

INSTRUCTIONS FOR COMPLETING FORM CJSTC-76

- Use this form to request an exemption from basic recruit training for an out-of-state, federal officer, or inactive Florida officer who has not been employed in four to eight years.
- Complete this form and submit to the Criminal Justice Standards and Training Commission (CJSTC) for determination on whether previous criminal justice training and experience qualifies the applicant for an exemption.
- If the exemption is granted, the applicant shall demonstrate proficiency in high-liability skills, and pass the State Officer Certification Examination (SOCE). Inactive Florida officers are required to complete only sections 1 – 11 of this form.

HOW TO COMPLETE THIS FORM.

1. **Applicant's Name.** Enter the applicant's legal name, last and first name, and middle initial.
2. Enter the applicant's ten-digit telephone number, home address, city, and state of residence, and the nine-digit zip code. Applications missing the applicant's home address will be returned as incomplete
3. **Social Security Number.** Enter the applicant's social security number (Optional). Enter number as in this example: 000-00-0000.
4. **Applicant's Home Telephone Number.** Enter the applicant's home telephone number.
5. **Agency or selection center name.** Enter your agency or assessment center's name.
6. **Agency ORI.** Enter the last seven digits of your agency's originating agency identifier number. There are nine digits in the agency ORI codes. The first two have been entered, which are FL. Enter as in this example. FL0370000.
7. **Agency or selection center mailing address.** Enter the street number and name on the address line. Enter the suite number after the street name.
City. Enter the name of the city.
State. Enter the two-digit U.S. Postmaster's abbreviation of state. For example: enter FL for Florida.
Zip code. Enter the nine-digit zip code for the address. Enter the first five digits before the dash and the last four digits after the dash. Enter as in this example: 32314-6554
8. **Agency or selection center telephone number.** Enter your agency's ten-digit telephone number. Enter the three-digit area code into parentheses. Enter the seven-digit phone number after the parentheses.
9. **Type of certification.** Enter X in the box for the certification requested.
10. Check either X in the Yes or No box. One of the boxes **must be checked.**
 - An applicant may satisfy one year of experience even if he or she worked full-time for more than one agency or had a break-in-service. **However, an applicant with full-time experience of one year shall have accumulated it with no more than two agencies within an 18-month consecutive period.**
 - There shall be no more than an eight-year break in employment, as measured from the separation date of the most recent qualifying employment to the time a completed application is submitted for equivalency-of-training.
 - Only "full-time officer employment" may be credited. Full-time employment means a normal workweek of 40 hours. An officer employed full-time, who is on leave or on an approved leave of absence, may be included provided the applicant has remained employed in a full-time officer status.

Attendance at a basic recruit training academy does not count towards employment experience. A person is considered to have been employed as a sworn officer if:

- A law enforcement officer is authorized to be armed make arrests, and primarily enforces the law
 - A correctional officer is primarily responsible for the protection, care, custody, and control of inmates in a jail or correctional facility,
 - A correctional probation officer supervises inmates, probationers, parolees, or community controllees. An applicant may only claim work experience in the discipline he or she is seeking an exemption from for credit toward basic training.
11. Enter an "X" on the line that indicates whether the officer is an inactive Florida officer, out-of-state officer, or federal officer.
 12. Enter the name, address, telephone number, position title, starting and ending date of the out-of-state or federal officer's work experience. An applicant may claim full-time officer employment from any criminal justice agency in any state, the U.S. territory, and any Federal agency that employs sworn personnel, including the Armed Forces or a Native American Indian tribe, or from any combination of these.
 13. **Out-of-state and federal officers only.** Please check the comparable training blocks applicable to the certification the applicant is seeking. Example: If the applicant is seeking certification in law enforcement, you must check the law enforcement comparable training. An applicant may claim credit for successfully completing basic recruit training, and also for successfully completed in-service or other continuing training. The training may have been completed at a state, local, or Federal training academy or a criminal justice agency.
 - **NOTE:** If the applicant was employed out-of-state in one discipline and is seeking certification in another discipline in Florida, the applicant shall demonstrate proficiency in the high-liability areas in the discipline the applicant was employed in out-of-state. The applicant shall successfully pass the SOCE prior to becoming eligible for cross-training in another discipline.
 - **Example:** Mr. John Doe shall complete form CJSTC-76, successfully demonstrate proficiency in the high-liability areas, and pass the SOCE prior to completing a Commission-approved Traditional Basic Recruit Training Program for the discipline in which cross-over certification is being sought, pursuant to Rule 11B-35.0024, F.A.C.
 14. **Agency Administrator or Selection Center Director's signature.** The agency administrator, selection center director, or designee shall sign his or her name on the signature line.
 15. **Date signed.** The agency administrator, selection center director, or designee shall enter the date he or she signed their name on the date line.

Submit this form electronically via ATMS or send this completed form to:

Criminal Justice Professionalism Program,
P.O. Box 1489, Tallahassee, Florida 32302-1489
Attention Record's Section

If you have any questions, please contact your Criminal Justice Standards and Training Service Specialist or Field Specialist. Authority for this form is found in Rule Chapters 11B-27 and 11B-35.