation and class information along with college application instructions approximately 45 days before the class starts. If applicable, students will also be required to complete the college application process and submit a South Bay Registration Form, to include the OpenCCC and applicable College ID numbers no later than 30 days before the class start date. ***\*Additional fees will apply to Non-College Registered Students. Contact our main office at (408) 229-4299 for specific amounts.***

Lodging

[Convenience List](#)

Payment / Registration Information

### **Payment Information**

We accept Visa and MasterCard (effective August 1, 2024 a non-refundable transaction fee of 3% will apply), cash, money order and cashier's checks (made payable to SBRPSTC). Agency billing may also be arranged. Financial aid and VA benefits may be available.

\*ALL FEES ARE SUBJECT TO CHANGE. When possible, students will be advised of any fee changes prior to course start date. Tuition fee increases made at any time by the State Chancellor's office may require collection of additional fees from students.

Students who have not lived in California for at least one (1) year and (1) day prior to start of college semester or do not meet other college criteria may be considered "out-of-state" students, and subject to additional fees to the ones listed above. Please check with our staff for details and exact costs.



## Reservations

*Agency personnel:* Call (408) 229-4299 or email to: [sbrpstc@theacademy.ca.gov](mailto:sbrpstc@theacademy.ca.gov) the following information:

Class Requested, Date

Agency Name

Training Officer (TO) Name

TO's Email Address

Phone Number

Attendee Name(s) and Email Address

Method of payment if applicable

*Self-sponsored students:* Contact our main office at (408) 229-4299 to register. Be prepared to submit full or partial payment, depending on the class

*Non-U.S. Citizens:* If you are not a U.S. citizen, but wish to attend one of our courses, one of our Instructional Staff Assistants may contact you for more information.

### **Cancellation/Refund Policy**

Out of consideration for students on waiting lists, cancellations must be made no later than 30 days prior to the first day of class. For cancellation deadlines, please refer to the **Fee Information** tab on this flyer. There may be a minimum cancellation fee of \$50 assessed for material expenses associated with cancellations. Substitutions or transfer of your reservations to another student is permitted upon approval.

### **Course Cancellation by South Bay**

Each class has a minimum enrollment requirement. If the minimum enrollment is not reached for the course three weeks prior to the beginning of the class, the class may be cancelled and any deposits/payments will be refunded in full (minus non-refundable processing fee).

Fee Information

\$473.00

Course Control #2540-31725-25-001

*Additional fees may apply to Non-College Registered Students. Contact our main office at 408-229-4299 for specific amounts.*



## Late Cancellation Fee

\$50 for cancellations after 6/27/2025

**Start:** Mon Jul 14, 2025

**End:** Fri Jul 18, 2025

Monday – Friday

0800 – 1700 hours

**College of Record:** Gavilan College

**College Term:** SUMMER

## Location

### The Academy (Coyote Valley Campus)

*560 Bailey Ave.*

*San Jose, CA 95141 United States*

(408) 229-4299

[View Venue Website](#)

## Fees

\$473.00

