

## **STANDARDS AND TRAINING FOR CORRECTIONS**

### **Roster Updates Related to SB 513**

#### **Frequently Asked Questions**

In March 2026, STC updated its Course Roster form to help agencies comply with the record keeping requirements of [Senate Bill \(SB\) 513](#) (Chapter 654, Statutes of 2025) and to address additional agency requests. Most of the information required by SB 513 was already captured on the previous roster; however, two items were added: 1) the key performance objectives (or competencies) covered in the training, including skills in equipment or software, and 2) any resulting certification or qualification. Agencies requested these additions to reduce the need for supplemental records or attachments.

#### **1. What counts as a “certification achieved?”**

The intent of box 10 (“was a certification achieved?”) is to record any certification required for the trainee’s job or role that was granted as a direct result of training. This should be limited to certifications necessary to perform job duties, meet a mandated requirement (e.g., penal code, regulatory requirements), or qualify for a specific role. Examples include STC Core Courses (e.g., PO Core, Supervisor Core), CPR/First Aid, specialized instructor certifications, and similar mandatory qualifications).

Basic certificates of completion that do not meet this definition should not be reported in box 10. Do not list routinely issued certificates that do not constitute a required certification or qualification (for example, completion certificates for wellness classes, adolescent behavior management, or general topic electives).

#### **2. How should I record the instructors if there were more instructors than can be listed within box 11?**

List the instructors in order of who provided the most instruction time, starting with the primary presenter. After listing the instructors that fit, add a brief note such as, “All instructors are listed in the course certification.” The goal is to provide the information yet minimize additional attachments or supplemental records.

#### **3. How should I record the performance objectives if there are more than can be listed within box 12?**

Provide a concise statement of the 2 to 3 key performance objectives or the intended goal or outcome of the training that students will achieve upon completion. For STC Core courses, you may give a brief statement on the required entry-level, foundational training the course is designed to provide, as established by State regulations. Here is an example for the Adult Corrections Officers Core Course:

*“Provides the required entry-level training for Adult Corrections Officers in accordance with state regulations. Provides trainees with the foundational knowledge, skills, and abilities necessary to perform the duties of the position safely and effectively.”*

The intent is to provide the information yet minimize additional attachments or supplemental records. If the full course objectives are ever needed, they are available within the respective Core Course Manual or the course's certification.

- 4. If an individual is recorded as a “no” for “satisfactory completion,” will they still receive credit for the training hours attended toward meeting their STC training hours requirement?**

Yes. The individual will still receive credit for the hours they attended the course. However, for any Core Course, satisfactory completion is required to satisfy STC's Core Course requirement.