

# Idaho Peace Officer Standards & Training

Training Application and Certification Process  
User Guide/Tutorial

# 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.

## This tutorial will cover:

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| • Navigating the Portal              | • Agency Completion of Application |
| • Initiating an Application          | • Submitting Application to POST   |
| • Requesting Waivers (if applicable) | • Tracking Application Status      |

POST website main page

[www.post.idaho.gov](http://www.post.idaho.gov)

**APPLICATION PACKET STATUS**

Professionalism through training Home | Contact Us

# IDAHO Peace Officer Standards & Training

Idaho Peace Officer Standards & Training  
700 South Stratford Drive  
Meridian, ID 83642  
208.884.7250 | 866.670.7678  
Contact Us

- Home
- [POST Council](#)
- Training Academy
- In-Service Training
- Distance Learning
- Curriculum
- Instructors
- Certification
- Professional Standards
- SAFE Driving Campaign

**IDAHO POST ACADEMY**  
Professionalism Through Training

**MISSION** To develop skilled law enforcement professionals who are committed to serving and protecting the people of Idaho.

**VISION** To ensure that Idaho law enforcement professionals model the highest level of integrity and service through excellence in standards and training.

**CORE VALUES**

- » Customer Service
- » Integrity
- » Ethical Conduct
- » Collaboration
- » Innovation

**What's New**

**Latest Publications**

- » 2016 Criminal Code Index w/Elements  
Online PDF
- » POST Certified Instructors by Discipline

**Quick Links**

- » Training Calendar
- » Academy Calendar
- » MTRS
- » Training Records
- » Application Packet Status**
- » Facilities Calendar
- » Facilities Request

**Application Link**

# Agency Portal Log-In Page

## Agency's Portal

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.

Username

Password

New users may [register here.](#)

[Forgot my password.](#)

SIGN IN

# Agency Portal Home Page

POST Academy's Portal



Hello! What would you like to do today?

A current employee roster from the POST database.

## Manage Employees

List Current Employees

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](#)).

## 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 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

## Manage Applications

List Applications

★ Start New Session Application

★ Start New Challenge Application

List Grades

POST Academy's Portal

### Session Application Form

This form must be completed and submitted within six (6) months of employee entering the discipline.

For Those Without an Existing POST ID or if Unsure

First Name  Last Name  SSN Last Four  Date Of Birth

★

For Those With an Existing POST ID

Last Four of SSN - First 4 Letters of Legal First Name - Day of Birth (01-31) e.g. 1234STEV01

Post ID

## 1 Employee Found

Please select from the employees below.

★

**Post Id:** 6546LUKE10

**Birth Date:** 10/10/1980

**Classification:** Patrol

## Starting an application from the agency's employee list.

Manage Employees

List Current Employees

From the Agency Portal Home Page select **LIST CURRENT EMPLOYEES**

POST Academy's Portal

POST Academy Employees

First Name	Last Name	POST ID	Classification	
Jeffrey	<input type="text"/>	<input type="text"/>	Other	+
Luke	Skywalker	6546LUKE10	Patrol	+
Karen	<input type="text"/>	<input type="text"/>	Other	+

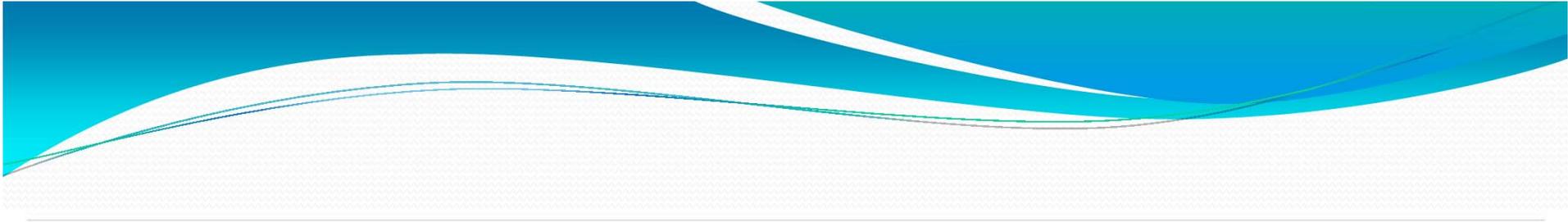
Locate your applicant. If you cannot find your employee, verify an initial employment form has been submitted to POST via the LIST EMPLOYMENT FORMS on your agency portal's home page.

Manage Employee Forms

List Employment Forms

Start New Initial Employment Form

Start New Separation / Change in Status Form



Luke

Skywalker

6546LUKE10

Patrol



Type

Name

Selecting your applicant will open a drop-down of options specific to the individual's current classification.

OPTIONS FOR LUKE ▾

New Change Employment Form

To start a new academy & certification application.

New Patrol Academy Application

To start a new challenge & certification application for those wanting to challenge for Idaho certifications.

New Patrol Challenge Application

To start a new college & certification application for those attending a POST approved college law enforcement program.

New College LE Program Challenge Application

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.



A screenshot of a web form titled "Use This Email Address?". The form has a close button (X) in the top right corner. Below the title is a label "Email Address" in teal. The input field contains the email address "luke.skywalker@post.idaho.gov" and has a small "X" icon to its right. At the bottom right of the form is a teal "SUBMIT" button.

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](mailto:no-reply@post.idaho.gov) [mailto:[no-reply@post.idaho.gov](mailto:no-reply@post.idaho.gov)]

**Sent:** Thursday, April 21, 2016 9:13 AM

**To:** [luke.skywalker@post.idaho.gov](mailto: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>

# Applicant's Portal

Save    Print    Send to Agency



Luke's Portal

This application is assigned to the Applicant. ×

## Peace Officer Standards and Training Application and Certification Process

The Academy application must be complete before you can submit it. Please remember to save your work. Print a copy of the completed application for your records. The help icon (?), next to the manage upload buttons, provides information to verify documents are valid and acceptable.

It is your responsibility to complete this form and provide all required information. There are very few automatic bases for rejection. Even issues of prior misconduct, such as illegal drug use, driving under the influence, theft, or even arrest or conviction are usually not, in and of themselves, automatically disqualifying. However, deliberate misstatements or omissions can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions.

POST strongly recommends that you have a criminal/traffic record run and check the Idaho Repository websites to ensure the criminal/traffic history information you provide is complete.

**BOTTOM LINE:** You are responsible for providing complete, accurate, and truthful responses.

I have read and I understand the above instructions

➤ Basic Info

➤ Basic Questions

➤ Citizenship and Education

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.

Education  
IDAPA 11.11.01.052

Type of education document uploaded  
High school diploma that indicates the date of graduation

Add proof of education documentation here.

 (1) - MANAGE UPLOADS 

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.

Help (all uploaded documents must be in PDF format.)

**Acceptable Education Documentation**

**High School Diploma**  
If a high school diploma is attached, it must indicate the date of graduation and be from an accredited school.

**High School Transcript**  
If a high school transcript is attached, it must indicate the date of graduation and be from an accredited school.

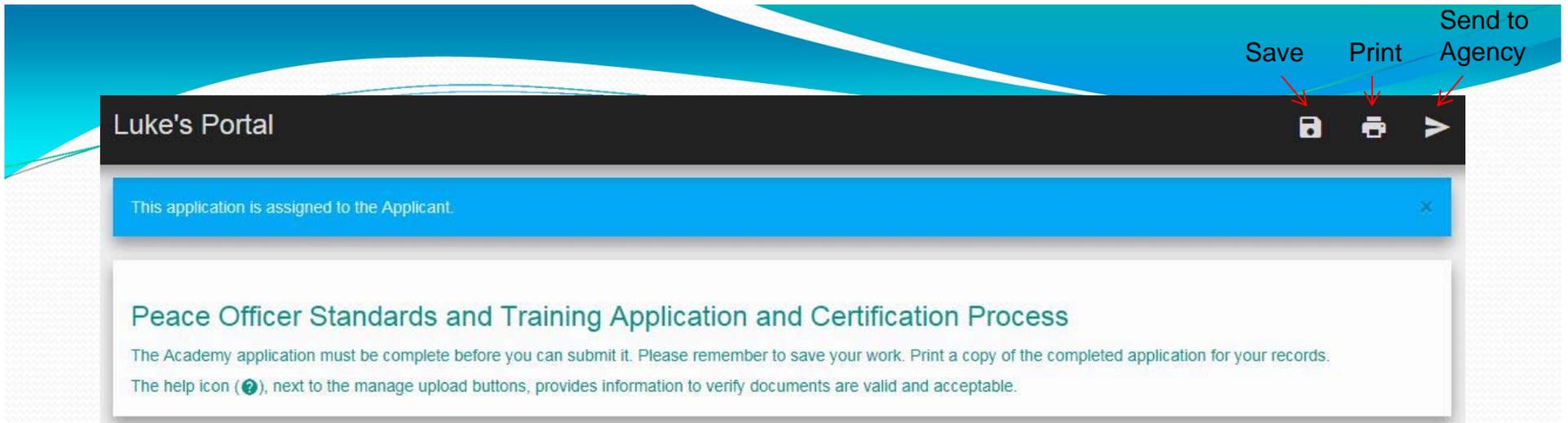
**GED Transcript**  
If must be an official transcript of GED results indicating a passing score.

**State-issued high school equivalency certificate**

**Official college transcript**  
Must be from a POST-accepted U.S. regionally-accredited college indicating the successful completion of a minimum of fifteen (15) academic credits. If a college transcript is attached, verify college is accredited and at least 15 academic credits were successfully completed

**Official evaluation of foreign education**  
Must be by a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE) showing the applicant's education meets or exceeds the U.S. requirements for high school graduation.

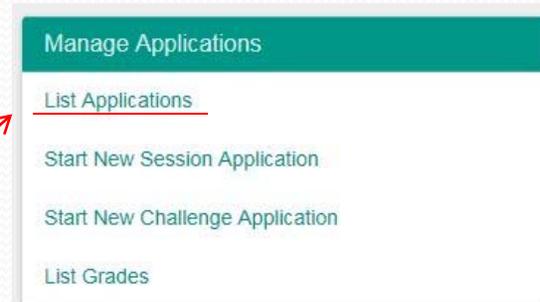
CLOSE



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.

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.

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

Manage Applications

List Applications

POST Academy's Portal

Online Applications

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

Session Applications

Challenge Applications

Certification Applications

## Academy Session Applications

Applicant Name	POST ID	Assignment (State)	Last Activity Date	Discipline	Session	Waivers	Skills Update
★ Skywalker, Luke	6546LUKE10	Agency	11/02/2016	Patrol			Unsubmitted

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.

# Processing an Application at the Agency Level

POST Academy's Portal ← POST →

### Basic Info

Legal First Name	M. I.	Last Name	Suffix	Date of Birth	Ethnic Group	Sex	Smoker
Luke	T	Skywalker		10/10/1980	White	Male	No

Home Address	City	State	Zip	Other Names Used
3349 Tatoonie Wy	Sand City	Idaho	45616	

Email	Home Phone	SSN Last Four	POST ID	Classification	Emp. Status	Emp. Type
luke.skywalker@post.idaho.gov	564-654-6541	6546	6546LUKE10	Patrol	Full time	

#### Information Comparison of Applicant Provided Values vs Existing POST Values

Error	Applicant Value	Existing Value
Birth dates don't match.	10/10/1980	01/10/1980

[RETURN TO APPLICANT FOR CORRECTIONS](#) [SUBMIT UPDATE TO POST](#)

### Agency Verification

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

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.

# Certification Section

▼ Certification

Which Peace Officer certification are you applying for? Basic	Is this a Supervisor/Management Position? No
--	---

**FTO Sign-off Sheet**

Click here to view (and print) this form. This document is required to be submitted prior to certification being issued. When you submit this document it must be signed, dated, and delivered as a PDF document.

↑ (0) - MANAGE UPLOADS ?

An FTO form has not been uploaded. Please scroll up to the FTO section above and upload the form or send back to the applicant for them to upload

I am authorizing this applicant for the above certifications. (By checking this box, you are authorizing immediate certification upon meeting requirements. If left blank, you will be given an opportunity to check this box at a later date.)

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.

▼ Waiver

## Waiver

Based on the answers in this application a waiver may be required. If a waiver is required a letter must be attached requesting this waiver.

Do you want to request a waiver?

Yes  No

This letter must be on agency letterhead and list exactly what needs to be waived.  
Based on the application the letter should include the following information in detail:

This letter must also specify that a background investigation was done per IDAPA rule, the agency is aware of all facts and circumstances concerning the issues, and the agency recommends approval of the waiver.

Waiver Request Letter Upload

📁 (0) - MANAGE UPLOADS



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.

# Agency Questions Section

▼ Agency Questions

Application Type	Classification
Basic Academy	Patrol

Agency will supply ammunition for training purposes.

Request Dorm Room?

Yes  No

Physical/Medical  
IDAPA 11.11.01.060

Has the applicant passed an agency physical readiness test based upon the job requirements of your agency?

Yes  No

Is the applicant physically capable of passing all physically demanding tasks and tests while attending any POST Academy or any academy equivalent program?

Yes  No

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

## ▼ Agency Attestation

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.

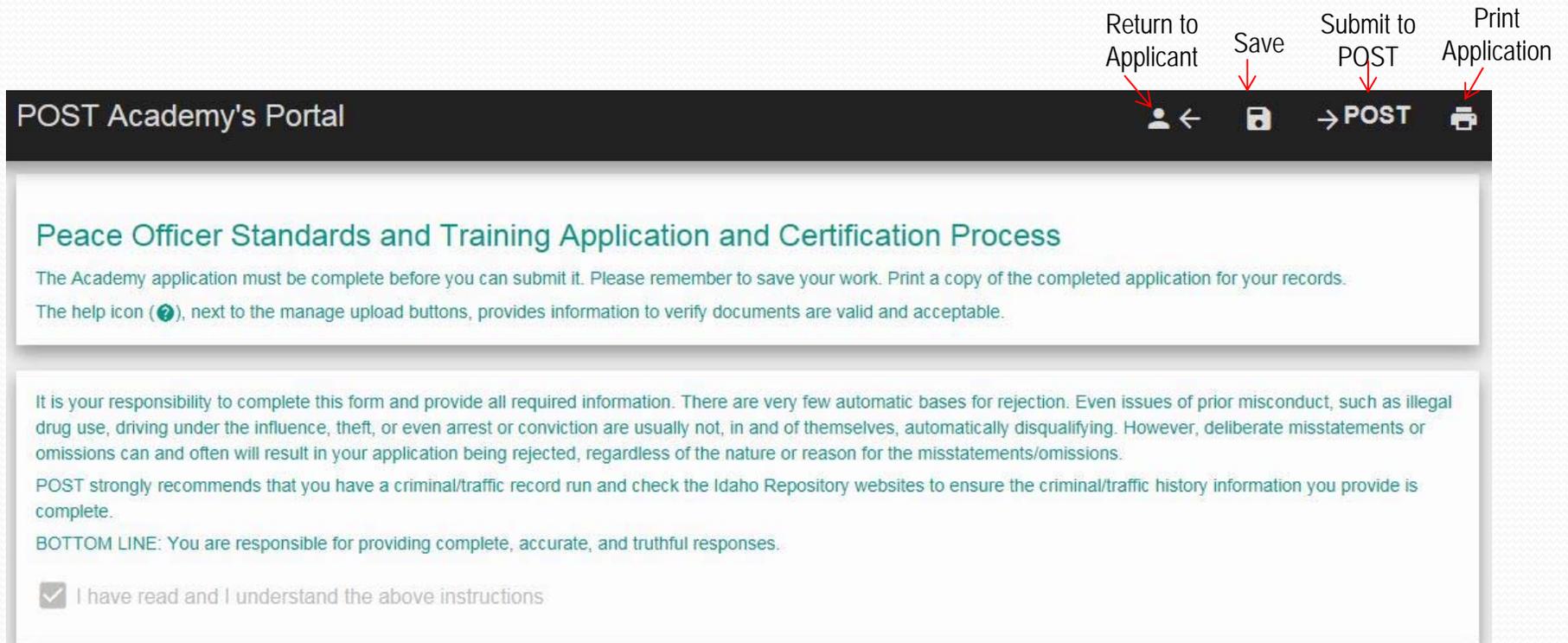
I attest that I am the person named below and agree to the above statements

**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.

# Returning, Saving, or Submitting Application



POST Academy's Portal

Return to Applicant   Save   Submit to POST   Print Application

## Peace Officer Standards and Training Application and Certification Process

The Academy application must be complete before you can submit it. Please remember to save your work. Print a copy of the completed application for your records. The help icon (🔗), next to the manage upload buttons, provides information to verify documents are valid and acceptable.

It is your responsibility to complete this form and provide all required information. There are very few automatic bases for rejection. Even issues of prior misconduct, such as illegal drug use, driving under the influence, theft, or even arrest or conviction are usually not, in and of themselves, automatically disqualifying. However, deliberate misstatements or omissions can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions.

POST strongly recommends that you have a criminal/traffic record run and check the Idaho Repository websites to ensure the criminal/traffic history information you provide is complete.

**BOTTOM LINE:** You are responsible for providing complete, accurate, and truthful responses.

I have read and I understand the above instructions

- \* 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 Academy's Portal

[← BACK TO APPLICATION LIST](#)

[VIEW APPLICATION DETAILS →](#)

### Electronic Application for Skywalker, Luke T. — Incomplete

#### Details

*Last Updated 11/02/2016 11:14 AM*

<b>POST ID:</b>	6546LUKE10	<b>Type:</b>	Session
<b>Received:</b>	11/02/2016	<b>Cleared:</b>	

#### Notes:

#### Issues

*No Issues Recorded.*

#### Waivers

*No Waivers Recorded.*

### Packet Progress

- Basic Information
- Basic Questions
- Citizenship and Education
- Character Disclosure
- Criminal/Traffic
- Military
- Documentation
- Agency Attestation

# 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 que 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.

Idaho Peace Officer Standards & Training  
700 S. Stratford Dr., Meridian ID 83642-6202  
208-884-7250