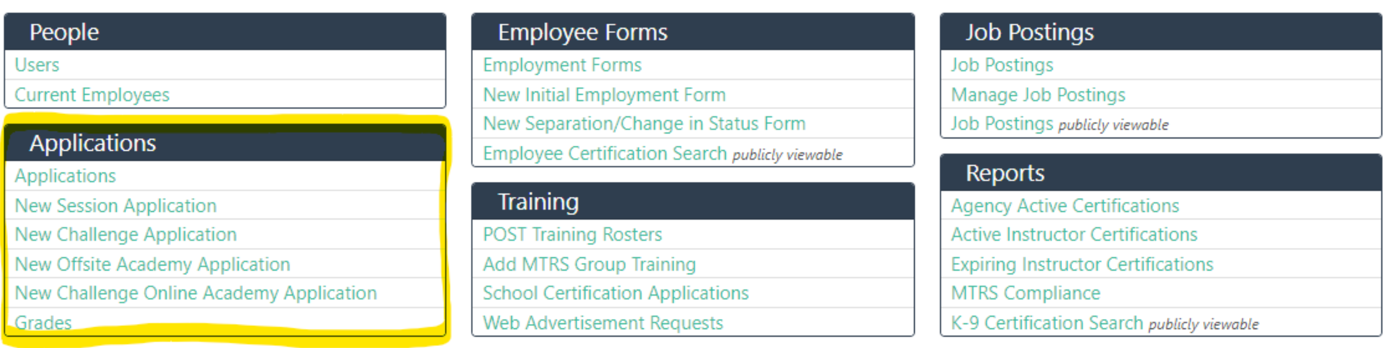
How to submit an academy or challenge application for a new officer

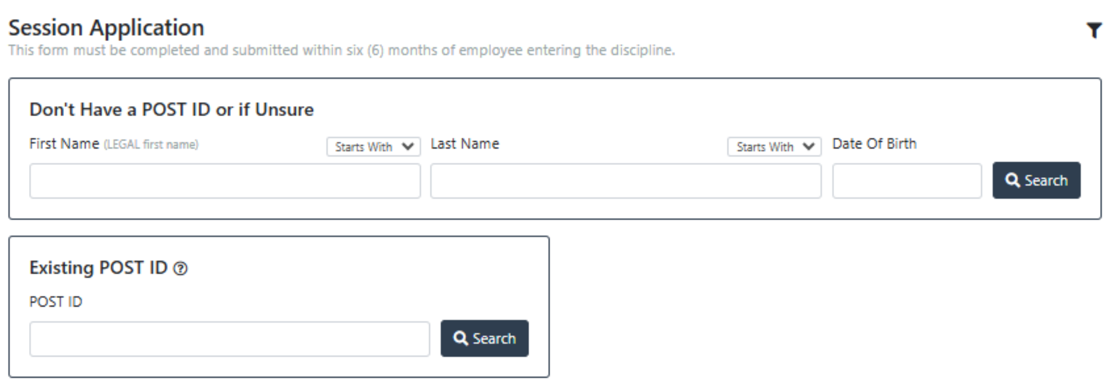
After an initial employment form or a change in status form is submitted and approved, the officer must be certified within one year of their start date. POST offers multiple options for officers to obtain their basic training. To begin training, they must apply. See below for how to submit a basic training or challenge application.

1. Decide which application is best for your officer…
   a. Session Applications are for individuals who will be attending the academy at the POST campus in Meridian.
   b. Challenge Applications are for certified lateral LEO's from out of state, or certified Idaho officers who have been away from LEO employment for 3-5 years.
   c. Offsite Applications are for officers who will attend an offsite POST accredited basic academy not held on the POST Meridian campus. (i.e. college or agency academy)
   d. Challenge Online Applications are for emergency communication officers & part-time juvenile detention officers completing the online basic academy.

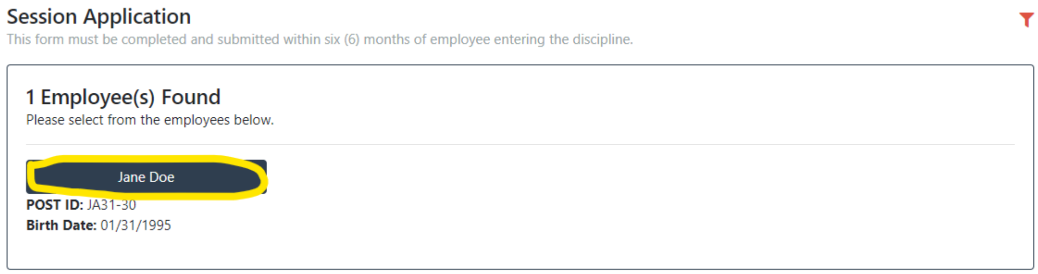
2. There are two ways to create the application for the officer on the Agency Portal-
   a. **The first way** is to select the new application you would like to create. You can find all application options under the "Applications" tab.



   b. This will lead you to a name search box. Type in your officer's information and click "search."

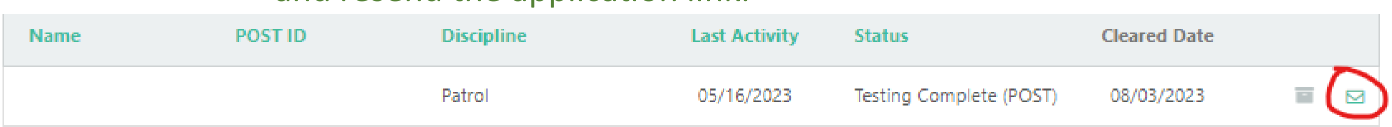


c. A list of current employees at your agency matching the criteria will display. Select the dark blue box for the correct applicant.



d. After verifying the information in the pop up is correct, click "submit". An email will be sent to the email address the agency provided on their employment form. Listed in the email will be a link to the application for the officer to complete.

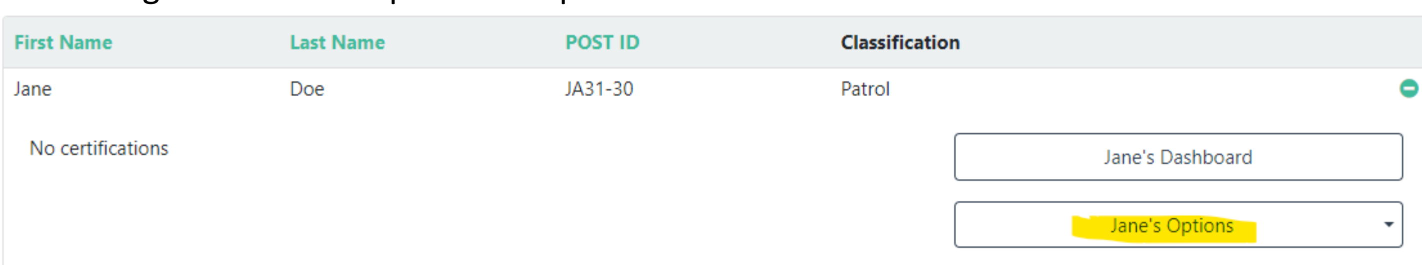
  i. If you need to resend the link or send the link to a different email, go to your list of applications, then select the envelope icon. This will display a pop-up box where you can change the email address, or leave it the same, and resend the application link.



e. **<u>The second way</u>** to create an application for an employee is to navigate to the "Current Employees" tab on the dashboard.

f. From there, select the small plus next to the employee's name you would like to create an application for.

g. Select the "Options" drop down.



h. Select the correct application for the officer. This will open a prompt. After verifying the information and discipline are correct, click "submit". This will email a link to the application for them to complete.

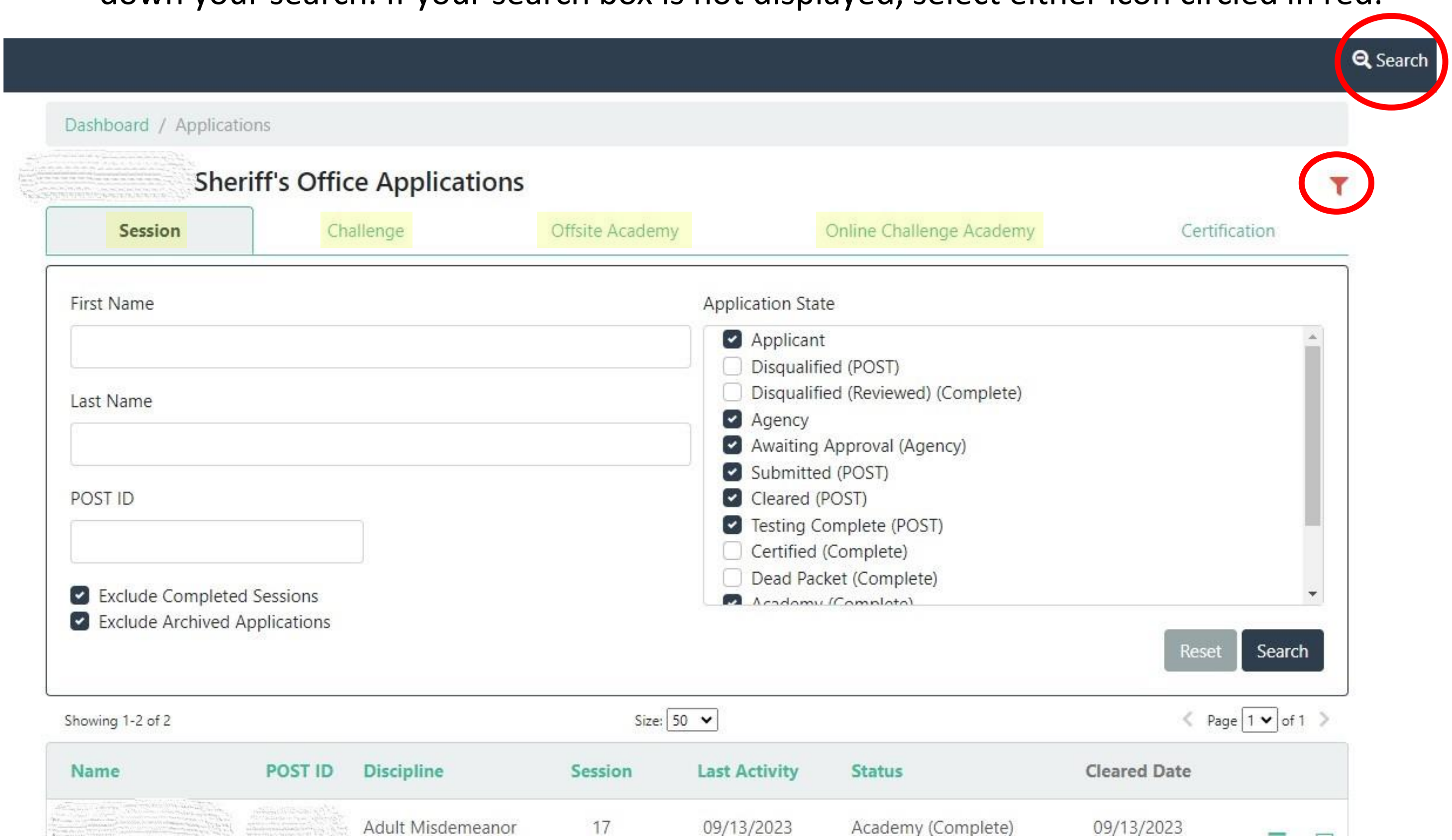
3. Applications are first completed by the applicant. Once completed, they are submitted by the applicant back to the agency for review.

   a. The application starts with the officer submitting their information and supporting documentation. Once submitted, the agency will review and make any corrections before submitting to POST for processing.

b. A tutorial for your applicant's on the application process is available on our tutorial page titled "[Applicants tutorial for academy applications]".

4. Once it has been submitted back to the agency, find the application through "Applications" on your dashboard.

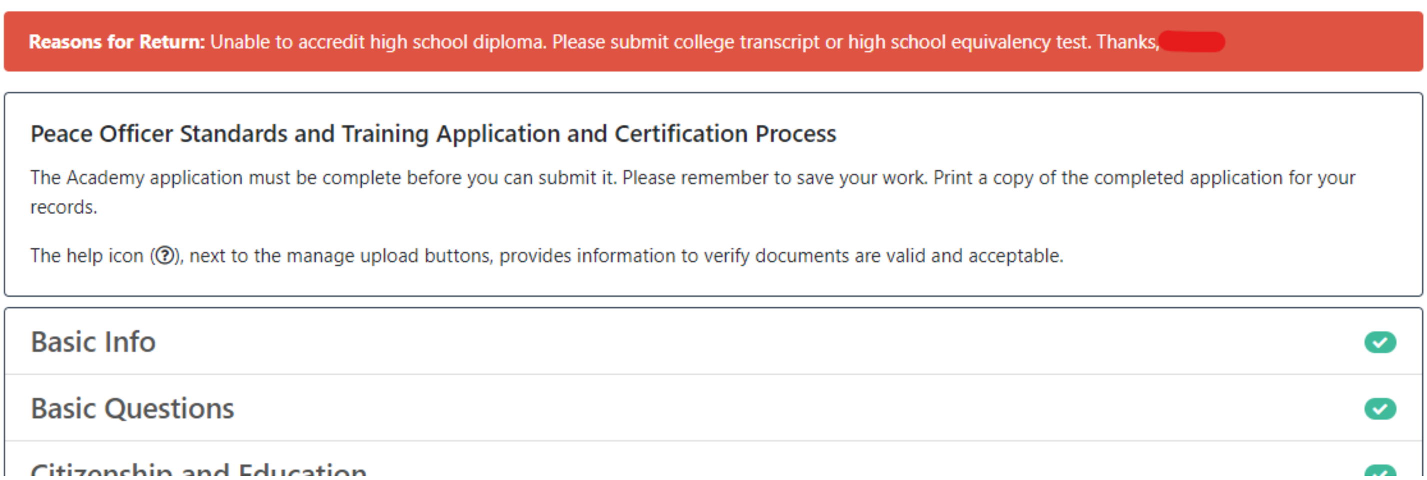
5. Applications are separated by tabs dependent on the type of application. Start by selecting the type of application (highlighted in yellow), then select the filters to narrow down your search. If your search box is not displayed, select either icon circled in red.



6. The application's listed will show the status along with the last activity date. While the application is at the "Applicant" level, the agency is unable to make any changes. Once the applicant submits the application for review, the status will be updated to "Agency".

7. When the application is ready for agency review select the application. A red X will appear in any sections not yet reviewed. All sections must have a green check mark stating the contents has been reviewed for the application to be saved and submitted.

8. If there are issues in the application, select "Return to Applicant" for corrections. Once selected, the pop-up box will allow you to add a comment and explain the changes needed.
9. Once the application has been reviewed and completed, select "save" then select "submit to POST". From here the POST staff will review the application. When POST reviews the application and there are no issues, the status will be "cleared".
    a. Please note, POST may send the application back to the agency for further details. These applications will be listed under the filter "More Information Required (Agency)" and highlighted in red. Selecting the application will show a red box with the listed corrections needed.



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