Police Applicant Screening Service (PASS)

Phone: 727-864-3822
Fax: 727-864-3342

SPC Allstate Center, Suite 135
3200-34th Street South
St. Petersburg, FL 33711
www.policestandards.org

Office Hours: 8:00-4:30
Monday Through Friday

Florida Officer Reactivation – Evaluation Application and Instructions

If you were previously certified AND employed as a law enforcement or correctional officer in the State of Florida AND; you separated from your last full-time employment as an officer at an agency in Florida less than eight years ago, you may be able to re-activate your certification without having to attend a full basic recruit academy. There are three parts to this process: (1) Complete an Evaluation that establishes eligibility; (2) Attend a Proficiency Demonstration training course in high-liability physical skills (such as defensive tactics and firearms) at a CJSTC approved training center; and (3) pass the Florida State Officer Certification Examination (SOCE). You must complete all three parts within eight years of the separation date from your last employment as an officer in Florida. If you exceed this eight year limit, you must attend a full Basic Recruit Training Academy in order to become certified in Florida again. Each step must be completed before going on to the next.

Step 1 Evaluation. This is the only part of the process handled by the Police Applicant Screening Service (PASS). In order for us to evaluate your eligibility you must submit the attached application with reliable information, execute a waiver authorizing us to make any needed inquiries, and pay a non-refundable fee of $50. We will then verify your eligibility. If you qualify, you will receive a Criminal Justice Standards and Training Commission (CJSTC) Form 76 that will allow you to proceed to the next step.

- Incomplete, inaccurate or illegible applications will be rejected.
- Submit your application at least 4 weeks in advance of any Proficiency Demonstration training course you want to attend. (You cannot enter the training course until a CJSTC-76 is actually issued.)
- Both the application and the "Authority For Release of Information" (CJSTC Form 58) must be notarized.
- Mail or bring the complete application to our office accompanied by a money order for the non-refundable $50 fee made payable to **Pinellas Police Standards Council**.

Step 2 (Training) and Step 3 (Examination) – What You Will Need To Do Next: If your Evaluation is approved, you will receive a CJSTC-76 form authorizing you to continue in the process. You must acknowledge receipt of this form within 14 days in order for your exemption from the full basic recruit academy to be activated in the state-wide Automated Training Management System (ATMS). If you fail to acknowledge receipt of the form within 14 days, your file will be closed without activation of your exemption. The file will not be re-opened without an additional fee. You will then have 1 year, measured from the receipt/activation of your CJSTC-76 form to complete the required Proficiency Demonstration training course and pass the State Officer Certification Examination (SOCE). As the SOCE is based on full current Florida CMS basic recruit training curriculum, we recommend that you attend a course that includes examination preparation or review. The Police Applicant Screening Service does not conduct training or administer the SOCE. To learn more about the Proficiency Demonstration and the SOCE you must contact a certified training center such as:

Southeastern Public Safety Institute (SEPSI) **Or**

St. Petersburg College Allstate Center
3200-34th Street South
St. Petersburg FL 33711
Telephone: 727-341-4597

Web: www.spjc.edu/ac/sepsi/

Visit the Florida Department of Law Enforcement (FDLE) web site to view a complete list of certified training centers:

http://www.fdle.state.fl.us/