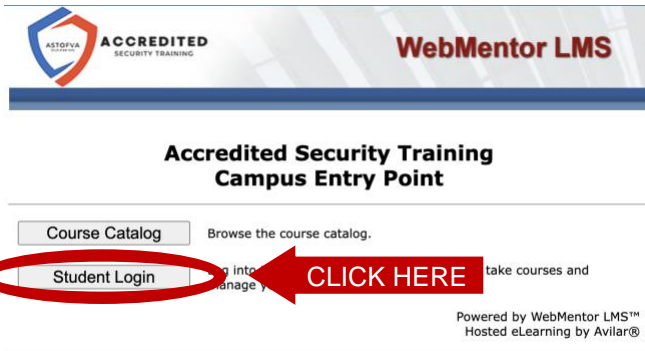


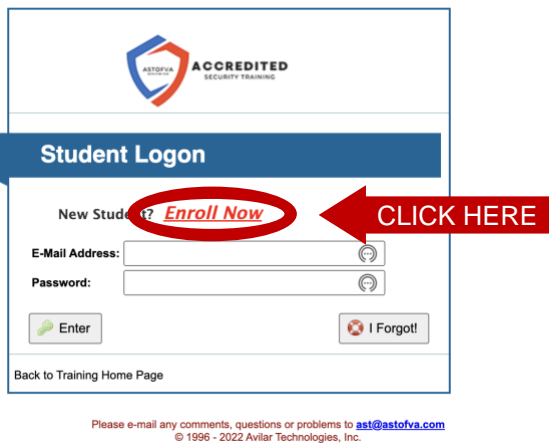
ONLINE TRAINING SIGN-UP INSTRUCTIONS

Read **ALL** of the instructions below. Then, create your online classroom account by clicking the following link: [Accredited Security Training Login](#)

1. Click "Student Login" button.



2. Click the "Enroll Now" link.



3. Fill out the form.

The screenshot shows the 'Accredited Security Training New Student Enrollment' form. The form has a header with the logo and a 'Help | Logout' link. Below the header is a home icon and the title 'Accredited Security Training New Student Enrollment'. The main content area contains a form with the following fields: 'Student ID' (pre-filled with 'AS7ubxyv9ifjd'), 'Password', 'Verify Password', 'First Name', 'Last Name', 'Student Time Zone' (dropdown menu set to 'US/Eastern'), 'DCJS ID', 'Phone', and 'E-mail'. There are 'Submit' and 'Clear' buttons at the bottom left. On the right side of the form, there is a red text box with the following text: 'All Information is required to proceed to the next step.' and 'Under DCJS ID please only input you 99# in the following format: "99-XXXXXX". Please put your 99 numbers in lieu of the X's when filling out form.'

4. Once logged in with your new account, click on the "Catalog" tab.

Help | Display | Logout

ACCREDITED SECURITY TRAINING

AST Student (ASTutxyv9jfd) Student Dashboard

Catalog Profile **CLICK HERE**

You are not currently registered for any courses. Clicking on the **Catalog** item will display the course catalog from which you can register for courses and/or subscriptions.

Active	Completed	Expired	All
Status	Grade	Completed	Course
You have no active courses.			

My Profile and Transcript

AST Student
Accredited Security Training
[Manage My Account and View My Records](#)

Please e-mail any comments, questions or problems to ast@astofva.com
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5. Select the desired course.

Help | Display | Logout

ACCREDITED SECURITY TRAINING

Course Catalog

Locate Training: By Course No Go! By Content Find!

Catalog No /	Type	Catalog Title
01I_AST		Security Officer Core Subjects (01I) ⓘ Lessons: 1 Sessions: 1 Fee: \$50.00 USD
40I_AST		Bail Bondsmen In-Service (40I) ⓘ ← Please select the desired course Sessions: 1 Fee: \$75.00 USD
44I_AST		Bail Enforcement In-Service (44I) ⓘ Sessions: 1 Fee: \$75.00 USD
OC_AST		OC Spray Course ⓘ Sessions: 1 Fee: \$60.00 USD
TTH_AST		Handcuffing Course ⓘ Sessions: 1 Fee: \$60.00 USD

Please e-mail any comments, questions or problems to ast@astofva.com
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6. Register for the class.

Help | Display | Logout

ACCREDITED SECURITY TRAINING

Course Catalog

Security Officer Core Subjects (01I) Course Information

[Return to Course Catalog](#)

(01I_AST) Security Officer Core Subjects (01I)

Course Fee: \$50.00 USD

[Course Description](#)

DCJS 01I - Security Officer Core Subjects In-Service (01I). This course is for individuals who currently have a Unarmed Security Officer Registration and are trying to complete their In-Service requirements to maintain their Registration. If you do not currently have a registration than please do not take this course.

Select	Session	Session Description	Type	Status
<input checked="" type="radio"/>	1		Private	998 Seats
		Registration Dates US/Eastern Start End	Session Dates US/Eastern Start End	Days to Complete
		Session Fee	Requires Approval	Sponsoring Organization
		\$50.00 USD	No	AST

If you want to register for an available session, click that session's radio button in the **Select** column and then click the **Add to Cart** button below. The selected course session will be added to your shopping cart. You will be registered in the session upon shopping cart checkout.

Add To Cart **CLICK HERE**

Please e-mail any comments, questions or problems to ast@astofva.com
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7. Select the "Check Out" tab.

The screenshot shows the top navigation bar with the ASTOFVA ACCREDITED SECURITY TRAINING logo and links for Help, Display, and Logout. Below the logo is the breadcrumb trail: Course Catalog > View/Modify Cart. A notification bar at the top states: "01_AST - Security Officer Core Subjects (011) was successfully added to your shopping cart." Below this is a navigation bar with buttons for Continue Shopping, Shopping Cart, Checkout (circled in red), and a right-pointing arrow. A red arrow points from the text "CLICK HERE" to the Checkout button. The main content area is titled "Your Cart" and lists the item "Security Officer Core Subjects (011)" with a price of \$50.00. A "Total Items: 1 SubTotal: \$50.00" summary is shown. There is an "Enter Coupon:" field and an "Update Cart" button. A footer note says: "Please e-mail any comments, questions or problems to ast@astofva.com © 1996 - 2022 Avilar Technologies, Inc."

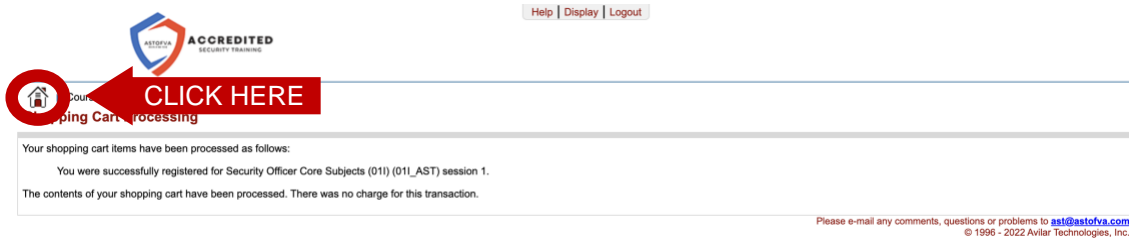
8. Select the "Payment" tab.

The screenshot shows the breadcrumb trail: Course Catalog > Shopping Cart > Welcome to Checkout. A navigation bar contains buttons for Continue Shopping, Shopping Cart, Checkout, and Payment (circled in red). A red arrow points from the text "CLICK HERE" to the Payment button. The main content area is titled "Your Cart" and shows the item "Security Officer Core Subjects (011)" with a price of \$50.00. An "Order Summary" table is displayed with the following values: Total Cart Value: \$50.00, Total Discount: (\$0.00), Subtotal: \$50.00, and Order Total: \$50.00. There is a "Modify Cart" button and a "Proceed To Payment" button. A footer note says: "Please e-mail any comments, questions or problems to ast@astofva.com © 1996 - 2022 Avilar Technologies, Inc."

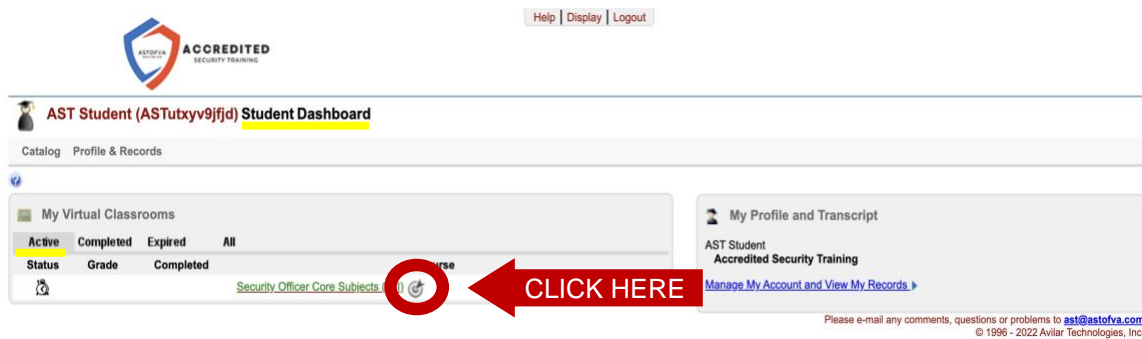
9. Payment form.

The screenshot shows the breadcrumb trail: Course Catalog > Shopping Cart > Checkout > Purchaser Payment Information. A navigation bar contains buttons for Continue Shopping, Shopping Cart, Checkout, and Payment. A warning message states: "Your credit card information may take several minutes to process. Attempting to re-send your information may lead to multiple charges on your statement." The form fields include: Total Amount: \$50.00 USD, Card Holder's Name (text input), Card Type (dropdown menu set to American Express), Card Number (text input with a refresh icon), Card Expiration Date (MM/YY), and Card Security Code (CSC) (text input). A "Send" button is circled in red. A red arrow points from the text "Once all CC information has been entered - CLICK HERE" to the Send button. A footer note says: "Please e-mail any comments, questions or problems to ast@astofva.com © 1996 - 2022 Avilar Technologies, Inc."

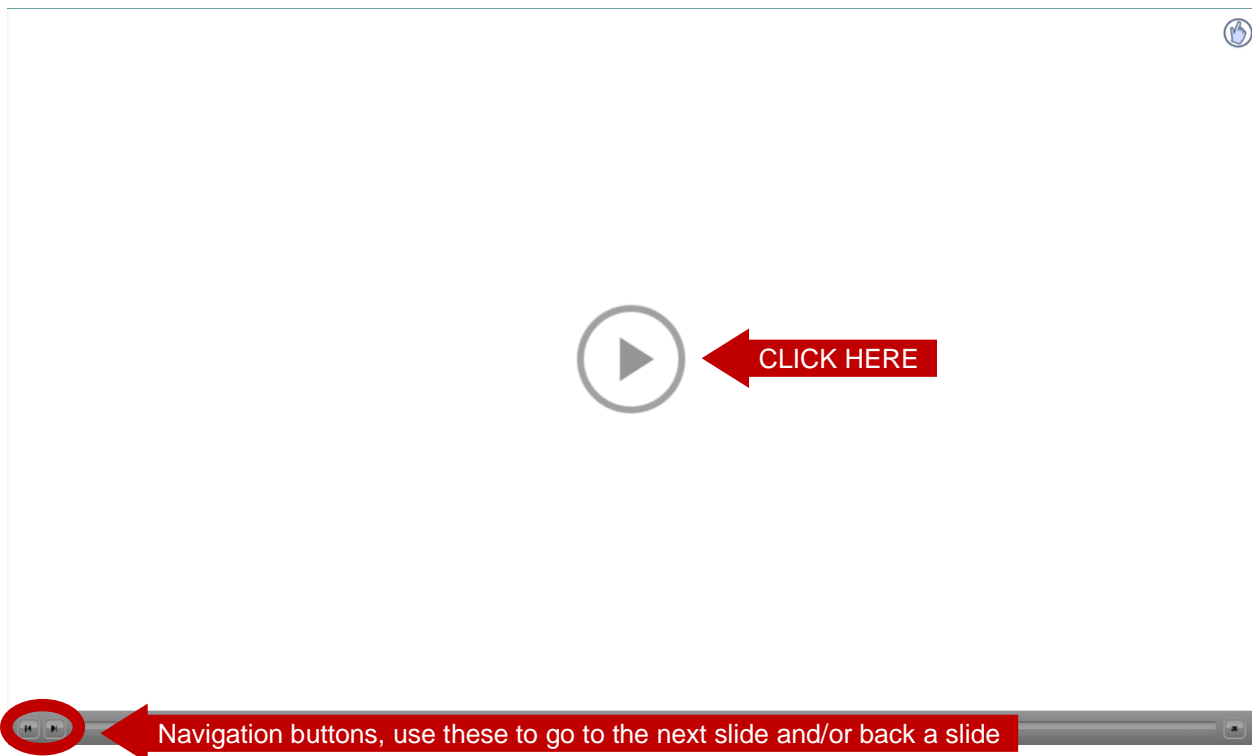
10. Once you have purchased the course you will need to hit the little house to go back to the Student Dashboard.



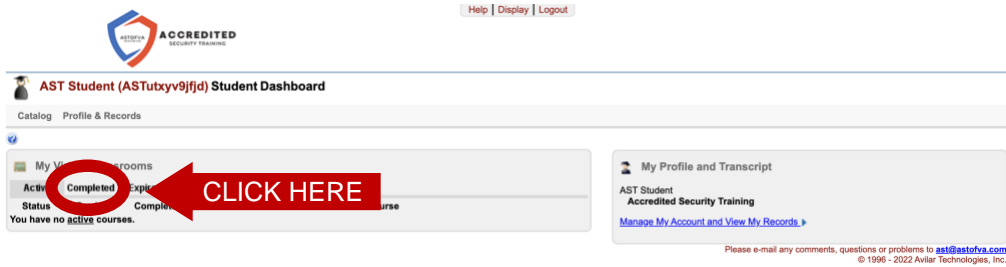
11. Now you will have the class listed on your "Student Dashboard" page, under the "Active" tab. Just click the arrow to start the class.



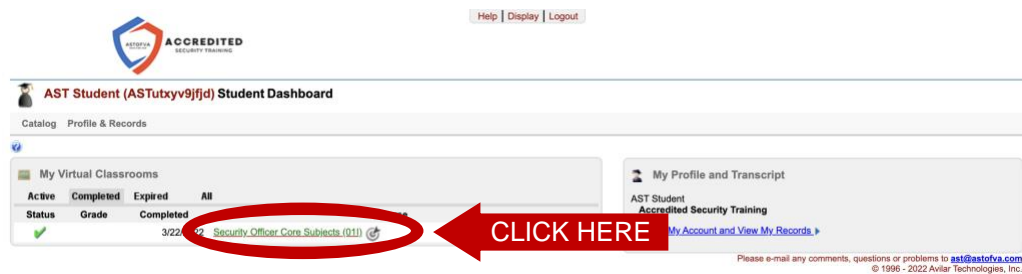
12. The course will open in a new window. Once the window has loaded click the play button in the center of the screen. You can Navigate forward and backward by selecting the "Next" and "Back" buttons on the bottom left of the window.



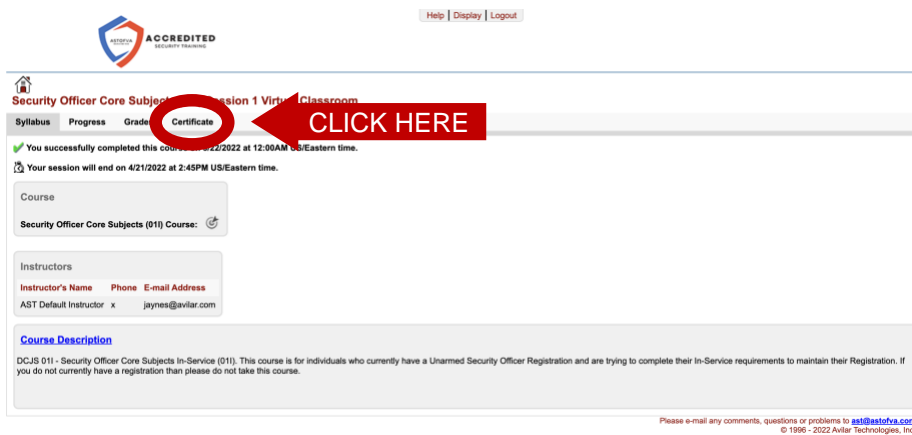
13. After completing the course, click on the “completed” tab to view a list of your completed classes.



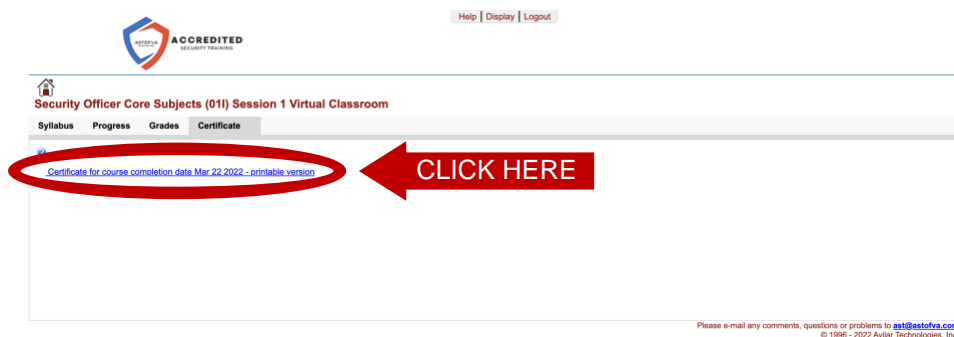
14. If you completed an In-Service or Intermediate Weapons course you can print your Certificate of Completion. To do so click the desired course (if you have completed other courses).



15. Click on the “certificate” tab.



16. Click on the correct course date to get a printable Certificate.



Each category has a different process for submitting its completion to DCJS. Below is a step-by-step guide regarding the process for each category.

DCJS In-Service:

Once you pay for the course, you have 30 days to complete it. The course is done at your own pace, and led by you, the student. There is no specific start date and time of class. You read the slides yourself.

There are knowledge check questions throughout the course. These questions are graded and you must pass them with a minimum score of 70%.

Once you have passed the course, the system will send you a certificate to the email address you used for your login information. The online system will automatically send in your DCJS results at the top of every hour. Once DCJS confirms receipt of your completion, we will email you a Training Completion Form.

***** If you receive a Training Completion Form from us, DCJS has received your training*****

DCJS Re-Qual:

Once you pay for the course, you have 30 days to complete it. The course is done at your own pace, and led by you, the student. There is no specific start date and time of the class. You read the slides yourself.

There are knowledge check questions throughout the course. These questions are graded and you must pass them with a minimum score of 70%.

The course will show as 100% completed but won't produce a certificate. Per DCJS regulations, once you have completed the online portion, you will need to go to the range and qualify (*see below for contact details*).

*****The course is not marked complete until BOTH the CLASSROOM portion and the RANGE portion are complete*****

We have partnered with Commonwealth Criminal Justice Academy to provide you with the Range Qualifications. If you are qualifying with one caliber and action type and bring your own firearm and ammo, there will be no additional cost to you! Once you have completed the online portion you can contact Commonwealth Criminal Justice Academy by calling them at 540-322-3000 or (preferred) email them at cjafontdesk@gmail.com.

Once you have passed the Range Qualification Course, Commonwealth Criminal Justice Academy will provide you with a Training Completion Form. Commonwealth Criminal Justice Academy will automatically send us your Training Completion Form as well so we can mark you complete.

Once you have been marked complete, the system will send you a certificate to the email address you used for your login information. The online system will automatically send in your DCJS results at the top of every hour.

***** If you receive a Certificate from us, your training has been sent to DCJS*****

Intermediate Weapon:

Once you pay for the course, you have 30 days to complete it. The course is done at your own pace, and led by you, the student. There is no specific start date and time of the class. You read the slides yourself.

There are knowledge check questions throughout the course. These questions are graded and you must pass them with a minimum score of 70%.

Once you have passed the course, the system will send you a certificate to the email address you used for your login information.

*****This course does not get submitted to DCJS, so you will only receive a Certificate*****