



Agency Request for Extension of Time for Certification

Officer Name	POST ID	
Agency	Classification	Date of Hire
Date Training Application Cleared by POST (found in Agency Portal application)	Expected Date of Certification Completion	

IDAPA Rule 11.11.01.057.08.a ...every person attending a basic training academy must complete that academy, a minimum of 40 hours of field training and six consecutive months of probation in that discipline with that hiring agency within twelve months of beginning employment in order to be certified.

IDAPA Rule 11.11.01.057.08.b Emergency communication officers attending a basic training academy must complete that academy and six consecutive months of probation in that discipline with that hiring agency within eighteen months of beginning employment in order to be certified.

IDAPA Rule 11.11.01.057.08.d Every person seeking certification through the POST challenge process must complete that process within one year of beginning employment with an agency.

- ❖ **Provide a detailed explanation of the circumstances as to why this officer is not able to be certified within the IDAPA time rule. Include supporting documents if necessary.**

Agency Head (print)	Agency Head (signature)
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