

# APPLICATIONS

Idaho Peace Officer Standards and Training  
Agency Portal How-To



# TO BEGIN, LOG INTO YOUR AGENCY PORTAL

If you do not have a new account, please use your old username to login or click the link below to create a new account. Otherwise please use your email to login.

Email

Password

New users may [register here](#).

[Forgot my password.](#)

# BEFORE SELECTING THE APPLICATION LINK, BE SURE YOU KNOW WHICH CHOICE IS FOR YOU

Applications
Applications
New Session Application
New Challenge Application
New Offsite Academy Application
New Challenge Online Academy Application
Grades

- 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 & part-time juvenile detention officers completing the online basic academy

# ONCE YOU'VE DECIDED THE APPROPRIATE APPLICATION, SELECT THE LINK TO BEGIN THE PROCESS

The screenshot shows a dashboard interface with a sidebar on the left and a main content area on the right. The sidebar contains several categories: People, Reports, Rosters, Employee Forms, and Applications. The Applications category is highlighted with a dark blue header and contains links for Applications, New Session Application, New Challenge Application, New Offsite Academy Application, New Challenge Online Academy Application, and Grades. A red arrow points to the 'Applications' link. The main content area is titled 'Session Status' and contains a list of session cards for various categories: Adult Detention, Adult Misdemeanor Probation, Communications, Correction, Felony Probation and Parole, Juvenile Detention, Juvenile Probation, and Patrol. Each card displays 'Packets pending approval', 'Session' number, 'Start' date, and 'Open' count.

Category	Packets pending approval	Session	Start	Open
Adult Detention	16	86	10/10/2021	0
Adult Misdemeanor Probation	0	14	07/04/2021	23
Communications	3	71	12/05/2021	24
Correction	10	84	05/16/2021	32
Correction		85	08/08/2021	32
Correction		86	11/14/2021	32
Felony Probation and Parole	2	32	09/12/2021	32
Juvenile Detention	2	43	06/13/2021	22
Juvenile Probation	0	21	08/01/2021	15
Patrol	3	201	05/02/2021	0

# YOU CAN SEARCH YOUR EMPLOYEE BY NAME OR POST ID

[Dashboard](#) / [Back](#) / [Initiate](#)

## 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

**Starts** Equals Contains


Date Of Birth

 Search

LEGAL first name

### Existing POST ID

POST ID

 Search

# AFTER SELECTING SEARCH, YOUR EMPLOYEE WILL POP UP

Dashboard / Back / Initiate

## Offsite Academy Application

This form must be completed and submitted within six (6) months of employee ent

**1 Employee(s) Found**  
Please select from the employees below.

[Redacted]

POST ID: [Redacted]  
Birth Date: [Redacted]

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

Dashboard / Back / Initiate

## Offsite Academy Application

This form must be completed and submitted v

**1 Employee(s) Found**  
Please select from the employees below.

[Redacted]

POST I  
Birth D

### Verify email and select academy discipline

Email  
[Redacted]

Discipline  
Correction

Submit

# THE OFFICER WILL RECEIVE THEIR APPLICATION VIA EMAIL THEY WILL HAVE TO UPLOAD AND ANSWER ALL THE NECESSARY QUESTIONS.

Dashboard

Application was saved successfully.

### 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

Dashboard

Application was saved successfully.

### 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.

There are uploaded documents missing from this application.  
You will have to collect and attach these documents before you can submit this application to POST.

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

Submit to Agency

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 POST CERTIFICATIONS:

[certifications@post.idaho.gov](mailto:certifications@post.idaho.gov)

208-884-7250