



CONSTABLES' TRAINING BULLETIN

NUMBER 120

JANUARY 2025

2025 Online Training

The three online courses—Civil Law and Levies, Domestic Violence, and Human Trafficking—will be available starting Tuesday, January 21, 2025, at 8:00 AM. Completion of all three courses, along with the 8-hour in-person class "Mechanics of Arrest," is required to fulfill the 2025 Continuing Education requirements. Failure to complete these requirements will result in your certification expiring on December 31, 2025.

Completion of these online subjects can be checked by logging into CCETS at [PCCD CCETS Login](#) and going to the "Training History" tab. Until integration between Canvas and CCETS is complete, these grades will be linked to the classroom code class. By clicking the "View/Print Constable Transcripts," a training transcript will open in a PDF showing individual grades per subject. Please note that grades are not updated automatically; staff receive grades from Temple on a weekly basis and manually enter them into the system.

To access and complete the online subjects, log in to Canvas at <https://canvas.temple.edu>. If technical help is needed with Canvas, please contact the Help Desk. 267-468-8605, Monday through Friday from 8:00 am to 1:00 pm. This is the preferred contact number as the staff member answering is directly connected to the Program. Outside of these hours, you can reach Temple's general help desk at 215-204-8000. Please note that while they can assist with teneral technical issues, they cannot verify course completion.

Canvas now offers an app for your phone. While completing the Canvas subjects on a computer is recommended, you can also use the Canvas app for added convenience on your mobile device. Be sure to download the app from the app store appropriate to your phone type. For additional information, please refer to the attached technical support document from Temple's Canvas team.

2025 8-Hour Annual Firearms Class

During the August 8, 2024 Constables' Education and Training Board Meeting, the Board approved a motion to extend the annual firearms class to 8-hours starting in 2025. This motion was subsequently approved by The Commission during their September 12, 2024 meeting. Constables will be required to **bring 50 rounds of their own ammunition for practice drills, in addition to the 120 rounds needed for the qualification course of fire.** If you do not bring the required 50 rounds of ammunition, you will be asked to leave the class and reschedule for a later date. The practice rounds are only required for your primary weapon, the one in which you choose to qualify. If you plan to qualify with a second weapon, you will not be allowed to switch weapons in the middle of the class, unless you experience a malfunction with your primary weapon.

Constables' Education and Training
Board Members:

Craig Westover
Board Chair

Patricia Norwood-Foden
Board Vice Chair

Major William Cawley
Honorable Wilden Davis
Harry Albert
Joshua Stouch



Lt. Governor Austin A. Davis
Chairman, PCCD

Executive Director, PCCD
Michael Pennington

Michael Vaughn
Supervisor,
Constables' Training Program



2025 8-Hour Annual Firearms Class (continued)

With the increased class time and additional rounds being fired, it is essential your weapon is in proper working order. Please have your weapon serviced by a licensed armor to ensure your weapon is properly maintained.

Liability Insurance

For most constables, liability insurances will expire on February 12, 2025. If the insurance is not updated with the home county and forwarded to the Program, certifications will expire at midnight on February 12, 2025.

Act 49 (§2942 (b)) states any constable or deputy constable who fails, neglects, or refuses to maintain a current insurance policy as required, or to file proof thereof with the County Clerk of Courts, shall cease automatically to be certified to perform judicial duties upon the expiration of the policy of which proof has been filed with the County Clerk of Courts. To ensure uninterrupted constable certification, it is essential that every constable file a new certificate of insurance with the County Clerk of Courts before the current insurance policy expires.

As a reminder, Program staff can only accept your liability insurance from your home county. Do not forward insurance information to Program staff directly.

2025 CETB Meeting Schedule

During the November 7, 2024 CETB Meeting, the Board approved the 2025 Board Meeting Schedule. The meetings will be held at 9:00 AM, both via Microsoft Teams and in person at 3101 N. Front Street, Harrisburg, PA 17110. The dates are as follows:

Thursday, February 13, 2025
Thursday, May 15, 2025
Thursday, August 14, 2025
Thursday, November 6, 2025

For additional information, or for special accommodations, please call (717) 265-8557 or toll-free, (800) 692-7292. Additional information regarding the Microsoft Teams Meeting and call-in instructions will be posted on the Constables' page on the PCCD Training Website.

Keystone Login Issues

If you are experiencing issues logging into CCETS using your Keystone Login credentials, please try logging in directly to the Keystone Login portal. If you are unable to log into Keystone login, please contact the Keystone Login Help Desk at 877-328-0995. Inform them you cannot log into Keystone Login, but do not mention CCETS. The Help Desk will assist you in resolving the login issue.

If you can log into Keystone Login, but not CCETS, please contact Tracy Beaver directly at 717-265-8552.



Title 246 Changes

There have been recent changes to Title 246. Please review the attached document and familiarize yourself with Title 246.

Contact Information

The Training Delivery Constables' Coordinators contact information is as follows:

Eastern Region: Mr. Michael Marcantino, Temple University – 267-468-8331 (work) – michael.marcantino@temple.edu (Email)

Western Region: Mr. Tony Mucha, Pennsylvania State University (PSU)-Justice & Safety Institute (JASI) – 814-865-8051 (work) – txm52@psu.edu (Email)

If you have questions regarding certification, training, insurance, or where to send your election certificate or appointment order, PCCD Program Staff are available via email and phone. **Please note, these contacts are not for class enrollment.**

Tracy Beaver – trabeaver@pa.gov and 717-265-8552

Nick Hartman – nihartman@pa.gov and 717-265-8551

Michael Vaughn – michavaugh@pa.gov and 717-265-8557