



PEACE OFFICER STANDARDS AND TRAINING (POST) TRAINING PACKET CHECKLIST

All documents must be sent together for the packet to be considered complete.
Check off each requirement as you complete the packet.
DO NOT SEND AN INCOMPLETE PACKET.

Applicant Name _____ **Agency** _____
(Print) (Print)

- Initial Employment Form/Change in Status Form** – Initial employment or transfer date and required agency head signature.
- Fingerprint Card(s)** – must be completely filled out, signed by applicant and official taking fingerprints and cards must be less than six (6) months old.
- Noncriminal Justice Applicant Privacy Statement** (*for College Program and MTC applicants*)
- Personal Inquiry Waiver** - form must be notarized.
- Training Application** - must be signed by applicant and agency head.
- Criminal/Traffic Information** - provide a copy of valid driver's license from state of residence. For all criminal/traffic waivers requested, provide a detailed explanation for each charge, police reports, complete court documents, and a letter from the agency head requesting the waiver.
- Proof of High School Graduation or GED** - provide one of the following: high school diploma, high school transcript with graduation date, GED transcript, or official college transcript indicating the successful completion of a minimum of fifteen (15) academic credits will be accepted.
- Proof of U.S. Citizenship/21 Years of Age** - provide one of the following: copy of Birth Certificate issued by the city, county, or state, U.S. Passport, Consular Report of Birth Abroad or Certification of Birth or Certificate of Citizenship.
- Military Service** - for completed military service, provide a DD-214 showing character of service. (*For National Guard service, provide an NGB form 22*) Discharges that require a waiver need an explanation, additional military documentation and agency request for waiver.
- Code of Ethics, Decertification, Code of Conduct and Other Legislation** – must be signed and dated by applicant
- Photo** – should be a close up of head and shoulders and not full length. Digital photos are acceptable. (*Not applicable to POST Academy applicants*)
- Pre-Academy eLearning Course Completion Checklist** (*Applicable to POST academy applicants except Correction, Felony Probation and Parole, Juvenile Corrections*)

For Challenge Applicants Only

- Application for Certification** – must be signed and dated by applicant and agency head. (*Can be turned in when applicant is eligible for certification*)
- FTO Sign-off Sheet** – must be signed and dated by applicant, training reviewer and agency head and list training dates (*Can be turned in when applicant is eligible for certification*)

Point of Contact _____ **Phone Number** _____
(Print)