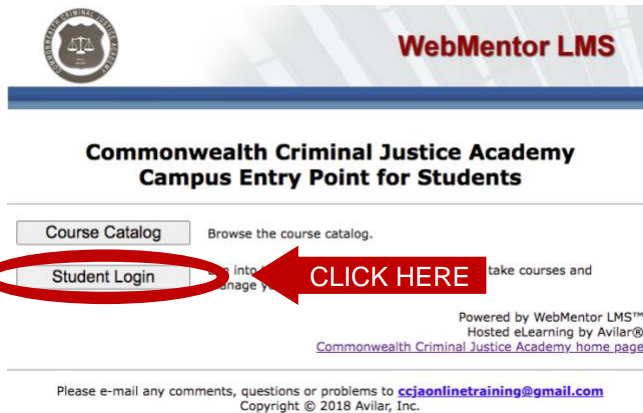


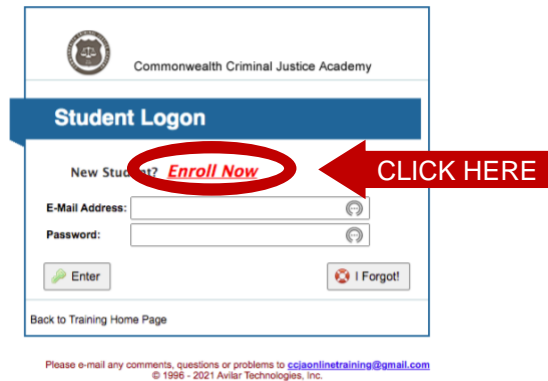
# ONLINE TRAINING SIGN-UP INSTRUCTIONS

Read **ALL** of the instructions below. Then, create your online classroom account by clicking the following link: [CCJA Online Training Login](https://www.ccjaonline.com)

1. Click "Student Login" button.



2. Click the "Enroll Now" link.



3. Fill out the form.

The screenshot shows the "Commonwealth Criminal Justice Academy New Student Enrollment" form. At the top left is the Commonwealth Criminal Justice Academy logo. To the right, there is a "Help | Logout" link. Below the logo, the text reads "Commonwealth Criminal Justice Academy New Student Enrollment". Below this, there is a note: "Before you enroll, we will need some information about you. Please fill out the following form. The fields with titles in bold are mandatory. Click the Submit button to complete your enrollment." Below the note, there is a form with the following fields: "Your Student ID has been automatically generated and can not be changed. If your Password has been automatically generated, you may change it before enrolling. Otherwise, you must enter a Password." "Student ID:" (CCJA94zzzzatbz), "Password:" (input field), "Verify Password:" (input field), "First Name:" (input field), "Last Name:" (input field), "Student Time Zone:" (US/Eastern dropdown), "DCJS ID:" (input field), "Phone:" (input field), "E-mail:" (input field). 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. 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." At the bottom right, there is a footer with contact information: "Please e-mail any comments, questions or problems to [ccjaonlinetraining@gmail.com](mailto:ccjaonlinetraining@gmail.com) © 1998 - 2021 Avilar Technologies, Inc."

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

Commonwealth Criminal Justice Academy

Help | Display | Role: Student | Logout

CCJA Student (CCJA) Student Dashboard

Catalog | Profile & Records

My Virtual Classrooms

Active	Completed	Expired	All
Status	Grade	Completed	Course

You have no active courses.

My Profile and Transcript

CCJA Student  
Commonwealth Criminal Justice Academy

[Manage My Account and View My Records >](#)

Please e-mail any comments, questions or problems to [ccjaonline@ccjaonline.com](mailto:ccjaonline@ccjaonline.com)  
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5. Find the appropriate category for your course.

Commonwealth Criminal Justice Academy

Help | Display | Role: Student | Logout

Welcome to the Commonwealth Criminal Justice Academy Course Catalog

If you know the Course Number, you may enter it in the Course No field and click the Go! button. To search for a course or subscription, enter a search string in the Search field and click the Find! button.

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

To browse the catalog, click on a topic. To view a description of a topic, click on the icon preceding the topic.

- CPR (AED) | Basic First Aid (CCJA)
- DCJS In-Service (CCJA)
- DCJS Re-Qual (CCJA)
- DCSPD (CCJA)
- Intermediate Weapon (CCJA)

Please e-mail any comments, questions or problems to [ccjaonline@ccjaonline.com](mailto:ccjaonline@ccjaonline.com)  
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6. Select the desired course.

Commonwealth Criminal Justice Academy

Help | Display | Role: Student | Logout

Welcome to the Commonwealth Criminal Justice Academy Course Catalog

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

DCJS In-Service (CCJA)

Course No /	Type	Course Title	Lessons	Fee	Sessions
011_CCJA		Security Officer Core Subjects (011_CCJA)	1	Fee: \$70.00 USD	
021_CCJA		Private Investigator In-Service (021_CCJA)	1	Fee: \$80.00 USD	Sessions: 1
031_CCJA		Armored Car Personnel In-Service (031)	1	Fee: \$50.00 USD	Sessions: 1
061_CCJA		Special Conservator of the Peace In-Service (061)	1	Fee: \$80.00 USD	Sessions: 1
131_CCJA		General Instructor Development In-Service (131)	1	Fee: \$70.00 USD	Sessions: 1
141_CCJA		Firearms Instructor Development In-Service (141)	1	Fee: \$100.00 USD	Sessions: 1
251_CCJA		Locksmith In-service (251)	1	Fee: \$70.00 USD	Sessions: 1
301_CCJA		Electronic Security Core Subjects In-Service (301)	1	Fee: \$70.00 USD	Sessions: 1
321_CCJA		Personal Protection Spec. In-Service (321_CCJA)	1	Fee: \$80.00 USD	Sessions: 1



## 10. Payment form.

Commonwealth Criminal Justice Academy

Help | Display | Role: Student | Logout

Course Catalog > Shopping Cart > Checkout

**Purchaser Payment Information** Cart: 1 Item, \$50.00

Your credit card information may take several minutes to process. Attempting to re-send your information may lead to multiple charges on your statement.

Continue Shopping | Shopping Cart | Checkout | Payment

Total Amount: \$50.00 USD

Card Holder's Name:

Card Type: American Express

Card Number:

Card Expiration Date:  (MM/YY)

If the VeriSign card security code (CSC) validation fails, your registration request will be rejected and the Course Provider will be notified that your CSC validation failed.

Card Security Code (CSC):

Once all CC information has been entered - CLICK HERE

Please e-mail any comments, questions or problems to [ccjainet@training@gmail.com](mailto:ccjainet@training@gmail.com)  
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## 11. Once you have purchased the course you will need to select the little house to go back to the Student Dashboard.

Commonwealth Criminal Justice Academy

Help | Display | Logout

**Shopping Cart**

Your shopping cart items have been processed as follows:

You have been registered for Security Officer Core Subjects (011\_CCA) (011\_CCA) and have 30 days to complete it.

The contents of your shopping cart have been processed. There was no charge for this transaction.

Please e-mail any comments, questions or problems to [ccjainet@training@gmail.com](mailto:ccjainet@training@gmail.com)  
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## 12. Now you will now have the class listed on your "Student Dashboard" page, under the "Active" tab. Just click the arrow to start the class.

Commonwealth Criminal Justice Academy

Help | Display | Role: Student | Logout

**CCJA Student (CCJA) Student Dashboard**

Catalog | Profile & Records

My Virtual Classrooms

Active	Completed	Expired	All
Status	Grade	Completed	Course

Security Officer Core Subjects (011\_CCA)

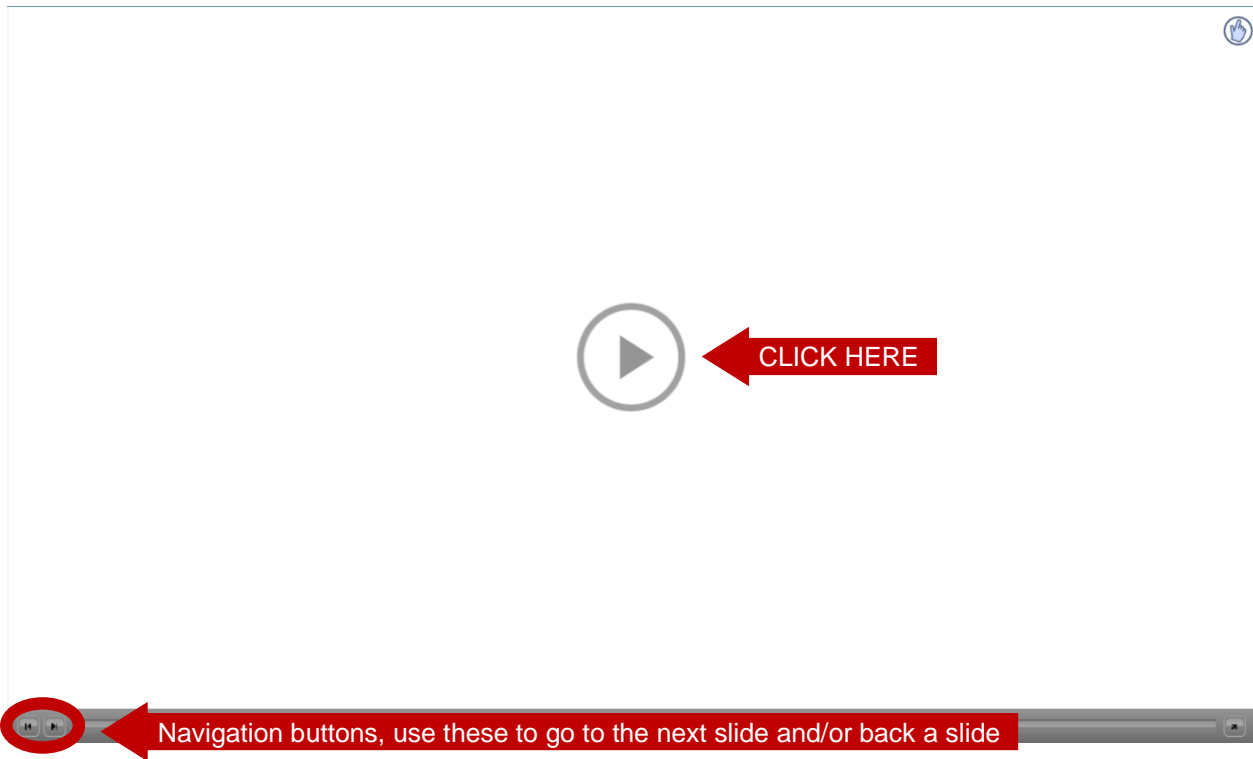
My Profile and Transcript

CCJA Student  
Commonwealth Criminal Justice Academy

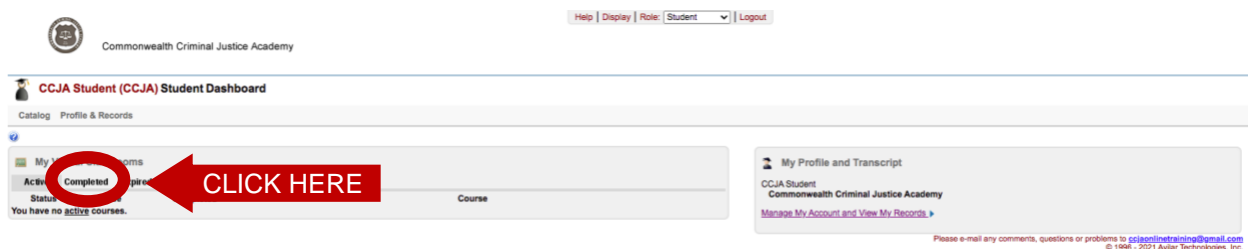
[Manage My Account and View My Records](#)

Please e-mail any comments, questions or problems to [ccjainet@training@gmail.com](mailto:ccjainet@training@gmail.com)  
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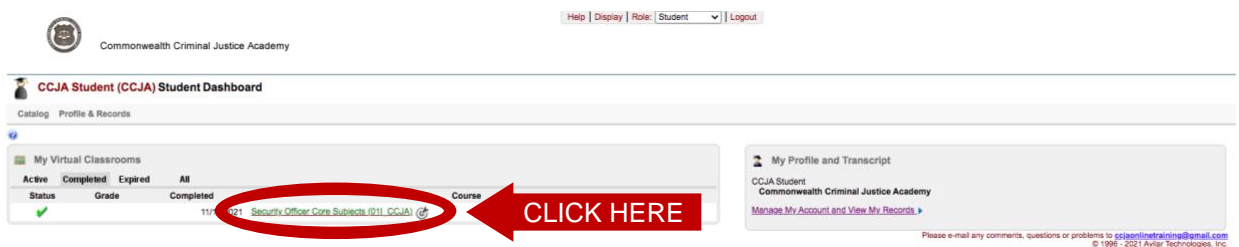
13. The course will open in a new window. Once the window has loaded click the play button in the center of the screen. You can Navigate forward and backward by selecting the “Next” and “Back” buttons on the bottom left of the window.



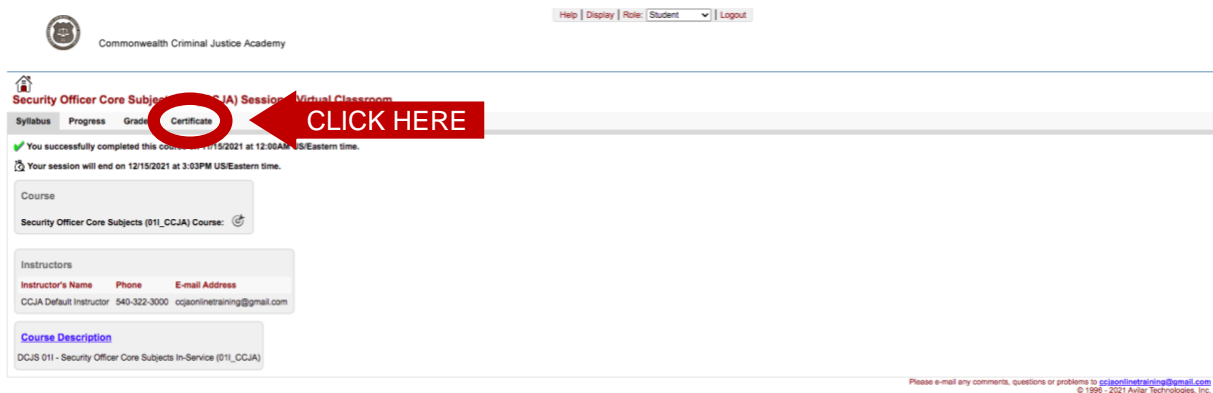
14. After completing the course, click on the “completed” tab to view a list of your completed classes.



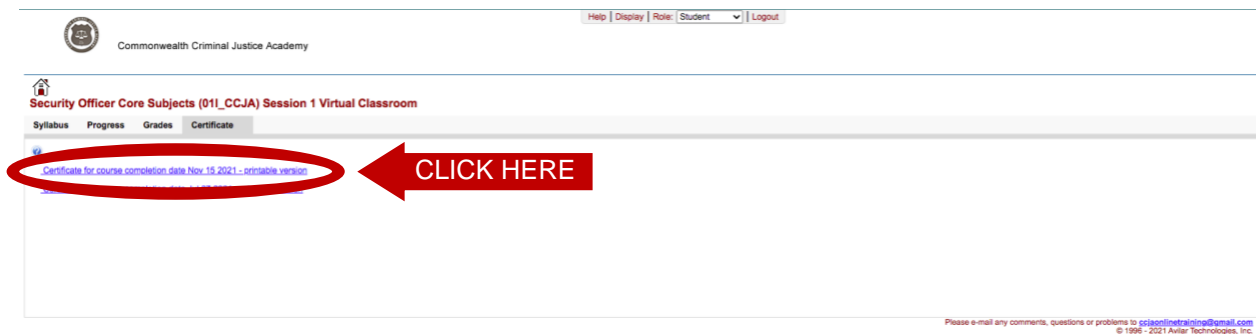
15. If you completed an In-Service or Intermediate Weapons course you can print your Certificate of Completion. To do so click the desired course (if you have completed other courses).



16. Click on the “certificate” tab.



17. 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\*\*\***

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 us by calling 540-322-3000 or (preferred) emailing us at [ccjafontdesk@gmail.com](mailto:ccjafontdesk@gmail.com).

Once you have passed the Range Qualification Course, we will provide you with a Training Completion Form. Once we get back to the office will mark you complete in our system.

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\*\*\***

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### **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 at the end of 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\*\*\***