

Frequently asked questions regarding the 2012 Instructor Symposium

Where is the symposium? San Diego Marriott – Mission Valley, 8757 Rio San Diego Drive, San Diego, California 92108, Phone:1-619-692-3800

I want to drive from Northern California to San Diego; will POST reimburse me for the full mileage? State rules allow a person to be reimbursed for the least expensive mode of travel to and from a venue. For example; if driving from northern California, you travel 700 miles @ .55 cents per mile that would be \$385. If the airfare from the same city is \$250, then POST would only reimburse the \$250.

I want to fly from the Los Angeles area to San Diego, will POST allow me to fly and charge the ticket to CalTravelstoreTravel? State rules allow a person to be reimbursed for the least expensive mode of travel to and from a venue. For example; if driving from the Los Angeles area, you travel 300 miles roundtrip @ .55 cents per mile that would be \$165. If the airfare from the same city is \$300, then POST would only reimburse the \$165.

Am I allowed to take a bus or train and get reimbursement? Yes, the same rule as above applies whether you are training, flying or driving.

What is the schedule/itinerary/workshops? The agenda for the symposium will be posted on the website by February 1st at www.sdrtc.com.

What are the attendance hours? ICI portion of the symposium will start at 8:00 am on April 10th and run until 12:00 pm. The general symposium starts on April 10th at 1:30 pm and runs to 5:30 pm. On April 11 - 12 the symposium will start at 8:00 am and finish at 5:00 pm. On April 13th the symposium will run from 8:00 am to 12:00 pm (noon).

How many credits do I get? If you attend the entire symposium, you will earn 24 POST continuing professional training points (CPT). If you attend less hours, you will receive however many hours you attend. ICI attendees gain an additional 4 hours of CPT.

What kind of credits do I get? POST Continuing Professional Training (CPT) credit.

How do I choose which workshops I want to attend? You will have the choice to pick from up to 12 workshops for each day of the symposium at registration on April 10th.

Who is eligible to attend the symposium? All California law enforcement trainers; Anyone who teaches California law enforcement is generally eligible.

When/where/how do I get my LOA? The Letter of Agreement (LOA) is the standard agreement that allows POST to reimburse an individual for their travel and per diem. These forms will be distributed at the symposium during the registration process on.

Will the Symposium be paid by LOA or TRR? Reimbursement is by LOA only. An LOA requires you to pay for those costs out of pocket and then POST reimburses you directly for those costs.

What is the POST Reimbursement plan number? The plan number is “special seminar.” (There is no I, II, III, or IV.)

How long does reimbursement take? Reimbursement generally takes 4-6 weeks.

What is covered for reimbursement on the LOA? Your travel (mileage, train, parking, taxi or shuttle) hotel, and meals are covered and reimbursable at state rates.

What if I don't stay at the host hotel? Will POST still pay for my stay at another hotel? What about transportation between the two hotels? POST will reimburse for your stay at another hotel but only up to the maximum allowable rate for the San Diego area (\$110 + tax per night). You will be responsible for getting from your hotel to the venue site.

What is the hotel room rate per night? \$110 + tax per night. This is maximum amount allowed for San Diego County.

How do I make my hotel reservation? You are responsible for making all your own travel arrangements including your hotel stay. You may call the hotel at 800-842-5329. The call-in code is: “POST Instructor Symposium.”

How do I cancel? Do I have to cancel my hotel reservation separately with the hotel? You may cancel your registration with the Regional Training Center by April 1st and receive a refund of the registration fee. Call RTC at 858-550-0040 to cancel. You are responsible for canceling any hotel reservations that you made.

Is there an airport shuttle? The hotel does not have an airport shuttle service. Travel to and from the airport can be done via taxi or commercial shuttle service and is reimbursable by POST.

Can I rent a car on the LOA? No, rental cars are not authorized by POST.

How far is it from the airport to the hotel? Approximately 15 minutes travel time to cover the 13 kilometers to the hotel.

What meals are covered in the meal fees? You will get 2 lunches if attending the general symposium. ICI participants will receive an additional lunch.

Do I have to pay for all meals? Yes, contracts with the hotel have been set and require us to meet minimum amounts.

Are commuters reimbursed meal fees? No, state rules do not allow commuters who do not “reside” at the hotel to be reimbursed for meals.

How do I register for the symposium? You may register online at www.sdrtc.com and follow the registration prompts or you may call the SDRTC at 858-550-0040.

How do I pay? You may pay online during the registration process or you may mail at check to the San Diego Regional Training Center; care of: Janet Soltys, 6155 Cornerstone Court E, Suite 130, San Diego, CA 92121. Your check must be received within two weeks of the start date for the event.

Have I paid already? Due to the large volume of calls received for this event, we are unable to look up individuals and their pay status in a timely fashion. If you have not paid, you will receive a follow up email within three weeks of the event as a reminder to pay. If you do not receive that reminder then your payment has most probably been accepted.

Must I pay in advance? Yes, due to the volume of registrants, we are requiring payment prior to the event starting.

Will I get a receipt for my meal fee? Yes. A receipt will be given to you at registration on April 10th.

If I cancel, can I get my registration fee refunded to me? If you cancel within the RTC 10 day cancelation policy (by April 1st), you are entitled to a refund of the full amount. If you cancel within the 10 days prior to the event starting, you will forfeit your registration fee.

What is ICI? MIDP? MICC? Do I qualify? Am I one of these people? Acronyms are an all too common feature in today’s society so keeping up with them is a trick. You will know if you are one of the following:

ICI – Institute of Criminal Investigations – if you are a trainer in one of these programs you are eligible to attend the ICI portion of the symposium on June 8th.

IDI – Instructor Development Institute – the four level instructor development program within POST.

MIDP – Master Instructor Development Program – if you are a graduate of the MIDP, then you are eligible to attend the MIDP/MICC dinner on April 12th.

MICC – Master Instructor Certification Course – If you are a graduate of the MICC, then you are eligible to attend the MIDP/MICC dinner on April 12th.