





BEN CLARK TRAINING CENTER
 RIVERSIDE COUNTY SHERIFF'S DEPARTMENT
 16791 DAVIS AVENUE - SUITE A, RIVERSIDE, CA 92518
 (951) 486-2800



**COURSE
TITLE:**

ADULT CORRECTIONS OFFICER CORE COURSE

INSTRUCTORS: All instructors are experienced in their fields and are STC certified.

ENROLLMENT: To enroll in this course please contact the course coordinator at:
jstiffler@riversidesheriff.org

PRE-ENROLLMENT & ** MVC APPLICATION: The Corrections Academy **gear bag**, which includes the additional classroom materials, P.T./ D.T equipment, is required for the first day of the academy and should be purchased through the LEAPS PX.
 The **student health service fee** (\$20.00 for Winter/Summer and \$17.00 for Fall/Spring) and tuition must be paid directly to Moreno Valley College via Web Advisor. The **non-residency tuition** is \$332.00 + \$46.00 per unit.

**COST
BREAKDOWN/
SUMMARY**

Cost	Resident:	Non-Resident	Pay To:
Tuition	\$690.00	\$2,886.00	Moreno Valley College
Student Health Fee (\$15 for Summer)	\$20.00	\$17.00	Moreno Valley College
Gear Bag	\$335.43	\$335.43	LEAPS PX
Materials	\$1,915.00	\$1,915.00	Riverside Sheriff
Total	\$2,960.43	\$5,153.43	

**PAYMENT
OPTIONS:**

We are now accepting online credit card payments. To submit a payment online please [click here](#). Make sure you have your invoice number on hand, you can find your invoice number on your event confirmation email.

Please note: Tuition is due 10 days prior to the start of the class, if payment is not received on time you will be dropped from this course.

After the second week of the Academy, Riverside County Sheriff will not reimburse you for the "materials" fee if you remove yourself from the academy.

Ben Clark Training Center charges a daily fee for lodging. The cost is due in full at the beginning of the academy. (\$2,960.43)

If you were unable to submit credit card payment, please mail Check or Money Order Payable to:

Riverside County Sheriff/Ben Clark Training Center
 Attn: BCTC Course Fees
 Accounting & Finance
 16791 Davis Ave., Riverside, CA 92518

For any other questions regarding course payment, you may contact us at:
bctccoursefees@riversidesheriff.org

**COLLEGE
PAYMENT:**

The college enrollment fees will be billed separately from Riverside County Sheriff's upon registration into the course.
 Agencies sponsoring their students will receive an invoice to be paid by check to:
 RCCD
 3801 Market Street.



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ADULT CORRECTIONS OFFICER CORE COURSE

Riverside, CA 92501-3225

Self sponsored students will pay their course fees online through their WebAdvisor Student accounts which can be accessed at: <http://mvc.edu/webadvisor>. The User Name is your 7 digit student ID number and the initial password is your six digit date of birth. Fees are paid under the "Make a Payment" option in the Student Menu. VISA, MasterCard and American Express are accepted.

Fees are determined by the number of units for the course multiplied by the \$46/per unit fee. Self Sponsored students must add a one time semester charge for a \$20.00 Student Health Fee for Spring or Fall semester or \$17.00 Student Health Fee for Summer or Winter semester. Non Residency fees, if applicable, are an additional \$290.00 per unit fee. Fees are subject to change at any time.

College fee information is available at: <https://www.mvc.edu/services/ar/fees.cfm>
Or call (951) 571-6370 for more information.

CANCELLATION: **To cancel a registration please contact the course coordinator.**

Students must cancel no later than 10 days prior to the class. Cancellation made less than 10 days before the first day of class will result in loss of tuition.

COORDINATOR: CORRECTIONAL DEPUTY JILLIAN STIFFLER

EMAIL: JSTIFFLER@RIVERSIDESHERIFF.ORG

CONTACT PHONE: 951-486-2825

LODGING: Reservations for lodging must be arranged by the students or by their agencies. Low cost, dormitory-style lodging is available on site. For information on lodging, please email blprice@riversidesheriff.org.

**DRESS CODE
WILL BE
ENFORCED:** Students must wear department-issued uniform or casual business attire. No shorts, ripped, faded or inappropriate jeans, flip-flops, or T-shirts.

**ADDITIONAL
INFORMATION:**



This course is held in partnership with Moreno Valley College. Enrollment in the course requires additional enrollment in the college for the appropriate college semester. Students must sign in or create a new account at <http://www.mvc.edu/services/ar/apply.cfm>.

****AN MVC ADMISSION APPLICATION MUST BE FILLED OUT BY EACH STUDENT PRIOR TO ATTENDING CLASS.**
Please bring a copy of the Confirmation Page and the Class Information Form (last page of course flyer) to the first day of class. This information will be processed by Moreno Valley College so each student receives applicable units for the class.

1. Go to: <http://www.mvc.edu/>
2. Under the "Gateways" column listed on the right side, select the "Apply for College" link. From the "Apply for College" page, scroll down to select "Apply for College Online."
3. Open CCC Log In Screen-Enter your personal information as either a New User or Returning User. **As a New User, you will have to create an account first before starting the application process.**
4. Enter the following Enrollment information as you complete the application:

Term applying for: Select Appropriate Term based on the Start Date of the Class.

Summer Semester: June 10, 2023 - Jul 28, 2023

Fall Semester: July 29, 2023 - December 16, 2023

Winter Semester: December 18, 2023 - February 9, 2023



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Spring Semester: February 10, 2023 - June 9, 2023

A. Educational Goal: Select: Advance in Current Job / Career (update job skills)

B. College & Major: Select: Moreno Valley College

Select: COA. Admin of Justice: Law Enforcement

Bring a copy of your Application Confirmation Page to first day of class. This form provides your name, confirmation number, CCCID number, and date submitted to the college, which will help us register you into the class. You can also obtain a copy of this page by accessing "My Applications."

MVC COURSE #: ADJ-C1D

UNITS: 15.0

SPECIAL INSTRUCTIONS: SEE CLASS INFORMATION FORM (BELOW) AND BRING COMPLETED FORM TO CLASS ALONG WITH MVC REGISTRATION CONFIRMATION PAGE.



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**COURSE
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**SPECIAL
INSTRUCTIONS
CONTINUED:**

ACADEMY RECRUIT GEAR

ACADEMY UNIFORM

<u>ITEM</u>	<u>QTY</u>	<u>ITEM</u>	<u>QTY</u>
Academy Gear Bag, Black	1	"First Tactical" Tan Long or Short Sleeve "Class C" Shirt	2
Academy Hat, Black	1	Green Cloth Name Tag w/ Yellow Letters- <u>sewn over rt pocket</u>	2
CTC Water Bottle	1	"First Tactical" Olive Green Battle Dress Uniform (BDU) Pant	2
CPR Safety Mask	1	Grn Cloth Name Tag w/ Yellow Letters- <u>sewn over rt rear pocket</u>	2
Pen	1	Black Leather Basket Weave Trouser Belt, 1", w/ Nickel Buckle	1
Pencil #2	2	Black Military Style Boots (High Top, Lace Up, Plain Toe)	1
8 X 11 Notebook	2	Black Socks	5 Pairs
BIC Wite-Out	1	White Socks (Plain, No Higher Than Just Below Calf)	5 Pairs
Mini Stapler	1	Running Shoes	1 Pair
Yellow Highlighter	1		
Pencil Sharpener	1		
3 X 5 Notebook	1		
Camelbak Hydrobak Bottle, Black	1		
Mouth Guard	1		
2 GB Flashdrive	1		
Exercise Band, Green	1		
Superband 1", Black	1		
Academy Jacket, Black	1		
T-Shirt, Dark Green, Short Sleeve	2		

ADDITIONAL REQUIRED GEAR

<u>ITEM</u>	<u>QTY</u>
Black Leather Basket Weave Cuff Case	1
Black Leather Basket Weave Key Holder w/ Velcro Closure	1
Black Leather Basket Weave Pepper Spray Holder (3oz Can)	1
Black Leather Basket Weave Sam Browne, 2" w/ Nickel Buckle	1
** CLASS A UNIFORM ITEMS NEEDED BY <u>WEEK 5</u> OF THE ACADEMY **	
"Elbeco" Tan Long Sleeve "Class A" Shirt	1



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Shorts, Black	2	Black Tie (Clip On)	1
Sweatpants, Black	1	Gold Tie Bar	1
Sweatshirt, Green	1	Gold Name Plate (Last Name Only)	1
Compression Shorts, Black	1	Dark Green Wool-Poly Blend Trousers (No Stripe on the Sides)	1
Beanie, Black	1		
Gloves, Black	1 Pair		

NOTE: OUTSIDE AGENCIES WILL USE THEIR PATCHES ON THE RECRUIT UNIFORM & THEIR AGENCY CLASS A UNIFORM

HIGHLIGHTED ITEMS ARE NEEDED PRIOR TO THE START OF THE ACADEMY

AND CAN BE PURCHASED FROM THE L.E.A.P.S. STORE HERE AT BCTC

Running shoes are the single most important part of this gear. Do not purchase 'cross-training' or 'trail running' shoes. These should be purchased and broken in before the Academy starts.

The uniforms and equipment may be obtained at the following locations:

LEAPS- PX STORE
(Ben Clark Training Center)

16971 Davis Ave.
Riverside, CA. 92518
(951) 486-2912

Hours:
M-TH 9:00am-3:00pm

GALLS/ INLAND UNIFORM

1865 Iowa Ave.
Riverside, CA. 92507
(951) 781-6366

Hours:
M-F 9:00am-5:00pm
Sat 9:00am-2:00pm

P& P UNIFORMS

21790 Van Buren Blvd
Riverside, CA. 92508
(951) 776-0048

Hours:
M-F 9:00am-6:00pm
Sat 9:00am-2:00pm



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RIVERSIDE COMMUNITY COLLEGE DISTRICT
PUBLIC SAFETY EDUCATION AND TRAINING

CLASS INFORMATION FORM

The following information will be used solely for record keeping purposes by Riverside Community College District, Riverside County Sheriff's Department and the Commissions on Peace Officer Standards and Training (POST).

Course Title _____

Date(s) of Class: _____

(PRINT) Last Name First Middle

Social Security Number _____ DOB: / / Gender M F

Mailing Address: _____
Street City Zip

Home Phone Business or Cell Phone

Agency employed by, if applicable: _____

Position with Agency: _____

Peace Officer () Non Peace Officer () Full Time () Part Time ()

Today's Date

Signature