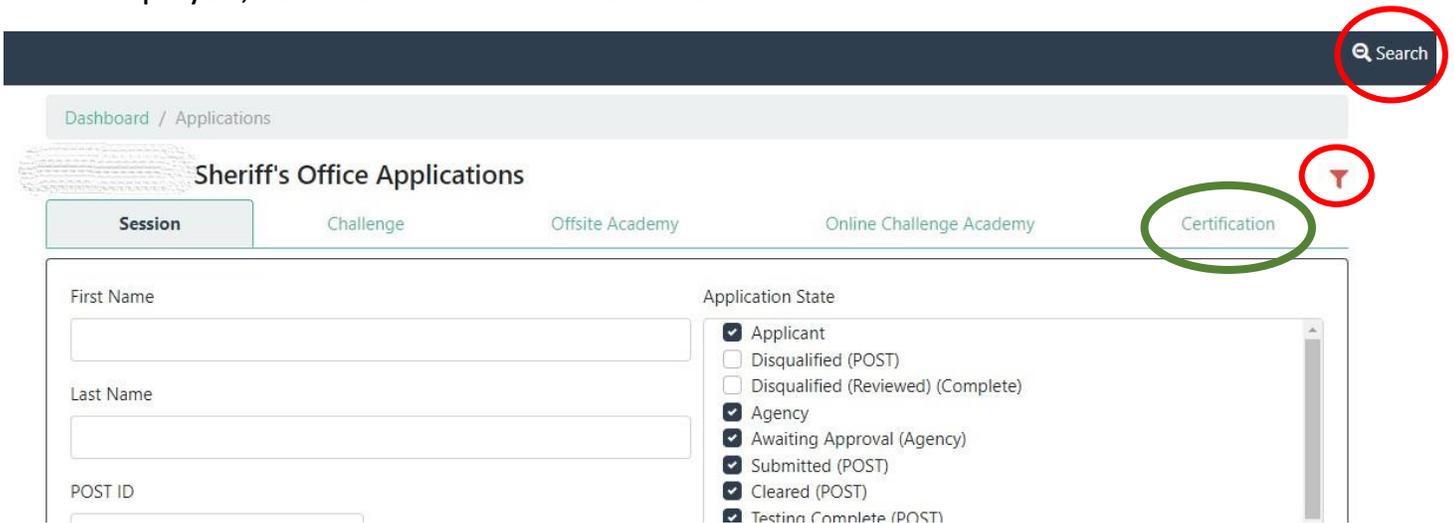


## How to submit a certification application

1. From the dashboard in the Agency Portal, select “Applications.”



2. From here, you can find all applications for your agency. Start by selecting “Certification” (circled in green). To narrow down your search, use the filters. If your search box is not displayed, select either icon that is circled in red.



3. Here you can also see the status of your officer’s application. If it’s at the “Agency” level it needs attention. If it’s at the “POST” level, it cannot be manipulated and it’s awaiting POST staff’s review. Rejected applications are also listed under the “Agency” status. Select the application you would like to work on



<b>Basic Peace Officer Certifications</b> <input type="button" value="Basic Peace Officer"/>	<b>Probation Ending</b> <input type="button" value="01/05/2023"/>	<b>Certifications Issued/Denied</b> <input type="button" value="None"/>
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\*Since the application was submitted, I have rechecked the applicant's criminal/traffic history and...

I have found additional charges.  
 There are no additional charges not previously disclosed.

<b>Supporting Documents</b> Add additional documents required for certification here.  <input type="text" value="Browse PDF files..."/> <input type="button" value="Browse"/> <input type="button" value="?"/>	<b>FTO Sign-off Sheet</b> 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.  <input type="text" value="Browse PDF files..."/> <input type="button" value="Browse"/> <input type="button" value="?"/>
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I attest that I am the person named below and I am authorizing this applicant for the above certifications.

**Full Legal Name:**

First Name	Middle Name	Last Name	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="###-###-####"/>

4. If it is highlighted in red, it must be completed.
- a. The first section requires an iCourts search to ensure nothing new has occurred, or nothing was missed since the first applications submittal.
  - b. If the officer attended a college academy, a scanned copy of their official college transcripts reflecting the completed academy needs to be uploaded in the supporting documents tab. If you believe POST already has a copy of this, please call the office (208-884-7250) to double check before submitting the application.
  - c. In the FTO box, please upload their FTO sign off sheet. This can be an agency generated form or the [POST FTO Completion form](#). This form **must** be wet signed (not an electronic signature) by both the officer and an individual authorized to sign for your agency. Emergency Communication officers do not need to complete an FTO. A blank document can be uploaded in place of the FTO.
  - d. In the attestation, please attest with your personal information.
  - e. If you find something of concern, or you DO NOT attest that this officer should be certified, decline the application.
  - f. Once the application is in order and the officer has been approved for certification, select "Save Application" then select "Submit to POST."
    - i. If the application does not submit, make sure to select save first.
  - g. You must have the user permission "Application/Form Signer" for the "Submit to POST" to be available."
  - h. Once the application is submitted, the status will be changed to the "POST" assignment and be in our queue for review.



- i. Please note, if the officer has NOT reached their probation date, POST is unable to certify the officer. Please do not submit applications prior to the officer 6 months' probation from date of hire."
- j. Once we have certified the officer, the status will be updated to "Complete."

For more POST Tutorials please see our website <https://post.idaho.gov/tutorials/>

