How to register & pay online for the PC 832 Arrest Course:

Payment must be made at the time of registering online. To pay by check or money order, please contact the Academy Coordinator at poilceacademy@palomar.edu or 760-891-7656 for registration assistance.

1. Go to the ActiveNet link: https://apm.activecommunities.com/venture/Home#

Click on the "Activities" section to access the list of PC 832 course dates.

2. Find the desired course date and click on "Enroll Now" to select the course. At the login screen, click on "Don't have an account? Join" and follow the steps to create an account login. *For Training Managers – once an account is created, you may use it in the future to enroll more participants into classes.*

NOTE: If a course date is full, you may add to the Waitlist. Click on the course name. You may then add a participant to the waitlist and if a seat opens, you will be contacted to have the option to transfer to the open seat.

We strongly recommend also registering for an open class seat since there is no guarantee that a waitlist seat will become available.

3. Select Participants to enroll. Click on the Participant drop down menu. The account creator will be the only participant listed on a new account.

4. To add another person or if there will be more than one participant enrolled, click on the "Add a New Attendee/Employee" selection.

NOTE: Training Managers — Please provide the contact phone number and e-mail for each participant when entering the employee so we may send the course details and materials to each person directly (you will receive a copy also).

5. Fill in the mandatory fields to add the participant. [Note: The correct date of birth is not required, but a date must be entered. Click on the Month/Year header on the calendar to search by month or year ranges. Select a date of birth that is at least 18 years ago. If you are not using a true DOB and receive an error code, select a different date.]

6. After clicking "Submit," you must click to agree to the PC 832 Course waiver to complete the registration for this person. If you do not need to add another participant, click on "Add to Cart"

7. To add another person, select "Register another participant" and follow Step #6.

8. Once all participants are added, you may select "Check Out" or click on the "My Cart" icon at the top right section of the page header. Enter credit card payment information to complete the registration.

You should receive an email receipt from WCD@palomar.edu. Please check your Spam/Junk folder if you do not receive it. **Please do not reply or send inquiries to the WCD e-mail.**

Prior to the course date, instructions for the course and a link to course materials (via Google Drive) will be sent separately via email by Academy staff.

If you have any questions or problems, contact Palomar College Public Safety Programs directly at policeacademy@palomar.edu or760-891-7656