Local Agency Basic Telecommunicator Course Instructions

1. A person must be employed by a department to enroll in the Local Agency Basic Telecommunicator Course. This means, the department will turn-in the required documents listed on the F-1 (Initial Employment document).

   a. After the Telecommunicator receives a CLEST-ID number, the Telecommunicator will need to request an ACADIS Portal Account. For instructions on how to do request an ACADIS portal account, click here.

2. Department Procedures

   a. The department will submit completed training for approval via ACADISportal. For detailed video tutorial, please click here.

   b. Unless otherwise provided, agencies or schools shall request course approval from the Division before holding the course to allow for proctor coordination and/or availability for the proctored test at the end of the course.

3. Instructor Requirements (Instructors must fall into one of the categories below to teach a local agency basic telecommunicator course).

   a. Certified Instructors after the date of 10/01/2018, must have completed the 40-hour Basic Telecommunicator course as well as the Instructor Development Course to teach a local agency Basic Telecommunicator Class.

      • Instructors must hold a valid professional or general certification.

   b. Prior to 10/01/2018, students who completed the 24-hour Basic Telecommunicators course were grandfathered and given a specialized instructor certificate.

      • Instructors must hold a valid specialized instructor certificate.
Submitting Completed Training for Approval

1. Training supervisor/Portal administrators are the only people who can submit completed training for approval as well as register students for this class.

2. Go to the ACADIS portal –

3. Go to Training and Events – Select Submit Completed Training for Approval.

4. Use the drop-down box to select the class.
   
a. The class is Basic Telecommunications-Basic Telecommunications 40 Hours Local Agency (only use drop down to select this class).

5. Enter the training dates and click continue.
   
a. If class date will be in the future, put the current date and then end date as the last day of class/test date.

6. Enter the student roster.

7. Scroll down to comments section and enter in all instructors who will be teaching this course along with their CLEST ID numbers.

8. Click done then submit request.

Online Proctored Test

1. Once the class has been approved, email Shannon Mccuin at shannon.mccuin@arkansas.gov to coordinate a date and time for the proctored test to be given.

2. All students will need access to a computer and be able to sign into their ACADIS Portal Account to access the test prior to the test date.

3. The test will not be visible until the proctor makes it active in ACADIS.