



IDAHO POST RESERVE LEVEL I APPLICATION CHECKLIST

This form is to assist agencies who are planning a Reserve Level I Academy. **This form and all applicable items on this list must be included with the Application for Certification of a School.** The application may be found on the POST website, under Forms.

Each item on this checklist must be initialed by the agency head of the host agency.

ITEM	INITIALED
Application for Certification of a School submitted at least 30 days prior to start.	_____
Daily Schedule attached.	_____
List of Instructors (including those from other agencies) attached.	_____
All instructors are Idaho POST Certified instructors or subject matter experts.	_____
List of each attendee.	_____
All attendees have a cleared Reserve Academy packet with POST.	_____
If this application is not approved prior to the planned start date, any training provided must be redone.	_____
Upon completion of the Reserve Academy, an academy transcript for each student will be sent to POST. <u>This is not a POST Roster.</u>	_____
All reserve students must pass all demonstrative assessments before being allowed to take the written certification exam.	_____
Reserve students must pass the written certification exam in order to be certified.	_____

Agency Training Coordinator

Date

Agency Head

Date