



EXEMPTION-FROM-TRAINING



CJSTC 76

Florida Department of Law Enforcement

Incorporated by Reference in Rules 11B-27.002(3)(a)11., 11B-30.006(2)(b), and 11B-35.009(6), F.A.C.

Type or print in black or blue ink and use capital and small letters to write names, addresses, and titles

OFFICIAL CJSTC USE ONLY

Exemption Granted: \_\_\_\_\_ Denial: \_\_\_\_\_ Processing Date: \_\_\_\_\_ Signature: \_\_\_\_\_

- 1. Applicant's Name: Last First MI
2. Applicant's Home Address: City State Zip Code
3. Last Four Digits of Applicant's Social Security Number
4. Applicant's Home Telephone
5. Applicant's Email Address
6. Agency, Training Center, or Selection Center
7. Agency ORI: FL
8. Mailing Address: City State Zip Code
9. Telephone Number: Ext. Contact Person
10. Enter 'X' by type of certification that applicant is seeking. Law Enforcement Correctional Correctional Probation
11. If applying as an out-of-state or federal officer, does the applicant have one year of full-time sworn criminal justice work experience...
12. Enter 'X' to indicate the applicant's status: Inactive Florida Officer Out-of-State Officer Federal Officer Special Operations Forces
13. Prior Criminal Justice Employment(s) or Special Operations Forces service
NOTE: For Inactive Florida, Out-of-State, or Federal Officers, the ending date of last employment shall have been within eight years prior to the date this form is completed.
14. After reviewing the applicant's out-of-state or federal officer training record, check the topic area(s) that were successfully completed in the discipline for which the applicant is seeking certification.

Table with 3 columns: Florida Law Enforcement Academy Comparable Training, Florida Correctional Comparable Training, Florida Correctional Probation Officer Training Academy Comparable Training

Table with 3 columns of training topics and checkboxes for completion status.

I hereby acknowledge that the above information is true and was verified by me upon examination of supporting documentation on file at the employing agency, training center, or selection center.

15. Agency Administrator, Training Center Director, or Selection Center Director Signature 16. Date Signed

## INSTRUCTIONS FOR COMPLETING FORM CJSTC-76

- Use this form to request an exemption from basic recruit training for an out-of-state officer, federal officer, inactive Florida officer who has not been employed in four to eight years or a special operations forces member.
- Complete this form and submit or electronically transmit to Commission staff through the Commission's ATMS.
- If the exemption is granted, the applicant shall complete any required training, demonstrate proficiency in the high-liability required proficiency skills and pass the State Officer Certification Examination (SOCE) within one year of notification of approval of the Exemption-From-Training form CJSTC-76, or apply for any additional exemptions pursuant to the requirements of Section 943.131(2), F.S. Inactive Florida officers are required to complete only sections 1 – 12 and 15 – 16 of this form.
- Regardless of the number of exemptions from training an individual receives, the individual shall not take the State Officer Certification Examination more than three times without enrolling in and completing a Commission-approved Basic Recruit Training Program pursuant to Section 943.1397(2), F.S.

### HOW TO COMPLETE THIS FORM

1. **Applicant's Name.** Enter the applicant's legal name, last and first name, and middle initial.
2. **Applicant's Home Address.** Enter the applicant's home address, city, and state of residence. Applications missing the applicant's home address will be returned as incomplete.
3. **Social Security Number.** Enter the last four digits of the applicant's Social Security number as in this example: 000-00-1234.
4. **Applicant's Home Telephone Number.** Enter the applicant's ten-digit home telephone number.
5. **Applicant's E-mail Address.** Enter the applicant's e-mail address.
6. **Agency, Training Center, or Selection Center Name.** Enter the applicant's agency or assessment center's name.
7. **Agency ORI.** Enter the last seven digits of the applicant's agency originating 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.
8. **Agency, Training Center, or Selection Center Mailing Address.** Enter the street number and name and 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 as in this example: FL for Florida. **Zip code.** Enter the nine-digit zip code for the addresser as in this example: 32314-6554
9. **Agency, Training Center, or Selection Center Telephone Number.** Enter the applicant's ten-digit agency telephone number as in this example: (000) 000-0000.
10. **Type Of Certification.** Enter X in the box for the certification requested.
11. 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, which is measured from the separation date of the most recent qualifying employment to the time a completed application is submitted for exemption-from-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.
  - If the applicant is a special operations forces member, he or she must have served in special operations forces for a minimum of five years with no more than a four year separation from his or her most recent qualifying service.

**NOTE:** Attendance in a basic recruit training program does not count toward 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.

12. Enter an "X" on the line that indicates whether the officer is an inactive Florida officer, out-of-state officer, federal officer, or special operations forces member.
13. Enter the name, address, telephone number, position title, starting and ending date of the out-of-state or federal officer's work experience or special operations forces service. 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.
14. **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, the applicant 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.
15. **Agency Administrator, Training Center Director, or Selection Center Director's Signature.** The agency administrator, selection center director, or designee shall sign this form.
16. **Date Signed.** Enter the date the agency administrator, training center director, selection center director, or designee signed this form.

### AGENCY REQUIREMENTS

- If the selection center, training center, or agency is entering the information on-line through the Commission's Automated Management Training System (ATMS), please print this form and maintain the original on file at the agency, training center, or selection center and provide a copy to the applicant.
- If the agency is not entering the information on-line through ATMS, maintain the original form on file at the agency and submit a completed copy of the form and a letter requesting FDLE to enter the data into ATMS. Submit the copies to: **Florida Department of Law Enforcement, Criminal Justice Professionalism Program, P.O. Box 1489, Tallahassee, Florida 32302-1489. Attention: Records Section. Fax Number: 850-410-8605**
- If the applicant has any questions, please contact the assigned Criminal Justice Standards and Training Service Specialist or Field Specialist.