




## Criminal Justice Standards and Training Commission

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### **CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION** **TECHNICAL MEMORANDUM 2022-08-AMENDED**

Date: August 25, 2022  
TO: Criminal Justice Training Center Directors  
FROM: Director Dean Register   
Criminal Justice Professionalism Division  
SUBJECT: Exemption to the Law Enforcement Basic Abilities Test

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On April 1, 2022, Governor DeSantis signed House Bill 3, which made several changes to law enforcement in the State of Florida. One such change included an exemption to the Law Enforcement Basic Abilities Test (LEBAT) when applying to enter a Law Enforcement Basic Recruit Training Program (LEB RTP). As of July 1, 2022, section 943.17(1)(g), Florida Statutes states:

“...a person is not required to take the basic skills examination and assessment instrument before entering a law enforcement officer basic recruit training program if he or she is a veteran as defined in s. 1.01(14) or holds an associate degree or higher from an accredited college or university.”

The candidate is responsible for understanding this information. As such, FDLE and Pearson VUE will alter their respective webpages to notify potential candidates of this change. However, neither FDLE nor Pearson VUE will be able to restrict access to the LEBAT by exempted candidates. Neither FDLE nor Pearson VUE will be providing refunds for the LEBAT if it is taken in error by an exempted candidate.

Pearson VUE will be altering its website and account creation process. The website will have the House Bill language on its BAT landing page. During account creation, Pearson VUE will now include a question regarding veteran status. If the candidate answers “yes” to this question or enters an Associate degree or higher for the education question, a pop-up message will appear and notify the candidate of their exemption status. When this change goes into effect on July 1, 2022, training centers will be responsible for entering the exempted candidate’s personal information in the Automated Training Management System (ATMS) to create their profiles as they enter a LEB RTP.

Once the profile is created, training centers will need to maintain paperwork for auditing purposes:

#### **Requirements for Veteran Status Exemption**

- A DD214 form or other military documentation indicating the candidate was discharged or released under honorable conditions only or who later received an upgraded discharge under honorable conditions.
- Please note that an honorable discharge or a general discharge under honorable conditions will satisfy this requirement.
- A single discharge as noted above from a branch of the military will satisfy this requirement, even if the candidate has a discharge from another branch of service that is not honorable or under honorable conditions.

### **Requirements for Education Exemption**

- Copy of the degree.
- Transcripts indicating the degree was conferred.
- Please note that the candidate must have received the degree, and not just completed the number of hours required for the degree.

### **Entering a New Person into ATMS**

The procedure to enter a person into ATMS is outlined below and can also be found in the ATMS User Manual. The ATMS User Manual can be accessed by selecting "?" in the menu on the top right side of ATMS after logging in.

To enter a new person into ATMS:

- Log into ATMS.
- Select "Officer Records" in the menu on the left side of the screen to expand the options.
- Select "Add Person" from the expanded menu.
- Enter the person's information into the six mandatory fields.
- Enter the person's education level. (Remember that the education level must be an Associate's Degree or higher to be eligible for the BAT exemption.)
- Check the box beside "Veteran" if the person is an eligible veteran.
- Enter the Person Type by selecting "Officer" or "Trainee" from the Available Person Types menu and then click on the right arrow button ">" to add it to Associated Person Types.
- Click the "Add Person" button at the bottom of the page.

Please contact your assigned field representative or the Officer Records Section at [CJPStandardsRecords@fdle.state.fl.us](mailto:CJPStandardsRecords@fdle.state.fl.us) if you have any questions concerning entering information into ATMS.

If you have any questions concerning the Basic Abilities Test, please contact Training and Research Manager Jack Owens in the Bureau of Training at (850) 410-8669 or [JackOwens@fdle.state.fl.us](mailto:JackOwens@fdle.state.fl.us).

cc: Criminal Justice Standards and Training Commission