

Waiver for Equivalent Training or Experience

Keywords: waiver, reciprocity, out-of-state; post; post training;

The Board or its designee may waive the completion of any course required upon presentation of documentary evidence by a law enforcement unit or public or private safety agency that a law enforcement officer, telecommunicator, or emergency medical dispatcher has satisfactorily completed equivalent training or experience.

In order to be considered for equivalency, training received in a state with laws governing or regulating training of law enforcement officers shall, if subject to such review, have been approved or certified by the employing agency in the state in which the training was received.

The basic course may be waived at the request of the hiring agency. The employing agency must make the request in writing. Out-of-State officers who waive the basic course will still be required to complete the Career Officer Development Course or its equivalent in addition to a field-training manual.

Recognized evidence of prior employment history and training history can be documented in the following manner:

Out-of-State Police, Corrections, Parole & Probation, Telecommunicator &/or Emergency Medical Dispatch Basic Equivalency

Copy of the Basic Training course with subject and hour breakdown

And

Copy of Basic Training completion certificate, or other documentation proving successful completion of that Basic course

And

Proof that the officer was employed by a law enforcement agency while attending basic (i.e.: the state or employing agency's training/employment history printout)

If the officer was not employed by a law enforcement agency while attending basic provide evidence that they became certified in that discipline in the state the training was received

Official copies of all law enforcement &/or public safety training records

Optional: Copies of any other certificates of training or certifications (must have subject/hour information); and official copies of any college credits

If the officer was a law enforcement officer at a State College or University in a State that has the same basic training and certification requirements for campus officers as city, county (borough) or state police officers, proof that such requirements exist in that State (i.e.: copy of the law).

DOCUMENTING OUT-OF-STATE EMPLOYMENT

To document police, corrections, parole and probation, telecommunications, or emergency medical dispatch experience obtained in another state, please submit a signed letter on letterhead from the out-of-state agency that includes the following information:

1. Complete date of hire (ex.: needs to say 5/5/92 vs. 5/92)
2. Position (ex.: full-time, paid police officer) (Brief position description if position held was something other than Police Officer, Corrections Officer, Parole and Probation Officer, Telecommunicator, or Emergency Medical Dispatcher)
3. Promotion information (ex.: promoted to Sgt. 5/1/93)
4. Termination information indicating how and when the employee left (ex.: resigned 5/7/94, or probationary discharge 12/5/95)

DOCUMENTING OUT-OF-STATE TRAINING

To document police, corrections, parole and probation, telecommunications, or emergency medical dispatch training obtained in another state, submit one of the following:

1. A P.O.S.T. printout (the out of-state academy's training record) or
2. The out-of-state agency's training records, signed by the agency verifying attendance of the employee **and** copies of certificates, if available. Copies of certificates alone will not be accepted.

NOTE: the above documentation needs hours, dates, and titles of classes pre-printed on the documentation, or they WILL NOT BE ACCEPTED. Also, please don't submit duplicate information; if the P.O.S.T printout includes all of the training, then there is no need to submit copies of certificates and/or agency training records in addition to the post printout.