



SACRAMENTO REGIONAL PUBLIC SAFETY TRAINING CENTER

5146 Arnold Ave., McClellan, CA 95652

Phone: (916) 570-5000 Fax: (916) 570-5023 E-mail: srcjtc@arc.losrios.edu

Website: www.arc.losrios.edu/safety



January, 2009

RE: Mandatory Registration Procedure / POST and Student ID's

Dear Training Coordinator/Student:

Effective immediately, we can no longer accept social security numbers from students for class registration. Please follow the specific instructions in the "Mandatory Registration Procedure" box below. **All Student Identification Numbers must be submitted via phone, e-mail, or fax, to the Sacramento Regional Public Safety Training Center (SRPSTC), prior to the first day of class.** Students, who fail to provide our office with their Student Identification Number, will not receive credit and/or a certificate of completion.

Mandatory Registration Procedure: Please visit our website at www.arc.losrios.edu/safety
In the left margin of our website, click on "Registration", then answer the question: "Have you taken a course at the SRPSTC in the last 10 months? If your answer is yes, click on "Yes": Your Student ID Record is likely to be current in our system. You will need your Student ID Number to reserve a space in our classes.
*If you do not know your Student ID number, please use this link to find your Student ID Number:
Student ID Number Search
If your answer is no, click on "No": Your Student ID Record may not be current in our system and you should apply/re-apply for admission to American River College. Please use this link to apply for admission/enrollment: https://www.xap.com/Applications/Los_Rios_CCD/apply.html
*Should you need assistance with the online application process, please use this link:
<https://ps.losrios.edu/servlets/iclientservlet/direct/?cmd=login> and click on "eServices Help."
Once you have applied/re-applied to the college district, you will be emailed your Student ID Number.

In the event a student can not obtain their Student Identification Number prior to the start of class, SRPSTC will have open computer lab registration on Monday and Tuesday from 11:45am-12:15pm.

Students enrolled in POST certified courses are requested to provide their POST Identification Number (a non-sequential, six-digit alpha-numeric identification string), on the POST generated roster, in lieu of their social security number. However, social security numbers may be used if the student does not have a POST Identification Number.

Respectfully,

Richard W. McKee, Dean
Sacramento Regional Public Safety Training Center

*American River College
Los Rios Community College District*