

***Exhibit 12.1.1-2 – CORI-CLETS Training Request Form***

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**COUNTY CONTRACT NUMBER 554833  
EXHIBIT 12.1.1-2**

**Criminal Offender Record Information (CORI) Training Requirement:**

Penal Code Section 11075 and 11077(d) requires the County to ensure that only a certified CLETS/NCIC trainer initially trains all sworn/non-sworn, non-criminal justice, **volunteer and contractor personnel**, with “physical and logical access” to CLETS, NCIC and CORI within six months of assignment. CORI training has to be scheduled within 30 days of assignment.

**Contract Staff Information:**

Request to Enroll the Following Staff in CORI Training: Contract VIP Other: \_\_\_\_\_

First and Last Name (Print): \_\_\_\_\_

Staff E-mail Address (Print): \_\_\_\_\_

Program Name: \_\_\_\_\_

Date Assigned to Program: \_\_\_\_\_

Work Address: \_\_\_\_\_

Contractor or VIP Group: \_\_\_\_\_

If Contract Staff is Replacing Someone, Print First & Last Name: \_\_\_\_\_

Contract Supervisor First and Last Name \_\_\_\_\_

Contract Supervisor Signature:  \_\_\_\_\_ Date: \_\_\_\_\_

Contract Supervisor E-mail Address \_\_\_\_\_

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**County (non-Probation) COTR/Designee:** COTR/Designee First and Last Name: \_\_\_\_\_

County (non-Probation) COTR/Designee Signature:  \_\_\_\_\_ Date: \_\_\_\_\_

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**Probation COTR/Designee:**

Type of CORI Training: 1½ Hour 4 Hour

Contract Analyst First and Last Name (Print): \_\_\_\_\_

COTR/Designee First and Last Name (Print): \_\_\_\_\_

COTR/Designee Signature:  \_\_\_\_\_ Date: \_\_\_\_\_

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**Contractor:** Please forward to COTR/County Designee or Probation COTR/Designee.

**COTR/County Designee:** Please forward to Probation COTR/Designee.

**Probation COTR/Designee:** Please forward to Probation Contract Analyst (e-mail, or fax to: 858.514.3222).

**Contract Analyst:** Please forward to Staff Development for scheduling (Probation.StaffDevelopment@sdcounty.ca.gov).

**Staff Development:** Please send the scheduled training date and time to the Probation COTR/Designee and Contract Analysis

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**END OF SCHEDULE**