

From: Violeta Navarro
To: TACs
Date: June 22, 2022
Subject: ACCESS Classes Update

Hello TACs,

Just wanted to provide an update on ACCESS classes.

Bill McAllister took another position with our Division (congrats Bill!) so we are down to one ACCESS instructor, Phil Demme. With that being said there will be a reduction in our ACCESS classes in the next few months until we hire and train another ACCESS instructor. Phil Demme will be providing ACCESS classes for agencies across the state online and bringing back some in person classes. We also support various training center academy classes that are not open to other agencies.

We would like your continued cooperation. First, please stay on top of your user expiration report and ensure ALL users recertify on time. This will reduce the overall number of students needing a class. Once classes are full for enrollment we cannot add more spots. So if the next available class won't be for a couple of weeks the user will have to wait to get recertified. Second, if you have a student enrolled in a class and you find out they will not be able to attend, please go in nexTEST and remove them from the roster. This will open up class spots for other agencies. Lastly, please check to see if there is an in person class in your area that you can send users to. This will free up the online classes for those agencies that will not have an in person class in their area. Remember that new users have 180 days before they are required to attend a class. No need to rush to get a user into class within their first month of employment if three months later there is an in person class in your area.

As of now we are working on scheduling in person classes over the next couple of months. Look for a class in the Spokane and Yakima area the week of August 15th coming soon in nexTEST.

If you have any questions or concerns please email Phil at Philip.Demme@wsp.wa.gov.

Thank you and have a great day!

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