

TCC Criminal Justice Selection Center

<http://content.tcc.fl.edu/ptlea/index.htm>

Send all mail to:

Criminal Justice Selection Center

75 College Drive, Suite 203

Havana, FL 32333

Phone: 850-201-7992

Fax: 850-201-7013

E-Mail: bierbaub@tcc.fl.edu

Equivalency of Training (EOT) Application - Instructions

For law enforcement, correctional or correctional probation officers in another state, a federal agency or the military, or a former Florida officer with more than four years break in service, to obtain certification as an officer in Florida without first attending a full basic recruit academy in Florida, they must (1) successfully complete an **EOT Evaluation** showing that they attended sufficient basic training and were employed full time as an officer for at least 1 year in a job that ended no more than 8 years ago, and; (2) **Demonstrate proficiency** in certain high-liability physical skills (defensive tactics, firearms, medical first responder, and for law enforcement officers only - driving) at a Florida Criminal Justice Training Academy; and (3) pass the Florida **State Officer Certification Examination**. You must complete each step before progressing to the next. In order for us to evaluate your training and employment you must submit an application providing us with information, execute a waiver authorizing us to make inquiries, and pay a fee. We will then complete the evaluation. If you qualify, you will receive a Criminal Justice Standards and Training Commission (CJSTC) Form 76 by certified mail from us, showing your eligibility to proceed with the Proficiency Demonstration and the state examination. To allow enough time for the evaluation, submit your application well in advance of the date you intend to attend a review course or take the SOCE. (Please allow 4 to 6 weeks for the evaluation step.) All information provided by applicants is subject to verification.

How to Apply:

ONE: Complete the **Equivalency of Training (EOT) Application**. To qualify, your employment records must establish that you were employed as a full-time (40 hours per week) sworn law enforcement officer (authorized to bear arms and make arrests), or correctional officer or correctional probation officer, either by working for a single agency for one full year, or for a cumulative twelve full months at two agencies within an eighteen-month period. Qualifying employment cannot include time spent in an academy, even if you were receiving pay while attending the academy. There cannot be more than an 8-year gap from the end of your most recent qualifying employment to the submission of your complete EOT Application. Employments that typically do not establish EOT qualification are seasonal, part-time, reserve (civilian or military), volunteers, military security forces, military vessel-boarding teams, etc. The application must be notarized. We verify all qualifications in writing. **Your employer will be contacted, no exceptions.**

TWO: Execute the waiver we need to verify your training and employment, FDLE "Authority for Release of Information" (CJSTC Form 58), included with this EOT Application. This waiver must also be notarized.

THREE: (Former Florida officers skip this step.) Attach all documentation (course outline and certificate of completion) showing that you completed training in all the required subjects listed below for your discipline (law enforcement, corrections or correctional probation). This training may be from your employer, an accredited college, or a certified state, local, or federal training academy.

Law Enforcement Comparable Training

- Law Enforcement Constitutional Law & Legal Issues
- Report Writing
- Interpersonal Skills
- Firearms
- Defensive Tactics
- First Aid or Equivalent
- Vehicle Operations
- Law enforcement Patrol
- Criminal Investigations
- Traffic Crash Investigations
- Traffic Control and Stops

Corrections Comparable Training

- Correctional Legal Issues
- Report Writing
- Interpersonal Skills
- Firearms
- Defensive Tactics
- First Aid or Equivalent
- Correctional Facility Operations

Correctional Probation Comparable Training

- Correctional Probation Officer Legal Issues
- Report Writing
- Interpersonal Skills
- Firearms
- Defensive Tactics
- First Aid or Equivalent
- Probationer Supervision

ARMED FORCES PERSONNEL: You need to submit proof of your military law enforcement or corrections training and assignment. If you are no longer in the service we need a copy of your DD 214 and a copy of your graduation certificate from your law enforcement or corrections training school. If you are still on active duty we need an official printout of your training and duty assignments. For Air Force security forces personnel this would be your VMPF (Virtual Military Personnel File) which you can print out yourself. For the other armed services we need a copy of your OMPF (Official Military Personnel File) which is also available online.

FOUR: Enclose a check or money order for the non-refundable \$200.00 fee (out-of-state and federal officers) or \$50.00 fee (former Florida certified officers), made payable to:

Tallahassee Community College

FIVE: If submitting your application by mail, send it to:
Pat Thomas Criminal Justice Selection Center
75 College Drive, Suite 203
Havana, FL 32333

If you live in the Tallahassee area and wish to deliver your application in person, we are located at:
Pat Thomas Law Enforcement Academy
Administration Building
75 College Drive, Suite 203
Havana, FL 32333

What Comes Next: When your evaluation is complete we will send you the CJSTC-76 form by certified mail if you qualify. You will then have **1 year from the date you receive that form** to demonstrate your proficiency in high liability subjects and pass the State Officer Certification Examination. We highly recommend that you consider taking a review course in conjunction with proficiency demonstration. If you fail to complete these requirements within the 1 year, you will be required to complete the full basic training academy to become certified, or in the case of former Florida officers, re-certified.

The Pat Thomas Law Enforcement Academy offers the Review Course. The contact information is below:

Pat Thomas Law Enforcement Academy
75 College Drive, Suite 203
Havana, FL 32333-7615
Telephone: 850-201-7000

Notice

As you are interested in seeking certification, we assume that you also intend to seek employment. Please be aware that the State of Florida has additional requirements you must meet to be employed as an officer:

- Be at least 19 years of age.
- Be a citizen of the United States.
- Be a high school graduate or its equivalent.
- Not have been convicted of any felony, or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to or is found guilty of a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
- Never have received a dishonorable discharge from any of the Armed Forces of the United States.
- Have been fingerprinted by the employing agency.
- Have passed a physical examination by a licensed physician.
- Have good moral character.
- Successfully complete a background investigation.
- Complete basic recruit training (*or Equivalency of Training*).
- Pass the Florida State Officer Certification Examination (SOCE).
- Comply with continuing training or education requirements.
- In addition to the above, many agencies have specific standards related to driving history, prior drug use, your conduct while an officer, etc. All these areas will be covered by a thorough background investigation **that is NOT a part of this EOT Evaluation**. If you have questions about such standards or your ability to meet them, please contact the agency(s) where you intend to seek employment.