



Annual Training Plan (ATP) Reference Guide

Agency Instructions

March 2023



BOARD OF STATE & COMMUNITY CORRECTIONS
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Introduction

The Board of State and Community Corrections (BSCC) manages the allocation of training funds for approximately 150 government agencies (Police Departments, Probation Departments and Sheriff's Offices) that participate in the Standards and Training for Corrections (STC) program. Each participating agency requesting funds must submit an Annual Training Plan (ATP) to the BSCC detailing the total number of eligible budgeted positions that require training. The BSCC provides training funds to agencies based on the number of core and annual positions specified in the ATP. For smaller agencies, those with eleven or fewer positions eligible for funding, there is a minimum allocation amount set.

The ATP process adheres to the following 18-month timeline:

- Participating agencies must submit their annual training plan with the projected number of eligible positions by April 15th. Agencies that miss this date must submit a petition to the board if they wish to participate;
- After the state budget is passed in June, needed modifications to the ATP can be made any time before March 31st. The modification process part of the system will be released in an upcoming phase.

The purpose of this guide is to assist agencies in accessing and using the online Annual Training Plan System (ATP) developed by the Standards and Training for Corrections (STC) division.

If you need assistance, please contact your assigned Field Representative or send an email to ATP@bscc.ca.gov.

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I. Log In/Register

To access the Annual Training Plan (ATP) System, each agency should have identified their users that will be working in the new ATP System, including but not limited to the Agency Training Manager. Every user will have an individual User ID and Password, assigned by STC.

Should your agency need to add, remove or replace an existing user, contact your assigned Field Representative with the user's First and Last Name, Title, Email and Phone Number. An e-mail will be sent to that user with a generic password. It will be the new user's responsibility to change their password. If the password needs to be reset at any time, please send an email to ATP@bscc.ca.gov.

ATP Website: <https://atp.bscc.ca.gov/login>

Welcome to the online Annual Training Plan (ATP) system. The ATP is a county's or city's application to participate in the Standards and Training for Corrections (STC) Program. It enables an agency to calculate the minimum training requirements for its eligible staff and the amount of state subvention funding available.

The ATP is filed annually online through this system by each city or county agency applying to participate in the STC Program (see Title 15, California Code of Regulations).

Please log in with your email and the password provided to you. If you are unable to access the system, please contact: ATP@bscc.ca.gov

This system will be used for all new ATP plans. For all former ATPs use the existing system found [here](#).

Welcome messages and link to the old ATP (used for 2022/2023)

Login

Email: admin

Password:

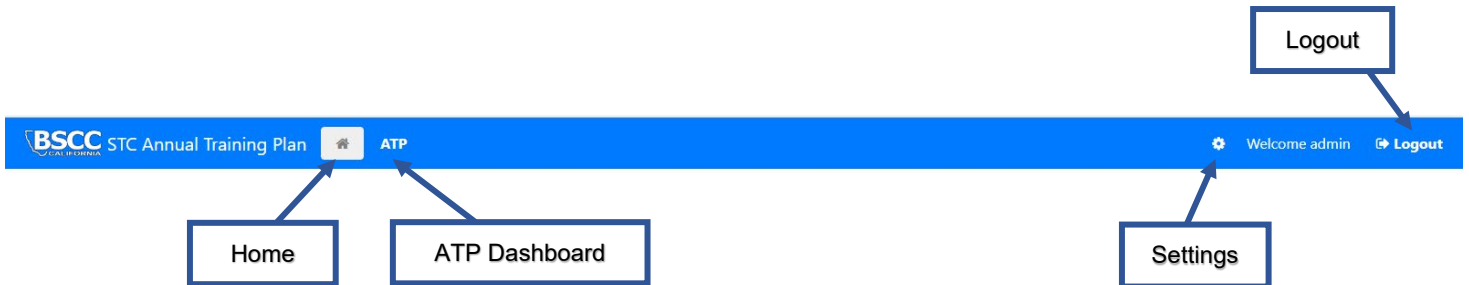
Remember me

Login

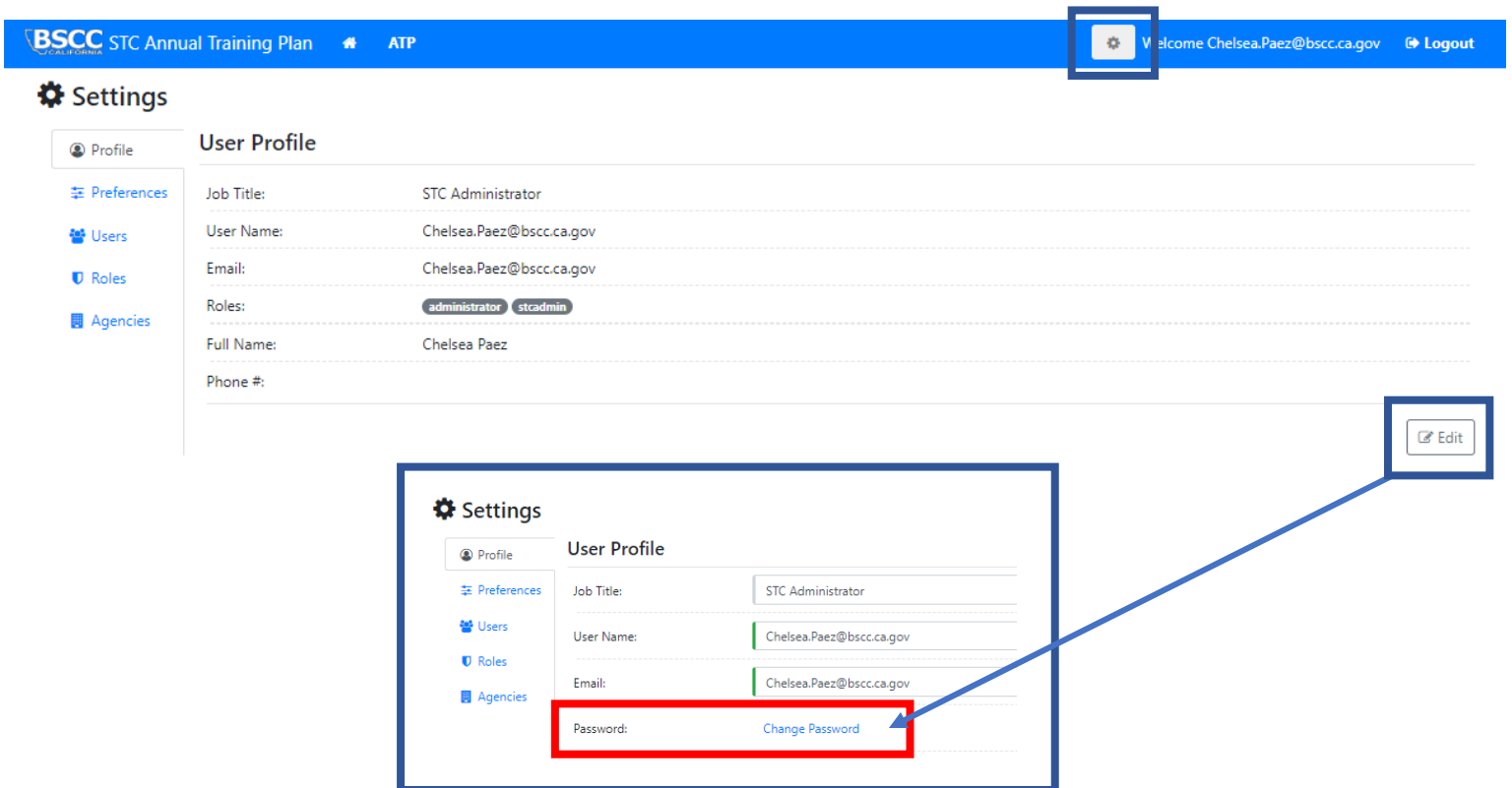
II. Dashboard

After logging in, the first view is the agency's Dashboard. From this screen, the agency will access all features of the Annual Training Plan. This includes the Training Plan, Selection Standards survey and Assurance Statement.

The top ribbon allows users to navigate from any screen to the Home dashboard, ATP dashboard, user preferences or logout.



To change your password, click on the Settings icon. From the "Profile" tab, select "Edit" to change your password. From the "Edit" screen, select "Change Password".



III. Annual Training Plan

Before the beginning of a new fiscal year, each participating agency must submit an Annual Training Plan to the BSCC. In the ATP, the agency must provide estimates of the number of eligible budgeted positions that require training for the year. Upon submission, the agency must complete a Selection Standards survey and the Assurance Statement must be signed by the Agency Administrator. This must be completed by April 15th, per Title 15. The following sections detail how agencies interact with the online ATP application to submit their Annual Training Plan.

Annual Training Plan

To access and start your training plan click on one of the two ATP links. If you ever need to go back to the Home dashboard, click the home icon.

The status of each document will either show as “Not Submitted”, “Incomplete”, “Submitted”, or “Signed and “Not Signed” (only applies to the Assurance Statement).

The screenshot shows a web interface for the Annual Training Plan (ATP). At the top, a box says "Your agency name will populate here." Below this is a link labeled "ATP". Underneath the "ATP" link are three items, each with a colored dot and a status: "STC-Eligible Positions" (yellow dot) with status "Submitted (03/08/2023)", "Title 15 Compliance" (yellow dot) with status "Submitted (03/08/2023)", and "Assurance Statement" (green dot) with status "Signed (03/08/2023)". Below these items is a link "+ Show Contacts". To the right of the screenshot is a legend box with three entries: a red dot for "Not Submitted", a yellow dot for "Submitted/Not Signed", and a green dot for "Approved/Signed". On the left side, a callout box with an arrow pointing to the "ATP" link says "To access the Annual Training Plan, click 'ATP' here or in the top ribbon". Another callout box with an arrow pointing to the "+ Show Contacts" link is also present.

Click “Show Contacts” to expand. All contact information is read-only. This will display the contact information for the Agency Training Manager, Agency Administrator, Agency Fiscal Administrator and assigned Field Representative. If any contact information needs to be changed, contact your assigned Field Representative.

Start Annual Training Plan

Once you select ATP, you will be taken to the Annual Training Plan home page, you will show a list of available ATP years. This page includes:

- Annual Training Plans for each fiscal year, starting with 2023-2024.
- The ATP Type.
- The date the ATP was submitted (when submitted).
- The allocation amount (will show as 0 until submitted).
- The status of the ATP.
- Options to Start and Edit the current ATP.
- Options to view previous ATPs that have been completed in this system.

The screenshot shows the 'Annual Training Plan' interface. At the top left is a scale icon and the title 'Annual Training Plan'. Below is a table with columns: Agency, Fiscal Year, ATP Type, Date Submitted, Amount, Status, and Actions. A callout box points to the Agency column with the text 'Your agency name will populate here.'. Another callout points to the Date Submitted column with the text 'Date Submitted will show the date the ATP was submitted'. A third callout points to the Status column with the text 'Status will either show as Not Submitted, Submitted, Returned or Approved'. A fourth callout points to the ATP Type column with the text 'ATP Type will either be ATP or Modified ATP. Please note the modification process will be released in the next roll-out phase.'. A fifth callout points to the Amount column with the text 'The Amount will show the proposed funding estimates based on position numbers entered.'. A sixth callout points to the Start Plan button in the Actions column with the text 'To start the ATP application, click Start Plan'. The table row shows: Agency (populated), Fiscal Year (2023-2024), ATP Type (ATP), Date Submitted (blank), Amount (0), Status (Not Submitted), and Actions (Start Plan button).

Agency	Fiscal Year	ATP Type	Date Submitted	Amount	Status	Actions
Your agency name will populate here.	2023-2024	ATP		0	Not Submitted	Start Plan

To start the submission of your Annual Training Plan, you will select "Start Plan". This will take you to the Minimum Selection Standards page.

IV. Title 15 Compliance Requirements/Minimum Selection Standards

The questions below are directly related to the minimum selection and training standards set forth in *STC Title 15 Regulations, Standards and Training of Local Corrections and Probation Officers*.

“Submit” at the top or bottom of the page.

Title 15 Compliance

Fiscal Year:	2023-2024
Agency	Your agency name will populate here.

Submit

Back

Minimum Selection Standards

Title 15, Article 2, sections 130-133 of the California Code of Regulations sets forth seven minimum selection standards for entry level adult corrections officers, juvenile corrections officers and probation officers. Agencies participating in the STC Program are required to comply with these selection standards.

Please respond to the following questions for the 2023-2024 Fiscal Year:

Which STC job classifications pertain to your agency? (select all that apply)

- Adult Corrections Officer (ACO)
- Probation Officer (PO)
- Juvenile Corrections Officer (JCO)

Select all STC job classifications that apply to your agency.

Field is required.

If any box has a red line, it is a required field

Once data is entered into the field, it will turn green.

Written Selection Exam

Here you will specify whether your agency will be using the BSCC written selection exam or an alternative exam, consistent with the BSCC regulations, for each selected classification.

1. Written Examination

For its entry level selection exam(s), the agency will use **(must select one exam type for each classification):**

- The Board of State and Community Corrections' (BSCC) written exam.

The BSCC selection exam will be used for all of the classifications selected above.

- An alternative written selection exam consistent with BSCC regulations.

Select if you are using the BSCC written exam. If you use the BSCC exam for all classifications, continue to the next question.

If you only use the BSCC written exam for one classification, ALSO select "An alternative written exam..." to choose applicable classifications for each exam type.

1. Written Examination

For its entry level selection exam(s), the agency will use **(must select one exam type for each classification):**

- The Board of State and Community Corrections' (BSCC) written exam.

For the following classifications: (select all that apply)

- Probation Officer (PO)
 Juvenile Corrections Officer (JCO)

- An alternative written selection exam consistent with BSCC regulations.

For the following classifications: (select all that apply)

- Probation Officer (PO)
 Juvenile Corrections Officer (JCO)

- An alternative written selection exam consistent with BSCC regulations.

For the following classifications: (select all that apply)

- Probation Officer (PO)

What alternative written selection exam will your agency use?

Please Specify Other Written Exam Type

If you use an alternative written exam for any classification, specify for each.

An alternative written selection exam consistent with BSCC regulations.
For the following classifications: (select all that apply)

Adult Corrections Officer (ACO)

What alternative written selection exam will your agency use?

Select One

POST Entry-Level Law Enforcement Test Battery (PELLETB)

Other

For Adult Corrections,
you will be provided
drop down options.

Adult Corrections Officer (ACO)

What alternative written selection exam will your agency use?

Other

What alternative written selection exam will your agency use?

Please Specify Other Written Exam Type

If you select "Other,"
please specify.

Interview

Select "Yes" or "No"

2. Interview

Does your agency conduct a interview to demonstrate competence in oral communication?

- Yes
- No

Background Investigation

Select “Yes” or “No”. If you select “Yes”, you must complete the question, “What components does the background investigation include?” Select all that apply.

3. Background Investigation

Does your agency conduct a background investigation?

- Yes
- No

What components does the background investigation include (select all that apply):

- Criminal Records Check
- Personal History Statement
- Citizenship Verification
- Age Verification
- Driving Record Checks (DMV)
- Education Verification
- Employment History Checks
- Relatives/Personal References Checks
- Dissolution of Marriage Check
- Neighborhood Checks
- Military History Check
- Credit Records Check
- Social Media Check

field is required.

Please list any other components your agency includes in the background investigation process, not listed above

remaining characters until limit: 500

Core Training

Select “Yes” or “No”

4. Core Training

Does your agency send entry level candidates to core training pre-service or post-service?

- Pre-Service
- Post-Service

Probationary Period

Enter the probationary period, in months, for all classifications. Only classifications selected at the top of the page will populate here.

5. Probationary Period
What is the length of the probationary period? (please enter "0" if probationary period does not apply)

Probation Officer (in months)

Juvenile Corrections Officer (in months)

Hearing, Vision, and Medical

Specify which hearing, medical and vision exam your agency uses.

6. Hearing, Vision, and Medical

What hearing exam will your agency use?

What medical screening will your agency use?

What vision exam will your agency use?

Age Requirement

Enter the minimum age requirements for all classifications selected at the top of the page. This field only allows number entries.

7. Age Requirement
What is your agency's minimum age requirement for the listed position(s)?

Probation Officer (PO)

Juvenile Corrections Officer (JCO)

Title 15 Training Needs Assessment

Describe the agency process to assess training needs for the upcoming year.

Training Needs Assessment

Title 15, Article 2, section 102(c) of the California Code of Regulations requires that a participating agency's Annual Training Plan include "an assessment of the department's training needs to include the number of eligible staff, the types of courses to be completed, and a training schedule for the 2023-2024 fiscal year."

Briefly describe the process your department undertook to assess its training needs for the 2023-2024 fiscal year.

remaining characters until limit: 2000

Input response here. 2000 character limit.

When ready to submit click "Submit" here or at the top of the page

Make sure to confirm your submission

Confirmation ×

Are you sure you want to submit these ATP Standards?

When all 10 questions are answered, the Minimum Selection Standards may be submitted.

V. Core and Annual Positions

After submitting the Minimum Selection Standards responses, you will be taken to a page you will enter the number of core and annual positions by job classification. The minimum number of training hours and the total number of hours will auto populate. The position entries listed will populate by agency type (i.e., Probation, Juvenile, Adult, Police).

STC-Eligible Positions
 In the table below, identify the number of STC-eligible positions (Annual) and the number of expected new hires and/or promotions (Core) in each category for FY 2023-2024.

	Job Classification	Number of Positions	Minimum Number of Training Hours	Total Training Hours
Administrator				
	Administrator Annual	<input type="text" value="0"/>	24	0
	Administrator Core	<input type="text" value="0"/>	80	0
Manager				
	Manager Annual	<input type="text" value="0"/>	24	0
	Manager Core	<input type="text" value="0"/>	80	0
Supervisor				
	Supervisor Annual	<input type="text" value="0"/>	24	0
	Supervisor Core	<input type="text" value="0"/>	80	0
Adult Corrections Officer				
	Adult Corrections Officer Annual	<input type="text" value="0"/>	24	0
	Adult Corrections Officer Core	<input type="text" value="0"/>	187	0
	Adult Corrections Officer Supplemental Core	<input type="text" value="0"/>	79	0

Input the number of positions you intend to train for the year, for each relevant job classification.

The application will calculate the agency's total number of core and annual positions and the total funding that is estimated to be allocated. The total funds are broken down by core and annual and combined amount.

Please note, these amounts are estimates and are subject to change based on current year funding availability.

Note

Per position dollar amounts listed below are from the prior year. These amounts are subject to change based on current year STC funding and number of STC positions statewide.

The total number of core and annual positions entered.

The amount per position the Number of Positions will be multiplied by

Position Type	Number of Positions	Funds Per Position	Total Funds
Total Core Positions	0	\$785.23	\$0.00
Total Annual Positions	0	\$568.22	\$0.00
Total Positions	0		\$0.00

Click "Submit for Approval"

The Total estimated funds to be allocated for the year.

Confirmation ×

Are you sure you want to submit this ATP?

Make sure to confirm your submission.

VI. ATP Assurance Statement

After the Minimum Selection Standards and position amounts are submitted, you will be taken back to the “Annual Training Plan” screen.

From the ATP screen, all submitted documents can be viewed. Click “View Docs” to view the Assurance Statement or Title 15/Minimum Selection Standards responses. Click “Edit Plan” to make any adjustments to the plan.

Annual Training Plan

Agency	Fiscal Year	ATP Type	Date Submitted	Amount	Status	Actions
+View Docs Your agency name will populate here.	2023-2024	ATP	3/9/2023	\$52,772.00	Submitted	Edit Plan
Assurance Statement Title 15 Compliance						

After the Assurance Statement is submitted, any of the documents can be edited at any point, until it is Approved by the BSCC. Changes made to the Plan itself will require a new signature from the Agency Administrator. Changes to the Title 15 questions do not.

After the ATP is submitted, an email will be sent to the Agency Administrator notifying them that the Assurance Statement is ready for their signature. The email will contain a link for the Administrator to access. The Training Manager will receive a notification confirming the Assurance Statement was sent to the Administrator.

The Agency Administrator will check the box to certify agency adherence to the Title 15 standards

I certify that the department will adhere to Title 15, Standards and Training of Local Corrections and Probation Officers as contained in sections 100-358. The department will not use STC subvention funds to pay for the costs of training if funding is received from another state source to pay for the same costs. I further certify that this Annual Training Plan Application has been completed in accordance with the regulations, policies and procedures established by the Board of State and Community Corrections. The original county or city ordinance, stipulating that while receiving state aid the city, county, or city and county will adhere to the standards for selection and training established by the Board, continues to be in full force and effect.

Agency Administrator Electronic Signature

Date:

Type First and Last Name:

Agency Administrator contact info will populate here.

Sign

They will enter the date, type their full name and click “Sign”.

Once the Assurance Statement is signed by the Agency Administrator, the dashboard will show the Assurance Statement as “Signed”.

ATPs will not be approved until the yearly budget has been signed. Your assigned Field Representative will reach out if your plan requires any changes or has any further questions.

The screenshot shows a table with the following columns: Agency, Fiscal Year, ATP Type, Date Submitted, Amount, Status, and Actions. A callout box points to the 'Status' column, stating 'Status will show approved'. Another callout box points to the 'View Docs' button, stating 'Your agency name will populate here.'. A third callout box points to the 'Assurance Statement' and 'Title 15 Compliance' links, stating 'View Assurance Statement & Title 15 Selection Standards'. A fourth callout box points to the 'View Plan' button in the Actions column, stating 'View Plan'.

Agency	Fiscal Year	ATP Type	Date Submitted	Amount	Status	Actions
Placer Probation Department	2023-2024	ATP	2/7/2023 9:09:55 PM	0	Approved	View Plan

VII. Approved Annual Training Plan

When the ATP is approved, after the budget is passed, the agency Training Manager will receive an email informing them of approval. Additionally, the dashboard will update to reflect all forms as “Approved” and the Assurance Statement a “Signed”.

VIII. Returned Annual Training Plan

If the agency submitted the ATP and it is returned by the Field Representative, it can be fixed by clicking “Edit Plan”. After resubmitting, the Agency Administrator will be sent an email to re-sign the Assurance Statement.

The screenshot shows a table with the following columns: Agency, Fiscal Year, ATP Type, Date Submitted, Amount, Status, and Actions. A callout box points to the 'Edit Plan' button in the Actions column, stating 'Click “Edit Plan”'.

Agency	Fiscal Year	ATP Type	Date Submitted	Amount	Status	Actions
Your agency name will populate here.	2023-2024	ATP	2/7/2023 9:09:55 PM	0	Submitted	Edit Plan

IX. Modified Annual Training Plan

Modifications may be made to your approved Annual Training Plan up to one month before the end of the applicable fiscal year. The BSCC requires agencies to submit the ATP before the fiscal year begins, which requires agencies to enter estimated position amounts. The modification process allows agencies to refine the ATP throughout the year. This feature is not currently built into the new system but will be released in the upcoming project phases.