TO BEGIN, LOG INTO YOUR AGENCY PORTAL
BEFORE SELECTING THE APPLICATION LINK, BE SURE YOU KNOW WHICH CHOICE IS FOR YOU

- **Session Applications** are for individuals who will be attending the academy at the POST campus in Meridian.

- **Challenge Applications** are for lateral LEO’s from out of state, or Idaho officers who have been away from LEO employment for 3-5 years.

- **Offsite Applications** are for POST accredited basic academies held outside of the Meridian campus.

- **Challenge Online Applications** are for emergency communication professionals completing the online basic academy.
ONCE YOU’VE DECIDED THE APPROPRIATE APPLICATION, SELECT THE LINK TO BEGIN THE PROCESS

3/29/2021
YOU CAN SEARCH YOUR EMPLOYEE BY NAME OR POST ID

Offsite Academy Application
This form must be completed and submitted within six (6) months of employee entering the discipline.

Don't Have a POST ID or if Unsure

First Name [Starts, Equals, Contains] Last Name

Don't have a POST ID

Existing POST ID

POST ID

Search
AFTER SELECTING SEARCH, YOUR EMPLOYEE WILL POP UP

If selecting search does not generate a pop up, be sure the information is correct, and that the individual shows in your employee list. If not, refer to the employment forms tutorial.

Select submit to initiate the application.
THE OFFICER WILL RECEIVE THEIR APPLICATION VIA EMAIL. THEY WILL HAVE TO UPLOAD AND ANSWER ALL THE NECESSARY QUESTIONS.

*THESE APPLICATION LOOK AND REQUIRE THE SAME INFORMATION AS THE PREVIOUS SYSTEM

All sections must have a green check mark before being able to submit to POST.
POST APPLICATIONS GO THROUGH MULTIPLE STEPS IN ORDER TO BECOME CERTIFIED;

An application will be;

- Initiated by the agency
- Sent to and completed by the applicant
- Reviewed by the agency and submitted to POST
- The application is cleared by POST and assigned to an academy
- After the completion of the academy, POST will send back a certification application to the agency for completion
IF YOU HAVE ANY MORE QUESTIONS ABOUT APPLICATIONS, PLEASE CONTACT ONE OF THE CERTIFICATION SPECIALISTS THAT ARE ASSIGNED TO YOUR DISCIPLINE

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3/29/2021