POLICE APPLICANT SCREENING SERVICE

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Equivalency of Training (EOT) Evaluation Instructions and Application

Law enforcement or correctional officers from another state, a federal agency or the military **may** be able to obtain Florida certification without attending a full basic recruit academy in Florida **if** they: (1) Successfully complete an EOT Evaluation proving they attended basic training in specific subjects and were employed full time as an officer for at least 1 full year that ended not more than 8 years ago. (2) Attend a Proficiency Demonstration training course in high-liability physical skills. (3) Pass the Florida State Officer Certification Examination (SOCE). You must complete each step before going on to the next. It you successfully complete all three steps; you may be certified as an officer in Florida.

Step 1 Equivalency of Training (EOT) Evaluation: This is the only step handled by the Police Applicant Screening Service (PASS). You must complete this step and receive an approved CJSTC 76 form before you can proceed to Step 2. In order for us to evaluate your training and employment, you must follow these instructions:

a. Submit a complete, accurate, and legible application sent to the address at the top of this page. It must be notarized. All requested dates must be complete, including day. (Just month and year are not sufficient.)
b. You must submit the application and enclosures at least 8 weeks in advance of any EOT Proficiency Demonstration training course you wish to attend. This allows time for verifications.
c. Enclose a money order payable to **Pinellas Police Standards Council** for the $300 non-refundable fee.
d. Enclose the Authorization to Release Information (CJSTC 58) form. It must also be notarized.
e. Enclose the training curriculum or course outline of your training that specifically identifies the following high liability subjects for your discipline (Corrections or Law Enforcement). If you are currently dual certified and want to be dual certified in Florida then you must submit an application, training curriculum, Authorization to Release Information, and money order for each discipline.

Law Enforcement Comparable Training

- Law Enforcement Constitutional Law & Legal Issues
- Report Writing
- Interpersonal Skills
- Firearms
- Defensive Tactics
- First Aid or Equivalent
- Vehicle Operations
- Law Enforcement Patrol
- Criminal Investigations
- Traffic Crash Investigations
- Traffic Control and Stops
- Crisis Intervention

Correctional Comparable Training

- Correctional Legal Issues
- Report Writing
- Interpersonal Skills
- Firearms
- Defensive Tactics
- First Aid or Equivalent
- Correctional Facility Operations

f. Enclose proof of qualifying employment. This could be your last 2 years of evaluations, a letter from a commander or Human Resources, etc. Qualifying employment must be verifiable by your personnel office as full-time (40 hours per week). The full-time employment requirement must be satisfied by either working for a single agency for one full year (not including academy time), or for a cumulative 12 full months at no more than 2 agencies within an 18-month period. Employments that typically do not qualify are seasonal, part-time, reserve, auxiliary, volunteer, or military vessel-boarding teams. If you were Reserve military police, you may apply if your DD 214 long form verifies you were activated/deployed for at least 12 full months within an 18-month period. **There cannot be more than an 8-year gap from the end of your most recent qualifying employment or military deployment to the time we receive your complete application.**

g. Enclose a copy of a picture ID, preferably a driver's license.
h. Enclose a copy of your social security card.
i. If you have had a name change (your name is now different from your training or employment records), then you must enclose a copy of the court order or marriage certificate that changed your name.

NOTE: An investigator will examine and verify all this required documentation. When verification is complete, the investigator will issue a CJSTC 76 basic recruit training exemption form and send it to you with a cover letter. You must sign, date, and return that cover letter to PASS within 10 calendar days. (You may make this return by mail, fax or a scan attached to an e-mail.) Only then can the investigator activate your EOT exemption in the statewide ATMS database. This activation will then be available to all EOT training centers in Florida, permitting them to register you for the required training in Step 2 (below).

Step 2 Training: Once your CJSTC 76 basic recruit training exemption has been activated you must complete the required EOT Proficiency Demonstration training course at a certified training center such as:

Southeastern Public Safety Institute
St. Petersburg College Allstate Center
3200 34th St. South
St. Petersburg, FL 33711
Telephone: 727-341-4490
http://www.spcollege.edu/ac/eot.htm

or visit the Florida Department of Law Enforcement (FDLE) web site to view a complete list of certified training centers:
www.fdle.state.fl.us

Step 3 State Exam: Once you have completed the training in Step 2 (above) you must pass the State Officer Certification Exam (SOCE). FDLE administers the SOCE at different locations and times throughout the state. The training center you attend will assist you with registering for the SOCE or you may obtain test information on the FDLE website. **It is important to remember that you only have one year, as measured from the activation of your CJSTC 76 basic recruit training exemption, to complete the EOT process by passing the SOCE.**

Notice

As you are seeking certification, we assume that you also intend to seek employment. Please be aware that the State of Florida has additional requirements you must meet to be employed as an officer:

Be at least 19 years of age. Be a citizen of the United States. Be a high school graduate or its equivalent. Not have been convicted of any felony, or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication. Never have received a dishonorable discharge from any of the Armed Forces of the United States. Have been fingerprinted by the employing agency. Have passed a physical examination by a licensed physician. Have good moral character. Successfully complete a background investigation. Complete basic recruit training (*or Equivalency of Training*). Pass the Florida State Officer Certification Examination (SOCE). Comply with continuing training or education requirements.

In addition to the above, most agencies have specific standards related to driving history, prior drug use, your conduct while an officer, etc. All these areas will be covered by a thorough background investigation that is **not** part of this EOT Evaluation. If you have questions about such standards or your ability to meet them, please contact the agency where you intend to seek employment. If you wish to see an example of such written standards, please visit our web site and read the Applicant Information Package for our law enforcement pre-employment screening program titled "PASS Process".

When you submit your EOT application, keep these instructions for your future reference.