Online Training Application and Certification Process

• This new application process will cover everything from applying to a POST Basic Academy/challenging for certification on through to the issuing of a basic certification.

• This electronic application will take the place of the paper academy and basic certification application forms.

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POST website main page
www.post.idaho.gov
APPLICATION PACKET STATUS
Agency Portal Log-In Page

Use REGISTER HERE to set-up your account using your agency’s passkey. Passkeys are obtained from your agency head.

To reset your password click FORGOT MY PASSWORD and a reset link will be emailed to you.
Agency Portal Home Page

POST Academy's Portal

Hello! What would you like to do today?

Manage Employees
- List Current Employees

Manage Employee Forms
- List Employment Forms
- Start New Initial Employment Form
- Start New Separation / Change in Status Form

Manage Applications
- List Applications
- Start New Session Application
- Start New Challenge Application
- List Grades

A current employee roster from the POST database.

The information displayed here is updated as new data becomes available, and is subject to change without notice.

Agencies are advised to complete and submit POST applications for basic training as soon as possible after appointment. Applications must be received, processed and cleared before an applicant is granted a seat in any academy session.

Every officer must meet POST requirements for certification, including the successful completion of the POST Basic Training Academy and field training, within twelve (12) months from the original date of their appointment (IDAPA 11.11.01.071).

A list of all applications in various stages of completion.

To start a new academy & certification application.

To start a new challenge & certification application for those wanting to challenge for Idaho certifications.
Starting a new Academy/Certification Application from the Agency’s Portal home page
Starting an application from the agency’s employee list.

From the Agency Portal Home Page select LIST CURRENT EMPLOYEES

Locate your applicant. If you cannot find your employee, verify an initial employment form has been submitted to POST via the LIST EMPLOYMENT FORMS on your agency portal’s home page.
Selecting your applicant will open a drop-down of options specific to the individual’s current classification.

- To start a new academy & certification application.
- To start a new challenge & certification application for those wanting to challenge for Idaho certifications.
- To start a new college & certification application for those attending a **POST approved** college law enforcement program.

If your employee’s classification differs from what is on file at POST, please submit a Change Employment Form correcting their classification.
Once you select to begin a new application you will be prompted to verify the applicant's email address.

The applicant will receive a system generated email notifying them to follow the link to begin the application process. The applicant should keep this email for future reference as they will be able to save and return to their application.

From: no-reply@post.idaho.gov
Sent: Thursday, April 21, 2016 9:13 AM
To: luke.skywalker@post.idaho.gov
Subject: POST Training Application

Your agency has released a POST application for you to apply to attend a POST academy. Click on the link below to start the application process. Please contact your agency if you have any questions.
http://intranet-sandbox-host/AcademyIntegration/applicant/loadOnlineApplication.action?postId=2722MARK17&applicationKey=gh48jQTs
The applicant is responsible for completing their own application. All sections must be complete with the exception of uploading necessary documents.
In the sections that require uploads, the applicant can provide the documents or you as an agency can upload the documents for the applicant.

There is a help button/icon next to every upload option. This will provide information regarding what is acceptable to meet the standards for that particular item.

EDUCATION SECTION: To accelerate the approval process, follow the links provided to verify the provided education institution was accredited at the time of attendance. Upload the verification page with the provided document.
The applicant must successfully complete all of the information contained in the application in order to be able to submit it to your agency, with the exception of the document uploads. If the application is submitted with uploads missing, a warning message will appear advising them the application can still be submitted to the agency, but the documents will be required prior to the application being submitted to POST for processing.

The application can be saved and returned for completion at any time prior to submitting it to the agency or POST. Before application submission it is encouraged that the applicant print and keep a copy for their records.

While the application is assigned to the applicant, you as an agency may view their progress at any time; however you will not be able to make any entries until it’s assigned to the agency. To view application status see the LIST APPLICATIONS link on the Agency Portal’s Home Page.
Application at the Agency Level

Click on the appropriate tab for the application you are seeking.

Select your applicant

- If absolutely necessary, you as the agency will be able to delete the application.

- If needed, click the envelope icon to resend the application link to the applicant.
Beginning with the BASIC INFO section verify application is complete AND accurate. If there is a discrepancy with information the applicant completed and information on file at POST, an error will appear. The application can then be returned to the applicant for correction or if applicable, to POST for correction.

Continue to verify each section is accurate, complete, and that all of the information meets POST standards. Help buttons and links to IDAPA rules are provided when applicable.
If the applicant has already completed their FTO, the form may be uploaded at this time. If not, the form can be uploaded at a later date.

Check the bottom box if you would like the applicant to be certified as soon as they meet certification requirements. If the box is not checked, an opportunity to authorize certification will be provided in the future and must be checked before a certification will be issued.
Application Waiver Process

Agency Verification

☐ I have viewed the driver's licence documentation uploaded (using button above) and verify it is a valid driver's license

☒ I have viewed the explanation(s) listed above for why the applicant was convicted of any other misdemeanors (include traffic misdemeanors) and certify that the explanation(s) are adequate and answer who, what, where, when and why. I also certify that the police records and/or court documents that have been uploaded are valid documents pertinent to the incident(s) described.

☐ I have reviewed all information in this section and certify that it is complete and accurate

If applicable: If the applicant listed any item that may or will require a waiver, the system will indicate this by asking you to verify this and checking a box.

Verify the applicant’s explanation provides who, what, when, where, why, and how before submitting to POST. Verify all supporting documentation has been uploaded legibly. If this criteria is not met, the application may be returned for completion.
If applicable, the WAIVER SECTION will appear for an item that may require a waiver. It is an agency decision to request a waiver and supply POST with a waiver request letter. A letter may not always be required for those items listed as “may require a waiver”, however if a waiver is required the application may be returned requesting a waiver letter be attached.
In this section it is critical to ensure the applicant is in compliance with all POST IDAPA rules pertaining to Minimum Standards for Employment. The burden of conducting a comprehensive background investigation is on the agency. POST recommends you review the IDAPA rules to ensure agency compliance.
Agency Attestation Section

I understand that the POST staff is unable to independently verify criminal/traffic history for certification applications. Therefore, legal responsibility to vet criminal/traffic history for the applicant during the application process is the responsibility of the employing agency. The Division Administrator of POST authorizes the issuance of a certification, and considers the certification as valid based upon the information provided by the agency. The Division Administrator of POST will consider this or any other certification issued by POST based on information which is falsified, inaccurate, or incomplete for any reason to be invalid pursuant to the Idaho Code 19-5109.3(b).

I certify that the applicant has undergone a comprehensive background investigation that meets the requirements in IDAPA rules, the results of which attest to the fact that the person meets the minimum standards for employment, has not engaged in conduct or a pattern of conduct that would jeopardize public trust in the law enforcement profession, and is of good moral character. I also certify that my agency has collected and verified the necessary documents and compiled and retained a comprehensive background investigation file establishing that the applicant meets all of the required minimum standards or provisions for employment as provided in IDAPA rules. If a waiver is needed, I have submitted a request for a waiver as outlined in IDAPA rule.

[ ] I attest that I am the person named below and agree to the above statements

Full LEGAL Name: ____________________________

*First Name: ____________________________  Middle Name: ____________________________  *Last Name: ____________________________

Only the agency head or those authorized to sign on behalf of the agency head may attest and submit the application to POST.
* If necessary, the application can be returned to the applicant for verification or completion.
* You can save your progress and return to the application at any time.
* Once complete, submit the application to POST for processing.
* POST highly recommends a copy of the application be printed and saved for your own records.
Once the application is submitted to POST, you can check the status of the packet at anytime by selecting LIST APPLICATION on your Agency Portal home page. Select VIEW APPLICATION DETAILS to view the application packet.
POST Processing of Applications

As POST processes the applications, please keep in mind:

- If at anytime prior to approval, the application is returned to the agency in need of further attention, the application will no longer be assigned to POST and therefore will no longer be in the processing que.

- Once the application is completed and returned to POST it will be placed in the que to be processed based on the date and time it was resubmitted to POST.

- If an application is returned to the agency there will be no system generated notification indicating its return. POST will make every effort to notify someone at the agency of the application’s return, however it is recommended that the agency check the Application List on a regular basis.
Application Approved into an Academy Session

• Once the application is approved into an academy session, the application will automatically be in the Certifications queue within POST.

• Before issuing certifications, POST will verify the applicant has met all of the requirements for certification, i.e. completed the six month probationary period, has completed a POST basic academy, and completed the FTO program and provided a signed FTO form to POST.

• If an application is returned to the agency at the certification level requesting additional information, you will find it located under the CERTIFICATION APPLICATIONS section. You will be able to authorize for certification and upload an FTO at this time.

• If an application is returned to the agency there will be no system generated notification indicating its return. POST will make every effort to notify someone at the agency of the application’s return, however it is recommended that the agency check the Application List on a regular basis.
It is our sincere hope and desire that this new process drastically decreases the processing time necessary to approve an applicant into an academy and subsequently issue certifications.

Please do not hesitate to contact us with your questions or concerns.

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