

Submitting a POST Training Roster in the Agency Portal

To view or enter a POST training roster, select “POST Training Rosters” under the training tab. POST training is any class that has been taught by a POST certified instructor or a POST pre-approved third-party vendor, school, or individual. If the training hours needing entered are **NOT** POST hours, please select the “Add MTRS Group Training”. You can find the [MTRS training tutorial](#) here.

<div style="background-color: #2c3e50; color: white; padding: 5px; font-weight: bold;">People</div> <ul style="list-style-type: none"> Users Current Employees 	<div style="background-color: #2c3e50; color: white; padding: 5px; font-weight: bold;">Employee Forms</div> <ul style="list-style-type: none"> Employment Forms New Initial Employment Form New Separation/Change in Status Form Employee Certification Search <i>publicly viewable</i> 	<div style="background-color: #2c3e50; color: white; padding: 5px; font-weight: bold;">Job Postings</div> <ul style="list-style-type: none"> Manage Job Postings Job Postings <i>publicly viewable</i>
<div style="background-color: #2c3e50; color: white; padding: 5px; font-weight: bold;">Applications</div> <ul style="list-style-type: none"> Applications New Session Application New Challenge Application New Offsite Academy Application New Challenge Online Academy Application Grades 	<div style="background-color: #2c3e50; color: white; padding: 5px; font-weight: bold;">Training</div> <ul style="list-style-type: none"> POST Training Rosters Add MTRS Group Training School Certification Applications In-Service Calendar Advertisements 	<div style="background-color: #2c3e50; color: white; padding: 5px; font-weight: bold;">Reports</div> <ul style="list-style-type: none"> Agency Active Certifications Active Instructor Certifications Expiring Instructor Certifications Employee Decertification Search <i>publicly viewable</i> MTRS Compliance K-9 Certification Search <i>publicly viewable</i>

On the “POST Training Rosters” page, you can find all rosters created by you personally, or all rosters that have been created at your agency. You can switch between these options using the filters. If your filters are not displayed select either icon circled in red. In this list you can find rejected rosters, draft rosters, or past approved rosters. Rejected rosters will be highlighted in red. By selecting the rejected roster, you can view any notes from POST about why it was rejected, what needs fixed, and resubmit.

🔍 Search ➕ New

[Dashboard](#) / [Training Rosters](#)

Training Rosters

Status

Status Date On Before After Between

Type

Created By

Course Title

Course Number

Course End On Before After Between

Submitted On Before After Between

Reset Search

Showing 1-50 of 70
Size:
Page of 2

Course	Dates	Agency	Hours	Grads	Submitted	Status
Firearms Training	04/15/2024	Office Sheriff's	4	29	04/17/2024	Approved 07/02/2024



1. To create a new POST roster, select the  icon at the top of the screen

2. Once selected, fill out each box with the details of the course. If you are unsure of the region, hover over the  icon and find your county.
3. To enter the attendees, search by their POST ID number for the most accurate search. You can also search by their last name.
4. In the comments of the roster include a short description of the course. This will help POST assign the correct code and give supporting information regarding the training.
5. Once completed, select “Save” then select “Submit to POST.” POST staff will receive the roster and either approve it, or send it back for more information. If it gets sent back, see the second paragraph on page 1. See below for roster example.



Course Information

*Course Title: Firearms Range Drills

*Course Start Date & Time: 07/31/2024

*Course End Date & Time: 07/31/2024

*Agency Presenting: Police Department

*Location: Boise

*City: ID

County: Ada

Region: 2

*Total Hours: 8

*Total Grads: 4

Attendees

Find by POST ID or Last Name / [Add non-credited attendee](#)

Name	POST ID	Agency	Classification	Hours Completed	Incomplete
1. [REDACTED]	[REDACTED]	[REDACTED] Police	Patrol	8	<input type="checkbox"/>
2.				8	<input type="checkbox"/>
3. [REDACTED]	[REDACTED]	[REDACTED] Police	Patrol	8	<input type="checkbox"/>
4.				8	<input type="checkbox"/>

Instructors

Find by POST ID or Last Name / [Add non-credited instructor](#)

Name	POST ID	Agency	Classification	Hours Instructed
1. [REDACTED]	[REDACTED]	Idaho State Police	Patrol	8

Comments

Attendees worked on shooting from behind a car and moving to new cover

By checking this box, I certify that the information provided on this form is accurate and complete to the best of my knowledge.

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

