

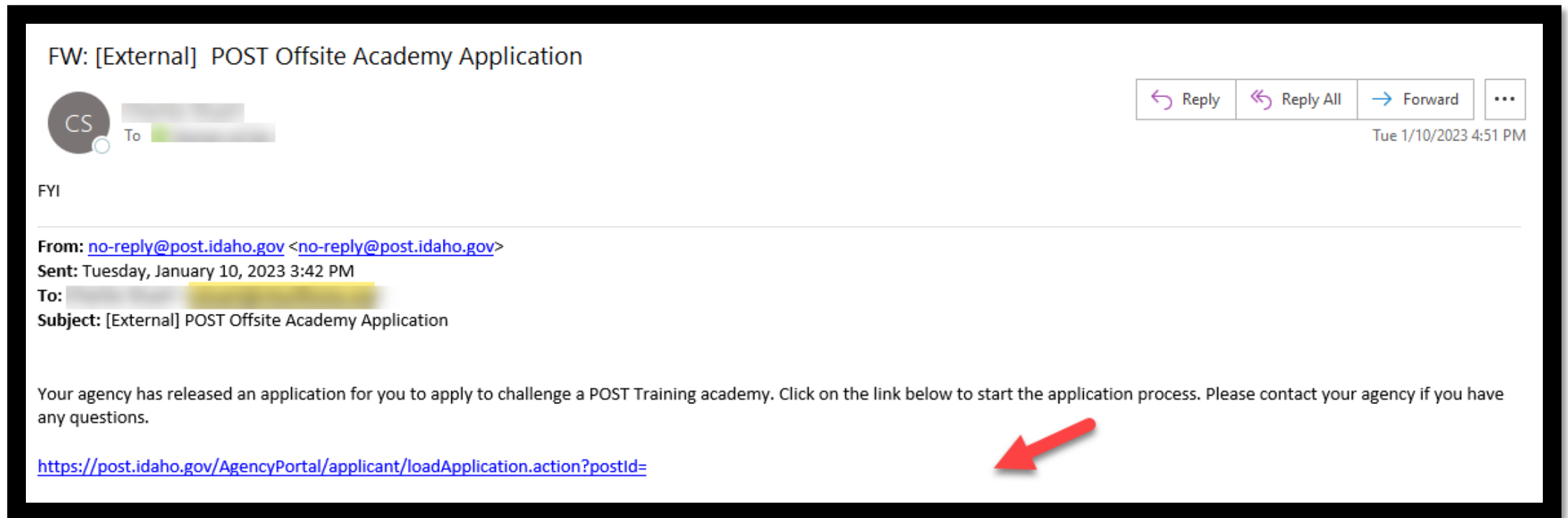
Idaho POST Portal Application Process



PEACE OFFICER STANDARDS & TRAINING

Completing the Idaho POST Portal Application Process

1 In your email account you should have an email from no-reply@post.idaho.gov inviting you to start the academy/lateral application process. Click on the link to begin.



The screenshot shows an email interface. At the top left, the subject line reads "FW: [External] POST Offsite Academy Application". To the right of the subject line are buttons for "Reply", "Reply All", "Forward", and a menu icon. Below these buttons, the sender's name is partially visible as "CS" and "To" followed by a redacted name. The date and time "Tue 1/10/2023 4:51 PM" are shown in the top right corner. The main body of the email starts with "FYI" and a horizontal separator line. Below the line, the email header information is displayed: "From: no-reply@post.idaho.gov <no-reply@post.idaho.gov>", "Sent: Tuesday, January 10, 2023 3:42 PM", "To: [redacted]", and "Subject: [External] POST Offsite Academy Application". The main text of the email states: "Your agency has released an application for you to apply to challenge a POST Training academy. Click on the link below to start the application process. Please contact your agency if you have any questions." Below this text is a blue hyperlink: <https://post.idaho.gov/AgencyPortal/applicant/loadApplication.action?postId=>. A red arrow points to the end of this link.

2 You will be taken to your application portal. Please carefully read and acknowledge the disclaimer by clicking the box and then clicking **I Agree**.

Challenge Portal

Peace Officer Standards and Training Application and Certification Process

The Challenge application must be complete before you can submit it. Please remember to save your work. Print a copy of the completed application for your records.

The help icon (🔗), next to the manage upload buttons, provides information to verify documents are valid and acceptable.

It is your responsibility to personally complete this form and provide all required information. There are very few automatic bases for rejection. Even issues of prior misconduct, such as illegal drug use, driving under the influence, theft, or even arrest or conviction are usually not, in and of themselves, automatically disqualifying. However, deliberate misstatements or omissions can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions. Under Idaho law, in accordance with Sections 18-3201, 18-3202, and 18-3203 of the Idaho Code, it is a crime for any public officer, law enforcement officer or person to falsify an official governmental or public record, or provide any false or forged instrument to be filed, registered or recorded in any public officer within the state. **Per IDAPA rule 11.11.01.110.01.c Mandatory Decertification: The Council shall decertify any person for: Willfully falsifying or omitting any material information to obtain certification.**

POST strongly recommends that you have a criminal/traffic record run and check the Idaho Repository websites to ensure the criminal/traffic history information you provide is complete.

BOTTOM LINE: You are responsible for providing complete, accurate, and truthful responses.

I have read and I understand the above instructions

I Agree

3 The main menu will show you what sections need to be completed. When **ALL** sections have been completed in full and all relevant documents have been uploaded, you can click the **Submit to Agency** button. Please note, sections will show as complete even if documents are missing, so please double check that everything has uploaded correctly before submitting. *Sections must be completed in order.*


Portal

Peace Officer Standards and Training Application and Certification Process

The Challenge application must be complete before you can submit it. Please remember to save your work. Print a copy of the completed application for your records.

The help icon (🔗), next to the manage upload buttons, provides information to verify documents are valid and acceptable.

Basic Info	✘
Basic Questions	✘
Citizenship and Education	✘
Past Conduct	✘
Military Service	✘
Certification	✘
Documents	✔
Applicant Attestation	✘

 **Submit to Agency**

4 In the **Basic Information** section you will complete **ALL** fields with the exception of Employment Type. If Suffix and Aliases do not apply you can leave those blank as well. For Position Classification, select relevant classification. Click **Save** when complete.

The screenshot shows a web form titled "Basic Information" within a "Portal" header. The form contains the following fields:

- *Legal First Name (text input)
- Middle Name (text input)
- *Last Name (text input)
- Suffix (text input)
- Aliases / Maiden Name (text input)
- *Home Phone (text input with mask ###-###-####)
- *SSN Last Four (text input)
- POST ID (text input with value CH18-22)
- *Home Address (text input)
- *City (text input)
- *State (dropdown menu)
- *Zip (text input)
- *Email (text input)
- *Birth Date (text input)
- *Ethnic Group (dropdown menu)
- *Gender (dropdown menu)
- *Employment Status (dropdown menu)
- Employment Type (dropdown menu with a red 'X' over it)
- *Position Classification (dropdown menu)

At the bottom right of the form, there are two buttons: "Cancel" and "Save". A red arrow points to the "Save" button.

5 In the *Basic Questions* section, answer all four questions. Click **Save** when complete.

Portal


Basic Questions

*Have you ever attended a law enforcement/peace officer basic training program?
 Yes No

*Have you ever been denied entrance to or terminated for cause from a law enforcement/peace officer basic training program?
 Yes No

*Have you ever received a law enforcement/peace officer certification from any state?
 Yes No

*Do you have law enforcement experience from a state other than Idaho?
 Yes No



5 In the *Basic Questions* section, continued.

A If the answer to Question 1 is **Yes**, you will be prompted to indicate the program's date and location. You will need to upload training records documentation. Browse and upload document(s) from your desktop or thumb drive.

- Acceptable documents include:

- LE Training Records
- POST Training Records
- Academy Certificates
- Training Certificates

- **B** If the answer to Question 3 is **Yes**, you will need to select all of the states where you have been certified. You will then need to upload out-of-state certification records.

- Acceptable documents include:

- Copies of state law enforcement certification
- State law enforcement certification records indicating certification

5 In the *Basic Questions* section, continued.

- **C** If the answer to Question 4 is Yes, you would need to upload proof of out-of-state law enforcement experience.
- Acceptable documents include:
 - A POST record (or state equivalent) showing complete law enforcement employment history, state training hours, and state certifications
 - If a record does not exist, a letter of employment verification from previous agency listing dates of employment, classification, and job description will suffice

6 In the *Citizenship and Age* section, you must complete **ALL** fields.

Citizenship and Age IDAPA 11.11.01.052 and 054

*Are you a US Citizen?
 Yes No

City of Birth

*State of Birth

Country of Birth

*Type of citizenship document uploaded

Add proof of citizenship documentation here.

• Acceptable documents include:

- Birth certificate
- Naturalization certificate
- Valid US passport
- Consular report of birth abroad
- Certificate of Citizenship

7 In the *Education* section, you must complete **ALL** fields. Click **Save** when complete.

Education IDAPA 11.11.01.053

*Highest Education Completed

*Type of education document uploaded

Add proof of education documentation here.

Browse PDF files... Browse ?

Cancel Save

- Acceptable documents include (upload highest level only):
 - Scanned copy of an Official College Transcript; school must be regionally accredited
 - Official transcript of GED test results
 - High school diploma showing date of graduation
 - Scanned copy of Official High School Transcript showing date of graduation

8 In the *Drug Use and Behavior* section answer Yes or No to all 5 questions.

Portal

Past Conduct

Drug Use and Behavior [IDAPA 11.11.01.055](#)

*Have you used Marijuana within the past year? (This includes use of cannabis, hashish, hash oil, and THC in both synthetic and natural forms)

Yes No

*While eighteen (18) years old or older, have you used any other controlled substances which are unlawful within the past three (3) years? Please do NOT include Marijuana or prescription drugs in this question. ([refer to Title 37, Chapter 27, Idaho Code](#))

Yes No

*Have you ever unlawfully used a controlled substance (which includes marijuana) while employed as a law enforcement officer, in a prosecutorial position, or in a position of public safety, regardless of when the use occurred?

Yes No

*While eighteen (18) years old or older, have you unlawfully used any prescription drugs or a legally obtainable controlled substance within the past three (3) years?

Yes No

*While eighteen (18) years or older, have you participated in the sale or manufacture of a controlled substance?

Yes No

9 In the *Driver's License* section you must complete **ALL** fields and upload a copy of your valid driver's license.

Driver's License IDAPA 11.11.01.056 and 058

*Current Driver's License State

Idaho

Current Driver's License Number

Add copy of drivers license here.

Browse PDF files... Browse ?

Select all states in which you have resided.

- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts

Select all states where you obtained a Driver's License.

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut

10 In the *Criminal Record* section, answer Yes or No to all three questions. If you've answered Yes to any questions, upload supporting court documentation. Click **Save** when complete.

Criminal Record

IDAPA 11.11.01.010.12

Convictions include withheld judgments, bond forfeitures, dismissed or expunged charges or convictions later set aside.

*Have you been convicted of any misdemeanor DUI convictions in the last five (5) years?

Yes No

*While eighteen (18) years old or older, have you been convicted of any other misdemeanors (include traffic misdemeanors) within the last five (5) years?

Yes No

*While eighteen (18) years old or older, have you been convicted of any felony?

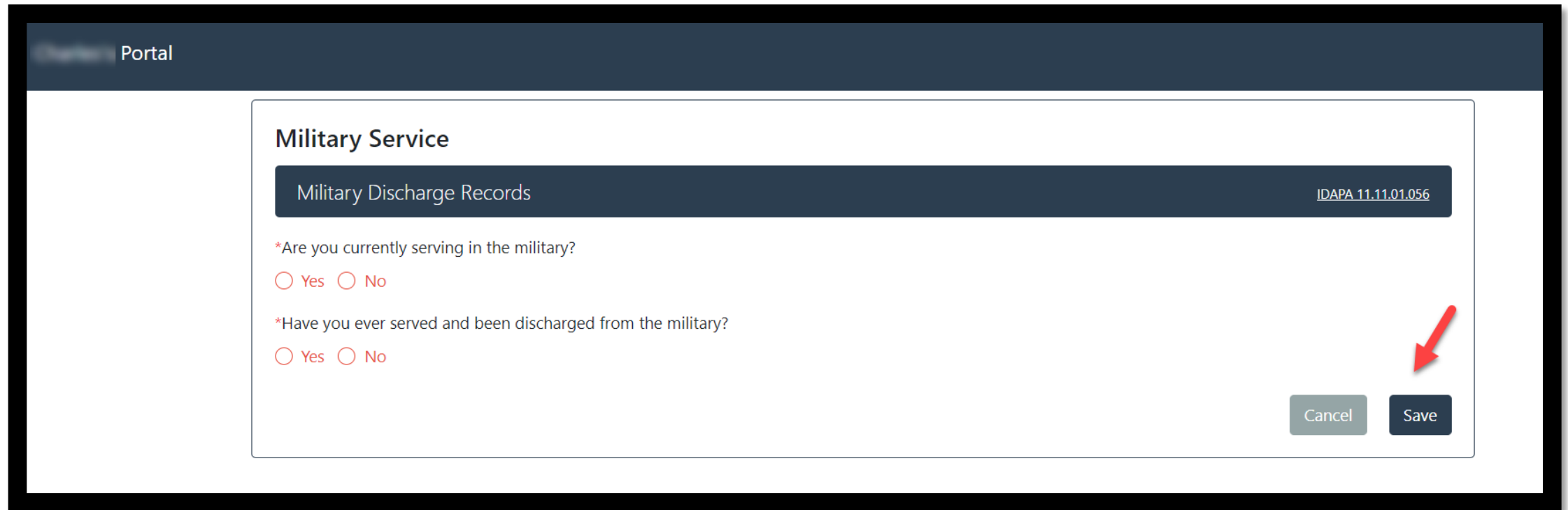
Yes No

Cancel

Save



11 In the *Military Service* section, answer Yes or No to both questions. If you select Yes for Question one you will need to list the Branch. If you Select Yes for Question two you will need to complete an additional section and upload relevant military service documents.



Portal

Military Service

Military Discharge Records [IDAPA 11.11.01.056](#)

*Are you currently serving in the military?
 Yes No

*Have you ever served and been discharged from the military?
 Yes No

11 *Military Service* section, continued.

- Acceptable documents include (all documents must show Character of Service):
 - All documents must show Character of Service
 - Active: DD214
 - National guard: NGB22
 - Reserve: Reserve Discharge Order

The screenshot shows a web form titled "List below all branches of service." with a "+" icon in the top right corner. The form is divided into several sections:

- Branch** and **Character of Service**: Two dropdown menus with a trash icon to the right.
- Type of Service Document**: A dropdown menu.
- Service Start** and **Service End**: Two text input fields.
- Military Service Documents**: A text input field with "Browse PDF files..." and a "Browse" button with a question mark icon.
- Explanation**: A large text area for providing details.

At the bottom right of the form are "Cancel" and "Save" buttons.

12 In the *Certification* section select the relevant certification.

- The FTO Sign-Off Sheet will not be completed until you successfully complete your agency's FTO program and will be uploaded by your employing agency

Portal

Certification

Select all certifications you are applying for.

- Basic Peace Officer
- Basic Peace Officer Part-Time
- Intermediate Peace Officer
- Advanced Peace Officer
- Reserve L1

Is this a Supervisor/Management Position?

Yes No

Supporting Documents

Add additional documents required for certification here.

Browse PDF files... Browse ?

FTO Sign-off Sheet

[Click here to view \(and print\) this form.](#) This document is required to be submitted prior to certification being issued. When you submit this document it must be signed, dated, and delivered as a PDF document.

Browse PDF files... Browse ?

Cancel Save

13 When you have completed your packet, check the box and enter your full **LEGAL** name. Click **Save** when complete.

Portal

Applicant Attestation

Under Idaho law, in accordance with Sections 18-3201, 18-3202 and 18-3203 of the Idaho Code, it is a crime for any public officer, law enforcement officer or person to falsify an official governmental or public record, or provide any false or forged instrument to be filed, registered or recorded in any public office within the state.

I, the applicant, attest that I am the person named below and agree to the above statements

Full LEGAL Name:

First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel Save

14 When you have verified that everything is **accurate** and **complete**. This includes all relevant document uploads Click **Submit to Agency**.

Please note: additional changes or information may be required from HR and/or POST. Please respond to requests for action in a timely manner.


Portal

Peace Officer Standards and Training Application and Certification Process

The Challenge application must be complete before you can submit it. Please remember to save your work. Print a copy of the completed application for your records.

The help icon (Ⓢ), next to the manage upload buttons, provides information to verify documents are valid and acceptable.

Basic Info	✘
Basic Questions	✘
Citizenship and Education	✘
Past Conduct	✘
Military Service	✘
Certification	✘
Documents	✔
Applicant Attestation	✘

 [Submit to Agency](#)

Questions?

Please contact your
agency representative.

