

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1591991

Vendor Name: Apco International Inc

Invoice Number: EM-GUMB070821

Invoice Date: 07/08/21

PO Number:

Check Number: E0085596

Check Amount: \$ 608.00

Check Date: 07/13/2021

Department ID: 00835

Reviewer Name:

Voucher Number: V0690124

Redaction Type: Other

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: Cassel, Adrienne <cassel@cod.edu>
Sent: Thu Jul 08 10:06:30 CDT 2021
To: invoicing@cod.edu
CC: gumubr@cod.edu
Subject: PD form - [REDACTED]

I'm sorry – there was a typo on the amount. Here is the correct one.

Adrienne Cassel
Human Resources, Compensation Specialist
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
(630) 942-4233

[attachment: [REDACTED] B. APCO Tact Dispatch.pdf]

College of DuPage Human Resources

Please refer to the "Concur Professional Development Procedure" in the Forms Library to complete your request/expense.

Professional/Educational Development Tuition Reimbursement

Check One: ☐ Classified ☐ Managerial ☒ FOP ☐ Union 399 ☐

Board policy has established a maximum amount of reimbursement per fiscal year. Each fiscal year begins July 1 and ends June 30 and is dependent upon course completion date.

Eligible after six months' probation.

This form must be completed and signed by the appropriate supervisor and department authorized budget signatory before enrolling in the class, workshop or other activity.

Check contract/guidebook for further clarification.

Please attach copy of completed registration form (circle amount requesting).

College/University/Seminar Sponsor

Apco International

Date class begins/Date class ends

10/06/2021 / 10/26/2021

351 N Williamson Blvd

Daytona Beach, FL 32114

Address (if requesting a Prepayment)

Is course job related?

☒ Yes ☐ No

Description of course (is job related)

Tactical / Incident Communications

Name of Course/s

Fundamentals of Tactical Dispatching

Is this a wellness course?

☐ Yes ☒ No

(Maximum amount for FY \$240.00)

Is course part of a degree program?

☐ Yes ☒ No

Are You Requesting:

(check all that apply)

Enter Amount:

Needed to Complete Process:

☐ Reimbursement for conference/seminar/class \$ _____

Proof of completion and proof of payment

☐ Required Class Materials \$ _____

Proof of payment

☒ Pre-payment for COD credit & non-credit class/conference/seminar/class (>\$50) \$ 359.00

Proof of completion

☐ Travel (check your contract/guidebook for specifics on allowable travel reimbursements) \$ _____

Proof of completion and proof of payment

☐ COD Health Club \$ _____

☐ Non-COD Health Club/Non-COD Fitness/Wellness classes* including Weight Watchers \$ _____

Proof of payment

*No Pre-Payments #These are taxable to the employee

When requesting a pre-payment, attach a registration form or invoice to this form. If using Concur, please contact Accounts Payable for payment. If I receive an advance, I understand I must produce evidence of satisfactory completion of the course or seminar within 60 days. Failure to do this will result in the cost of the course or seminar being deducted from my paycheck. BD (Initial here)

REQUIRED <input checked="" type="checkbox"/> Approved	
SUPERVISOR'S SIGNATURE <i>Joe Mullin</i>	DATE 07/06/21
DEPARTMENT'S AUTHORIZED BUDGET SIGNATURE A. Cassel	DATE 07/07/2021
COMPENSATION SPECIALIST	

HUMAN RESOURCES OFFICE USE ONLY	
Amount of Payment: \$	359.00
Account #01-90-00835-52090-17	FY 22
Date request sent to Accounts Payable:	7/8/21
Date request approved:	
Date expense approved:	

SEND COMPLETED FORM WITH PROOF OF COMPLETION AND PROOF OF PAYMENT (if applicable) TO HUMAN RESOURCES

Shopping Cart | View

Cart Line Items

net total	discount	price	quantity	item
\$359.00	\$0.00	\$359.00	1.000	<u>Fundamentals of Tactical Dispatch, Online 60537 Early</u>
		Required	Required	

Cart Total

Subtotal: **359.00**

Total discount: 0.00

Total tax: 0.00

Taxes will be removed if the organization has a tax exemption on file with APCO and only after you change the billing to the organization during checkout.

Total shipping: 0.00

Total: **359.00**

Discounts

Discount:

apply

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Registration Profile

Fundamentals of Tactical Dispatch, Online #60537

Date(s):

October 6 — 26, 2021

Fee(s):

This registration has a fee.

Prerequisite(s):

1. Minimum one-year experience as an ECC telecommunicator
2. Students must have successfully completed a formal, instructor-led 40-hour basic telecommunicator training program
3. Successful completion of the free FEMA courses: IS 100, IS 200 and IS 700

[Check My Prerequisites \(DynamicPage.aspx?WebCode=APCOPrereqManage&ind_cst_key=745cb007-b2f4-4097-add0-d207e7b5f736&etp_key=d868838e-f6c7-4e8d-b283-ff785cde4185&eventKey=74c74f5d-da3f-49c7-880a-5b63d94668a3\)](#)

[Check Staff Prerequisites \(DynamicPage.aspx?WebCode=APCOPrereqSelectOrg&redirect=MATHome&etpkey=d868838e-f6c7-4e8d-b283-ff785cde4185&eventKey=74c74f5d-da3f-49c7-880a-5b63d94668a3\)](#)

Description:

The APCO Institute Fundamentals of Tactical Dispatch course is designed for telecommunicators who want to enhance their knowledge, skills, and abilities so they can ultimately serve as a member of a tactical/incident dispatch team. The course uses scenarios and practical exercises to explore the issues involved in working major events and responding to major incidents. Class work focuses on sharpening the skills needed to fulfill the role and responsibilities for tactical dispatch.

Topics include:

Classroom instruction is supplemented by practical exercises

that help students apply the lessons to their own agency's policies and procedures. Students not only learn topics relating to their individual performance but also learn how to work together in teams to manage events and incidents that require the coordination response of multiple agencies and multiple jurisdictions.

- The big picture: ICS, the communications unit, and tactical dispatch
- Basic knowledge necessary for a tactical dispatcher
- How tactical dispatchers prepare
- Pre-deployment preparations: Situational information relevant to the assignment
- Focus on radio communication
- Deployment
- Telephone systems
- Incident types
- Ongoing and continuing education

Required Free FEMA Independent Study Courses:

- IS-100: Introduction to the Incident Command System
(<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>)
- IS-200: Basic Incident Command System for Initial Response
(<https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c>)
- IS-700: An Introduction to the National Incident Management System (<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>)

CDEs Earned: 16

Recertification Requirements:

None

Tuition:

Options	Term	Tuition	
		Non-Member	Full and Commercial Member
<hr/>			
<u>Co-Host</u> (https://www.apcointl.org/training-and-certification/course-options/live-classes/co-host/)	2 days	\$329	\$309
<hr/>			
Online	3	\$379	\$359

(<https://www.apcointl.org/training-and-certification/course-options/institute-online/>) weeks

Virtual

(<https://www.apcointl.org/training-and-certification/course-options/virtual-classroom/>) 2 days \$389 \$369

Contract

(<https://www.apcointl.org/training-and-certification/course-options/live-classes/contract/>) 2 days Contact us for pricing Contact us for pricing

Late fee \$25 (applied 10 days prior to course start date)


Tuition includes a comprehensive course manual and all certification fees.


Additional shipping fees may apply for international shipments.

Tuition for live courses does not include travel, lodging, meals or other costs. Online class tuition does not include web access fees or other local internet/web-related costs. Successful students will earn APCO Institute certification.

[Registration & Cancellation Policy \(DynamicPage.aspx?WebCode=APCOPolicy\)](#)

25 SEAT(S) AVAILABLE

 [Register Myself \(DynamicPage.aspx?WebCode=APCOPreregRegCheck&evt_key=74c74f5d-da3f-49c7-880a-5b63d94668a3\)](#)

 [Register Other\(s\)](#)

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Invoice Date: 07/08/21

PO Number:

Check Number: E0085596

Check Amount: \$ 608.00

Check Date: 07/13/2021

Department ID: 00835

Reviewer Name:

Voucher Number: V0690165

Redaction Type: Other

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: Cassel, Adrienne <cassel@cod.edu>
Sent: Thu Jul 08 11:24:37 CDT 2021
To: invoicing@cod.edu
CC: gumubr@cod.edu
Subject: PD form - [REDACTED]

Please process the attached pre-payment. Thank you.

Adrienne Cassel
Human Resources, Compensation Specialist
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
(630) 942-4233

[attachment: PD [REDACTED]. APCO Active Shooter.pdf]

College of DuPage Human Resources

Professional/Educational Development Tuition Reimbursement

Check One: ☐ Classified ☐ Managerial ☒ FOP ☐ Union 399 ☐

Professional Development Procedure"
request/expense.

Board policy has established a maximum amount of reimbursement per fiscal year. Each fiscal year begins July 1 and ends June 30 and is dependent upon course completion date.

Eligible after six months' probation.

This form must be completed and signed by the appropriate supervisor and department authorized budget signatory before enrolling in the class, workshop or other activity.

Check contract/guidebook for further clarification.

DEPARTMENT

06/24/2021

DATE OF REQUEST

PHONE EXT.

Please attach copy of completed registration form (circle amount requesting).

College/University/Seminar Sponsor
Apco International

Date class begins/Date class ends

351 N Williamson Blvd

7/03/2021 / 11/23/2021

Daytona Beach, FL 32114
Address (if requesting a Pre-Payment)

Is course job related? ☒ Yes ☐ No

Describe how course is job related

Dispatch strategies for active shooter events

Name of Course/s

Active Shooter Incidents for Public Safety Communications

Is this a wellness course? ☐ Yes ☒ No
(Maximum amount for FY \$240.00)

Is course part of a degree program? ☐ Yes ☒ No

Are You Requesting:

Enter Amount:

Needed to Complete Process:

(check all that apply)

- ☐ Reimbursement for conference/seminar/class \$ _____
- ☐ Required Class Materials \$ _____
- ☒ Pre-payment for COD credit & non-credit class/conference/seminar/class (>\$50) \$ 249.00
- ☐ Travel (check your contract/guidebook for specifics on allowable travel reimbursements) \$ _____
- ☐ COD Health Club \$ _____
- ☐ #Non-COD Health Club/Non-COD Fitness/Wellness classes* including Weight Watchers \$ _____

Proof of completion and proof of payment

Proof of payment

Proof of completion

Proof of completion and proof of payment

Proof of payment

*No Pre-Payments #These are taxable to the employee

†When requesting a pre-payment, attach a registration form or invoice to this form. If using Concur, please contact Accounts Payable for payment. If I receive an advance, I understand I must produce evidence of satisfactory completion of the course or seminar within 60 days. Failure to do this will result in the cost of the course or seminar being deducted from my paycheck. *pan* (Initial here)

REQUIRED <input checked="" type="checkbox"/> Approved	
SUPERVISOR'S SIGNATURE <i>Joe Mullin</i>	DATE 7/6/21
DEPARTMENT'S AUTHORIZED BUDGET SIGNATURE A. Cassel	DATE 07/07/2021
COMPENSATION SPECIALIST	

HUMAN RESOURCES OFFICE USE ONLY	
Amount of Payment: \$	249.00
Account #01-90-00835-52090-17	FY 22
Date request sent to Accounts Payable:	7/8/21
Date request approved:	
Date expense approved:	

SEND COMPLETED FORM WITH PROOF OF COMPLETION AND PROOF OF PAYMENT (if applicable) TO HUMAN RESOURCES

Shopping Cart | View

Cart Line Items

net total	discount	price	quantity	item
\$249.00	\$0.00	\$249.00	1.000	<u>ACTSH2, Online 60065 Early</u>
		Required	Required	

Cart Total

Subtotal: **249.00**

Total discount: 0.00

Total tax: 0.00

Taxes will be removed if the organization has a tax exemption on file with APCO and only after you change the billing to the organization during checkout.

Total shipping: 0.00

Total: **249.00**

Discounts

Discount:

apply

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Registration Profile

Active Shooter Incidents for Public Safety Communications, 2nd Ed., Online #60065

Date(s):

November 3 — 23, 2021

Fee(s):

This registration has a fee.

Prerequisite(s):

Due to the nature of this topic it is highly recommended that students have successfully completed a 40-hour formal basic instructor-led telecommunicator training program.

[Check My Prerequisites \(DynamicPage.aspx?WebCode=APCOPrereqManage&ind_cst_key=&etp_key=c868a804-32f3-4083-bc59-ebc7f24cae70&eventKey=9c12defb-f21d-4682-8eef-7dc8f70240e3\)](#)

[Check Staff Prerequisites \(DynamicPage.aspx?WebCode=APCOPrereqSelectOrg&redirect=MATHome&etpkey=c868a804-32f3-4083-bc59-ebc7f24cae70&eventKey=9c12defb-f21d-4682-8eef-7dc8f70240e3\)](#)

Description:

Active shooter incidents are high-risk, high-stakes events that, without warning, can cause devastating consequences in just a few brief moments. For all facets of public safety, including communications, there are a host of issues that make responding to an active shooter incident more difficult than many other armed subject calls.

These types of incidents have been increasing in frequency. Shooters have a wider range of more powerful weapons available. The motivations behind these incidents continue to grow more complex. As with any other type of emergency situation, the telecommunicator plays a vital role in the response to active shooter incidents.

Telecommunicators need to be aware of the unique challenges posed by active shooter incidents and be prepared to address them well in advance. This course looks at the role of the telecommunicator through all stages of an active shooter incident.

This course is built on the experiences of frontline telecommunicators who have worked active shooter incidents. Upon their recommendation, the course is structured along the arc of events that happen before, during and after an active shooter incident. The goal of the course is to educate telecommunicators about the intricate issues and challenges posed by active shooter incidents, including preparedness for an incident, response to an incident and the role the telecommunicator plays following an incident.

Topics include:

- Overview of incidents, perpetrators and targets
- Phases of an active shooter incident
- Getting and handling calls reporting an incident
- Dispatch and ongoing communications
- Responder safety and secondary dangers
- Handling calls from victims trapped in the incident
- Telecommunicators' role post-incident: rescue and extraction
- Recovery from an incident: impact and stress, ongoing issues

Perfect for a one-day pre-conference or post-conference course

CDEs Earned: 8

Recertification Requirements:

None

Tuition:

Options	Term	Tuition	
		Non-Member	Member *
Live	1 day	\$239	\$199
Online	3 weeks	\$289	\$249
Contract	1 day	Contact us for pricing	Contact us for pricing

* You must be a current Associate, Full or Commercial member to receive member discounts on all courses. Online members receive member discounts on online courses only.

Late fee \$25 (applied 10 days prior to course start date)


Tuition includes a comprehensive course manual and all certification fees. Additional shipping fees may apply for international shipments.


Massachusetts Registrants: Registration fees vary, depending of the number of course registrants. Fees will be adjusted at the start of the course, and you will receive a refund or revised invoice if necessary. For more info, contact institute@apcointl.org ([mailto:institute@apcointl.org?subject=MA Tuition Inquiry](mailto:institute@apcointl.org?subject=MA%20Tuition%20Inquiry)).

Tuition for live courses does not include travel, lodging, meals or other costs. Online class tuition does not include web access fees or other local internet/web-related costs. Successful students will earn APCO Institute certification.

[Registration & Cancellation Policy \(DynamicPage.aspx?WebCode=APCOPolicy\)](#)

24 SEAT(S) AVAILABLE

 [Register Myself \(DynamicPage.aspx?WebCode=APCOPreregRegCheck&evt_key=9c12defb-f21d-4682-8eef-7dc8f70240e3\)](#)

 [Register Other\(s\) \(DynamicPage.aspx?Webcode=LoginRequired&URL_Success=DynamicPage.aspx%3FWebcode%3DEventInfo%26Reg_evt_key%3D9c12defb-f21d-4682-8eef-7dc8f70240e3&EvtPreReq=Yes\)](#)

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