*** * * ATTENTION: AGENCY TAC/POC * * * ***

REVIEW AND DISTRIBUTE THIS NOTICE ACCORDINGLY

Updated Online DCIN Class Rules and Expectations

As we continue to offer DCIN certification classes in an online format, we want to address several concerns that have emerged regarding participation and engagement during virtual training sessions. The importance of DCIN certification training cannot be overstated. The information presented during these classes is essential and must be understood and applied correctly. These courses contain critical content that directly supports quality service delivery, compliance requirements, and staff effectiveness.

There has been a decline in attendance, engagement, and active participation. Some participants appear to be working on other tasks, completing job-related responsibilities, or engaging in unrelated activities during class. This approach diminishes the value and effectiveness of the learning experience, undermines the purpose of the certification process, and raises concerns about knowledge retention and competency.

Online training should be treated with the same level of professionalism, focus, and commitment expected during an in-person class. Participants are expected to attend all scheduled sessions fully engaged, minimize distractions, dedicate their full attention to the course content, and actively participate in discussions and learning activities throughout the training.

To maintain the integrity of the DCIN certification process and ensure all participants receive the full benefit of the training, we ask agencies and participants alike to prioritize these sessions and recognize the importance of the information being presented.

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North Carolina State Bureau of Investigation

Please do not rely solely on this document as an all-inclusive resource.
If you are uncertain about any issue, please seek out guidance from your agency legal counsel or contact the SBI for direction to an appropriate guiding authority.

Pertinent Info:

Please ensure your attendees are aware of the following requirements before joining a session:

- **Agency Attendance & Full Focus:** Attendees must take online DCIN training at their agency and cannot be otherwise engaged (e.g., not on patrol, not taking calls, etc.). Full focus and attention are required throughout the course.
- **Active Participation:** Participation is monitored via Microsoft Teams using chat and reactions. Lack of participation will result in removal from the class and/or rejection of testing authorization.
- **Strict Punctuality:** Attendees arriving late will not be admitted and must register for a future class.

Important Reminders for TACs and ATACs

To help prevent registration errors and class disruptions, please follow these procedures:

- **Verify Presence:** TACs/ATACs must ensure attendees are present for the entire duration of the class.
- **Proper Registration:** Do not use TAC/ATAC information when registering a student; always enter the attendee's own details.
- **Troubleshooting Registration Forms:** If registration fields appear grayed out, delete your browser history/cache and try again. Contact your district training specialist for additional troubleshooting ideas.
- **Cancellations:** All cancellations must be made using the link provided in the confirmation email.
- **Enforcement:** Please reinforce that late arrivals will not be admitted, and attendees who fail to respond or participate will be removed from the class and/or denied testing authorization.

In Review:

- Users must attend training from their agency and be fully dedicated to the class.
- Not perform work duties or other tasks during training (e.g., patrol, calls, email, paperwork).
- Participation is monitored through Teams chat and reactions.
- Failure to actively participate may result in denial of testing authorization.
- Participants who arrive late will not be admitted and must register for a future class.

TAC/ATAC Responsibilities

- Ensure attendees are present and actively participating for the entire class.
- Use the cancellation link in the registration confirmation email when needed.
- Do not register attendees using TAC/ATAC information.
- If registration fields are unavailable or grayed out, clear browser history and try again.
- Late arrivals will not be admitted and must reschedule.
- Attendees who do not respond or participate may be removed from the class and/or denied testing authorization.