

INTRODUCTION

In 1993, the Criminal Justice Standards and Training Commission (CJSTC) adopted the State Officer Certification Examination (SOCE) for graduates of the law enforcement, correctional and correctional probation basic recruit academies, and candidates seeking an exemption from a Commission-approved basic recruit training program. The SOCE assures the citizens of Florida that each person employed or appointed as a sworn officer in Florida possesses the minimum knowledge required to perform competently. Under the provisions of section 943.1397, F.S., an applicant will have three attempts to pass the SOCE and shall not be certified until achieving a passing score.

EXAMINATION SECTION

The State Officer Certification Examination Section of the Florida Department of Law Enforcement is responsible for the execution, administration, implementation, and evaluation of the certification examination.

Applicants, training schools and criminal justice agencies may access exam information on the FDLE web site at <http://www.fdle.state.fl.us/cjst/exam>. This web site contains links to:

- Online Registration System
- Applicant Information Handbook
- Individual pass/fail results
- Examination Schedule
- Examination Review Schedule
- Examination site addresses and maps
- Examination related forms

Information can also be obtained by contacting the Examination Section during regular business hours (Monday-Friday, 8:00 AM -5:00 PM) at (850) 410-8602. Individuals using specialized telephone equipment, such as a TTY, should call (850) 410-7948.

PRE – EXAMINATION INFORMATION

ELIGIBILITY

Prior to taking the exam, individuals must complete one of the following Commission-approved training programs:

- ✓ A Basic Recruit Training program for law enforcement, correctional or correctional probation, or cross training program (**basic recruit candidates must pass the exam within four years of the start date of the course**), or;
- ✓ Florida-certified officers with a break in service of more than four years who have been granted an Equivalency of Training exemption **and** completed the required proficiency demonstration (**reinstatement candidates must pass the exam within one year of the date they are notified of the exemption**), or;
- ✓ Out-of-state, federal, or military officers who have been granted an Equivalency of Training exemption **and** completed the required proficiency demonstration (**equivalency candidates must pass the exam within one year of the date they are notified of the exemption**).

EXAMINATION SITES AND SCHEDULES

The exam is administered monthly at 3 to 4 locations throughout Florida, often on the same date. The Examination Schedule is prepared annually and is available at www.fdle.state.fl.us/cjst/exam or from a training academy. The schedule includes the exam dates, locations, and application deadline dates.

APPLYING FOR AN EXAMINATION

To apply for an exam, an individual must complete the registration process by the close of business on the application deadline date for the requested examination. A fee of \$100 must accompany each registration. Administrations are filled on a first come, first served basis.

Two methods are available to register:

1. Online at <http://web.fdle.state.fl.us/examregister>

The \$100 certification examination fee must be paid online using a credit or debt card. After completing the online registration process, applicants will be able to print a notification letter confirming the date, time, location, and confirmation of payment for the examination. This notification includes a map to the examination site. **Notification letters will not be mailed to online registrants.**

2. An original, completed, and signed Application for State Officer Certification Examination form CJSTC-500 submitted to FDLE.

Applications may be obtained from any training school or by contacting the Examination Section. The \$100 fee must accompany the application and must be in the form of cashier's check or money order payable to the Criminal Justice Standards and Training Trust Fund. No personal checks or cash will be accepted. If an employing agency pays the examination fee, payment must be in the form of an agency check or money order. No purchase orders will be accepted. Under the provisions of Section 943.16(3), F.S., an employing agency may only pay for one examination per applicant.

Once a completed application has been processed, a notification letter will be mailed to the applicant confirming the date, time, location and payment confirmation of the examination. This notification will also include a map to the examination site.

Applications that are incomplete, have not been signed, or do not include the \$100 fee will be returned to the applicant without being scheduled for an examination. Returned applications re-submitted to the Examination Section must comply with the deadline date for the requested administration.

If the applicant's first choice for an examination administration is full, the applicant will be contacted to choose an alternate administration.

Applications for the exam should be mailed to:

REGULAR MAIL

Florida Department of Law Enforcement
ATTN: Office of Finance and Accounting
Post Office Box 1489
Tallahassee, FL 32302-1489

OVERNIGHT/CERTIFIED MAIL

Florida Department of Law Enforcement
ATTN: Office of Finance and Accounting
2331 Phillips Road
Tallahassee, FL 32308

EXAMINATION FEE REFUNDS AND RESCHEDULING

Requests for examination fee refunds or rescheduling must be made in writing and must be received by the application deadline date for the scheduled examination. Requests for refunds or rescheduling made after the deadline date will be denied.

Please note: failure to complete the required academy training, for any reason, is not a condition for a refund or rescheduling unless the request is made prior to the deadline date for the scheduled examination.

REQUESTS FOR SPECIAL ACCOMMODATIONS

In compliance with the Americans with Disabilities Act (ADA) of 1990, reasonable and appropriate accommodations will be provided to individuals with physical, mental, or specific learning disabilities provided accommodations do not create undue costs, place restraints on the administration, create security concerns, and/or resources are available. Accommodations made will vary depending upon the nature and the severity of the disability. Each case shall be dealt with on an individual basis. Accommodations include, but are not limited to; extra time and a private testing area. In accordance with Rule 11B-30.0071(4), F.A.C., a reader shall not be allowed for any applicants taking the exam.

Reference information and guidelines regarding the process for documenting disabilities are contained in the document, "Request for Examination Accommodations for Applicants with Disabilities," which may be obtained from a CJST Commission-certified training school or by writing to:

Florida Department of Law Enforcement
Attention: Examination Section-ADA Coordinator
Post Office Box 1489
Tallahassee, FL 32302-1489

or by calling 850-410-8602. Individuals using specialized telephone equipment, such as a TTY, should call (850) 488-6085.

In accordance with Rule 11B-30.0071, F.A.C., an applicant requesting special accommodations must submit the following items 45 days prior to the requested examination:

- ✓ Application for Individual Requesting Special Testing Accommodations form CJSTC-502. (Refer to "Request for Examination Accommodations for Applicants with Disabilities").
- ✓ A detailed, comprehensive written report describing the disability, the severity of the disability, and justification for the requested accommodations. This report should be current and contain the specific diagnostic criteria and diagnostic tests used, including scores, date(s) of evaluation, testing results, and a detailed interpretation of the results. Documentation certifying the disability must come from a qualified professional appropriate for evaluating the disability, licensed pursuant to Chapters 460 (Chiropractic), 490 (Psychological Services), 458 (Medical Practice), 459 (Osteopathy), 461 (Podiatry), 463 (Optometry), or 468, Part I (Speech Language Pathology & Audiology), Florida Statutes.
- ✓ The Application for Officer Certification Examination form CJSTC-500 must be submitted according to the established deadline date for the requested examination and must include the standard \$100 examination fee paid by cashier's check or money order (**no personal checks or cash**).

Once the application has been processed, a letter will be mailed to the applicant confirming or denying the requested accommodations, as well as confirming the date and location of the examination.

EXAMINATION CONTENT

All questions on the exams are derived from the basic recruit training curriculum. Below are the topic areas for each discipline.

Law Enforcement-Florida CMS (Basic recruit classes begun on or after April 1, 2008 or Equivalency of Training candidates.)	
CJK 0007	Introduction to Law Enforcement
CJK 0008	Legal
CJK 0011	Human Issues
CJK 0017	Communications
CJK 0020	CMS Law Enforcement Vehicle Operations
CJK 0031	CMS First Aid for Criminal Justice Officers
CJK 0040	CMS Criminal Justice Firearms
CJK 0551	CMS Criminal Justice Defensive Tactics
CJK 0061	Patrol I
CJK 0062	Patrol II
CJK 0071	Criminal Investigations
CJK 0076	Crime Scene Investigations
CJK 0081	Traffic Stops
CJK 0083	DUI Traffic Stops
CJK 0086	Traffic Crash Investigations
CJK 0422	Dart-Firing Stun Gun

Law Enforcement-CMS (Basic recruit classes begun prior to 3/31/2008.)	
CJK 0006	Introduction and Law
CJK 0010	Human Issues
CJK 0015	Communications
CJK 0020	Vehicle Operations
CJK 0031	CMS First Aid for Criminal Justice Officers
CJK 0040	Firearms
CJK 0421	Dart-Firing Stun Gun
CJK 0050	Defensive Tactics
CJK 0060	Patrol
CJK 0070	Investigations
CJK 0075	Investigating Offenses
CJK 0080	Traffic Stops
CJK 0085	Traffic Crash Investigation
CJK 0090	Tactical Applications

EXAMINATION CONTENT, CONTINUED

Corrections	
CJK 0031	CMS First Aid for Criminal Justice Officers
CJK 0040	CMS Criminal Justice Firearms
CJK 0051	CMS Criminal Justice Defensive Tactics
CJK 0480	Emergency Preparedness
CJK 0101	Interpersonal Skills II
CJK 0102	Correctional Operations
CJK 0270	Legal I
CJK 0285	Legal II
CJK 0286	Criminal Justice Communications
CJK 0100	Interpersonal Skills I
CJK 0280	Criminal Justice Officer Physical Fitness Training

Florida Correctional Probation (Basic recruit classes begun after September 1, 2007.)	
CJK 0031	CMS First Aid for Criminal Justice Officers
CJK 0551	CMS Criminal Justice Defensive Tactics
CJK 0255	CMS CPO Firearms
CJK 0271	Florida CPO Legal
CJK 0272	Florida CPO Interpersonal Communications Skills
CJK 0273	Florida CPO Caseload Management
CJK 0274	Florida CPO Supervision
CJK 0275	Florida CPO Investigations
CJK 0276	Florida CPO Management Information Systems
CJK 0281	Criminal Justice Officer Physical Fitness Training

EXAMINATION QUESTIONS

The following questions are generic and are provided only as examples of question format. No items on the exams utilize “True/False”, “All of the Above/None of the Above”, or multiple correct answers.

General Format for All Exams

Which of the following is the most apparent sign of exposure to cutaneous anthrax?

- A. allergic reaction
- B. mental impairment
- C. repeated vomiting
- D. skin infection

Which of the following statements, regarding liability issues, is accurate?

- A. If it is proven at trial that an officer committed a tort or civil rights violation as part of his/her duties, the employing agency will likely be liable for damages, either through direct liability, and/or through vicarious liability.
- B. Commonly, actions taken which will cause direct liability include negligent hiring of a problem employee, negligent assignment of duties to a person who does not have the ability to perform them, or negligent retention of a problem employee, but does not include failure to train an employee.
- C. Sovereign Immunity laws provide some of the most important protections for governmental agencies. These laws include lists of circumstances and requirements that must be met in order an agency to be sued, but do not cover employees.
- D. Employing agencies of any full-time law enforcement officers are required to pay the legal costs, including attorney’s fees, for any officers charged with civil or criminal actions if they occur during the performance of official duties.

In accordance with Florida Statutes, which situation describes when any person may be entitled to the restoration of all rights of citizenship enjoyed prior to a felony conviction?

- A. Conditional pardon has been received from the court
- B. Final release has been granted by the Department of Corrections
- C. Full pardon is received from the Board of Pardons
- D. Portion of two-thirds of the sentence imposed has been served

Which of the following are examples of legal documents requiring editing and proofreading?

- A. certified probation orders
- B. court handling slips
- C. institutional work orders
- D. treatment referrals

Fatigue, loss of appetite, fever, cough, weight loss, weakness and spitting up blood, are symptoms most often associated with:

- A. AIDS/HIV.
- B. Hepatitis.
- C. Tuberculosis.
- D. type C virus.

Anaphylactic shock may be caused by:

- A. acute allergic reaction.
- B. diabetic coma.
- C. epileptic seizure.
- D. heart fibrillation.

Additional Question Formats for Law Enforcement-Florida CMS and Florida CPO Exams

The following questions are generic and are provided only as examples of question format.

Matching Questions

For each question, select one of the answer choices (A-D). Each answer choice may be matched to one or more questions, or not at all.

Constitutional amendments

Match each question (1-6) with the appropriate answer (A-D). Each answer choice may be used more than once or not at all.

Questions

1. Probable cause required for searches.
2. Once acquitted, an individual may not be retried for the same offense.
3. A defendant must be allowed to cross-examine witnesses.
4. In light of the offense, bail may not be set excessively high.
5. Defendants have the right to be represented by counsel.
6. Individuals may not be punished without due process of law.

Answer choices

- A. 4th Amendment
- B. 5th Amendment
- C. 6th Amendment
- D. 8th Amendment

Item Sets

USE THE SENARIO TO ANSWER QUESTIONS 10-12.

Offender Earl is under supervision for eight years and has completed two years when he is diagnosed with a terminal illness. His doctors have estimated that he has two years to live. Offender Earl has already paid in full for his supervision costs. After a few months of treatment he is too weak to leave his home and is forced to quit his job. This situation leaves him short on money even with government disability pay.

10. Which statement, regarding the OFOA, is accurate?
- A. Since supervision costs have been paid in full Earl will be pardoned from the remainder of his supervisory period.
 - B. The document will need to be revised because Earl is now receiving money from the government.
 - C. After supervision costs are paid in full the costs cannot be recalculated for a refund.
 - D. Financial information is a separate entity from health issues, therefore there would be no action taken in this situation.
11. Offender Earl may seek a transfer of supervision to be closer to his family. Which factor should be most influential in his supervising officer's decision?
- A. Whether Offender Earl's family is able to care for him.
 - B. Offender Earl has more than 90 days of supervision pending.
 - C. The orders of Offender Earl's primary physician.
 - D. Offender Earl's age.
12. Offender Earl may seek early termination of supervision. For which reason can this request be granted?
- A. Offender Earl's terminal disease.
 - B. Offender Earl has fulfilled monetary conditions.
 - C. Offender Earl has served more than 90 days of supervision.
 - D. Offender Earl has means of support.

FIELD TESTING

All examinations contain experimental or "field test" questions. Field test questions expand and improve the bank of questions from which future examinations will be developed. National and state examination programs utilize this critical step to ensure continued examination validity. Field test questions will **NOT** be counted when computing the examination scores. The time allowed for the examination has been evaluated to ensure adequate time for completing both graded and field test questions during the allotted four-hour examination time.

	Field Test Questions	Graded Questions	Total Questions	Correct to Pass
Corrections	50	250	300	199
Florida CPO	40	200	240	164
LE-Florida CMS	25	225	250	179
LE-CMS	25	225	250	179

EXAMINATION DAY

EXAMINATION SITE

Dress comfortably but appropriately for the examination. The room will be air-conditioned; however, it is not possible to meet each examinee's preferences. As such, you may bring a sweater or jacket to accommodate temperature preferences.

Restroom facilities and drinking water will be available at each examination site. However, examinees will not be allowed additional time for using the restroom or getting water.

Pursuant the October 1985 Florida Clean Air Act, smoking will not be permitted in the examination room or restrooms.

A parking fee may be required by the examination facility.

EXAMINATION TIMES

All examinations are scheduled to begin at 10:00 A.M. (as determined by the time zone in which the examination site is located). Arrive at the examination site one (1) hour prior to the scheduled start time.

Examinees are given four hours to complete the exam.

ADMISSION REQUIREMENTS

For entrance to the examination, the following items are required:

- ✓ A valid drivers license or state identification card with a picture I.D. issued by a Department of Highway Safety and Motor Vehicles. A state agency picture I.D and a valid military I.D. are also acceptable forms of identification. **All forms of identification must contain the applicant's first and last name.** The name on the identification card must correspond with the name appearing on the examination roster.
- ✓ A completed **Examination Admission Voucher, form CJSTC-517**, issued by the training school.
- ✓ Those re-taking the examination are not required to present their voucher, but must show valid picture identification.

Individuals failing to present valid identification or an Examination Admission Voucher will not be permitted into the examination and will forfeit the examination fee.

LATE ARRIVALS

Applicants arriving after the administrator has closed registration will not be permitted to enter the room and will forfeit the examination fee.

EXAMINATION SUPPLIES

What to bring:

The only items necessary for the examination are a book, answer sheet, and #2 lead pencils. These items will be provided at the examination site. However, the following may be brought by each examinee:

- ✓ #2 lead pencils with erasers. Ballpoint pens, colored pencils, or felt-tip pens are not permitted for use.
- ✓ Any medically necessary items or supplies (i.e. tissues, medications, cough drops) needed during the examination must be encased in a clear plastic bag, no larger than 8 1/2" x 11" in size.

PROHIBITED ITEMS

Examinees may only possess their examination materials, pencils, and any personal items in a clear bag. Items prohibited in the examination include, but are not limited to:

- ✗ weapons
- ✗ cameras of any type, tape recorders, calculators (including wristwatch calculators)
- ✗ any size or type of computer, digital music player, or other electronic device
- ✗ pagers, electronic transmitting devices, or cellular telephones of any type
- ✗ any bound or loose-leaf reference materials or notes
- ✗ blank paper
- ✗ dictionaries, thesauruses, or spelling aids
- ✗ food or drinks
- ✗ hats or caps
- ✗ sunglasses

Possession of any of these items upon entering the examination room will be considered a violation of Commission rule and will be prosecuted accordingly.

The State of Florida and/or the Florida Department of Law Enforcement and staff is not liable for any personal property which may be brought to, left at, or left outside the examination site. The Florida Department of Law Enforcement is not responsible for any lost or misplaced items.

EXAMINATION CONDUCT

The Examination Administrator and proctors are the Commission's designated agents in maintaining a secure exam environment. During the exam, listen carefully to the instructions given by the Examination Administrator and proctors. Read all directions thoroughly. The Examination Administrator and proctors are not permitted to answer any questions concerning the content of the exam. Examinees may not leave the exam area for any reason other than a restroom or water break.

Under the provisions of Rule 11B-30.008, F.A.C., any person engaged in conduct that subverts, or attempts to subvert the examination process shall have his/her scores on the exam withheld and/or declared invalid. The individual may also be subject to the imposition of other appropriate sanctions by the Commission, pursuant to Section 943 F.S., and Chapter 11B-27, F.A.C. The applicant may be declared ineligible to take the examination for a period of five years. Such violations of conduct include, but are not limited to:

- ✘ Removal of examination materials from the examination room.
- ✘ Reproduction or reconstruction of any portion of the exam.
- ✘ Aiding in the reproduction of any portion of the exam.
- ✘ Selling, distributing, buying, receiving or unauthorized possession of any portion of a past, present or future exam.
- ✘ Revealing test items or other information that would compromise the integrity of the exam.
- ✘ Copying or attempting to copy answers from another examinee.
- ✘ Intentionally allowing one's answers to be copied by another examinee.
- ✘ Possessing books, notes, written or printed materials of any kind, other than approved examination materials.
- ✘ Falsifying or misrepresenting information required for admission.
- ✘ Impersonating an examinee.
- ✘ Having an impersonator take the examination on one's behalf.
- ✘ Not remaining quietly seated upon admission, after being instructed to do so.
- ✘ Possession of any prohibited items.

MISSED EXAMINATIONS

In accordance with Rule 11B-30.007, F.A.C., a fee for a missed examination cannot be transferred or rescheduled unless one of the following applies:

- ✓ Military service. A copy of the military orders or a letter (on official letterhead) from a commanding officer must be submitted to the Examination Section
- ✓ Illness, physical impairment, or serious injury. A statement from the treating physician must be submitted to the Examination Section providing dates of treatment and testament that the injury, illness, or impairment made it impossible for the applicant to take the examination.
- ✓ Death of an immediate family member. Immediate family member as defined in Rule 60K-5.032(3)(d), F.A.C., includes a spouse, parents, grandparents, brother, sister, children and grandchildren of the applicant or applicant's spouse. A copy of the family member's death certificate or a statement on official letterhead from the funeral home responsible for arrangements must be submitted to the Examination Section.
- ✓ Court appearance or jury duty. A copy of the subpoena must be submitted to the Examination Section.
- ✓ Traffic crash. An applicant involved in a vehicular crash while in route to the examination site shall provide Commission staff with a copy of the accident report issued by a law enforcement agency.
- ✓ Injury During Training. An applicant is allowed to reschedule an SOCE if the applicant is injured while in an academy and the injury prevents the applicant from completing the basic recruit training program prior to the scheduled SOCE examination date. The applicant's injury must occur as a result of participating in activities required in a basic recruit training program. Documentation of the applicant's injury and how the injury occurred shall be submitted to Commission staff on training school letterhead and signed by the training center director.

Except under special conditions outlined above, an applicant will forfeit the examination fee if they arrive after the registration is closed or fail to appear for the scheduled examination.

Requests for refunds and rescheduling for missed examinations must be made in writing to the Examination Section within 60 days of the missed examination. An additional completed application and fee will be required for an examination if the request for rescheduling does not meet these requirements.

FOLLOWING THE EXAMINATION

RESULTS NOTIFICATION

The grading process begins once all the month's answer sheets arrive in the Examination Section. The Section is allotted 30 days to complete the grading process; however, results are usually available within 14 days of the last monthly examination.

The process includes a statistical analysis of each question on the examination. Questions found to be statistically deficient are subject to further review. To determine the reliability and validity of every examination, a statistical analysis and review is conducted prior to grade release. Additionally, a random sample of answer sheets is graded by hand to ensure the accuracy of the scanning process.

Please do not contact the Examination Section concerning results unless thirty (30) days have elapsed and the results have not been released. Excessive calls concerning results may delay the grading process.

Upon completion of the grading process, result information can be accessed at **www.fdle.state.fl.us/exam**. The Examination Results form CJSTC-516-State Officer Certification Examination Overall Test Results will then be mailed to the applicant to the address provided by the examinee.

RESULTS FORMAT

Examination results are in the form of PASS/FAIL only. Results notifications for individuals who fail the examination will include a course breakdown for which the individual is encouraged to focus additional study efforts from the curriculum.

SCORING INFORMATION

	Field Test Questions	Graded Questions	Total Questions	Correct to Pass
Corrections	50	250	300	199
Florida CPO	40	200	240	164
LE-Florida CMS	25	225	250	179
LE-CMS	25	225	250	179

RETAKE EXAMINATIONS

Individuals who do not pass their initial examination have two additional opportunities to pass. Registration for retakes may be completed via the online or paper registration process outlined on pages 2-3.

Individuals who do not pass the examination after three attempts will be required to re-enter and successfully complete a basic recruit training program and satisfy all requirements of the program. Individuals will then be eligible to register and re-take the examination.

VETERANS ENTITLED TO EDUCATION BENEFITS

The US Department of Veterans Affairs has an education benefit for veterans with remaining entitlement under the Montgomery G.I. Bill.

The VA will reimburse eligible applicants for the cost of licensing and certification exams not to exceed \$2,000.00 per exam. These licensing and certification exams must be generally deemed necessary to pursue a trade or profession.

If you are an eligible veteran and would like to take advantage of this benefit, please submit the following items to the VA Regional Processing Office, P.O. Box 100022, Decatur, Georgia 30031-7022:

- ✓ Your name and social security number,
- ✓ The name of the exam you took and the date you took it,
- ✓ The name and address of the organization issuing the license or certificate (not necessarily the organization that administered the exam),
- ✓ The cost of the examination to be reimbursed, and
- ✓ The following statement: "I authorize release of my examination information to the VA."

For further information regarding this benefit please call the toll free number in Decatur, Georgia at 1-888-442-4551 or the internet at <https://www.gibill.va.gov> to learn more.

EXAMINATION REVIEW AND CHALLENGE

A review/challenge session is held at the FDLE headquarters in Tallahassee each month. The purpose of this session is to allow applicants who failed the examination to see items they missed and the correct answer for those items. Applicants may also write challenges against items they feel do not accurately represent the curriculum. To be eligible to challenge answers to items on the examination, the individual must attend an examination review within 120 days of their failed exam. Participants may only review one examination per session.

Dates and associated application deadlines can be found on the FDLE web site, <http://www.fdle.state.fl.us/cjst>, or on the Grade Review Request form CJSTC 510, which is mailed to each applicant failing the examination. To participate in the review process, a Grade Review Request form CJSTC 510, or written request must be received by the scheduled deadline date. Requests for review may be mailed to the FDLE address on page 4 of this handbook or faxed to the Examination Section at (850) 410-8651.

PUBLIC RECORDS

Under the provisions of the Florida Statutes, exam results are public records. Examination results requested as a public record will be in the form of **PASS/FAIL only**. Request may be mailed to the Examination Section, or faxed to the Examination Section at (850) 410-8651.

NAME AND DATE-OF-BIRTH CHANGES

All requests for name or date-of-birth changes must be made by an employing agency. The agency can contact the FDLE Records Section at (850) 410-8600 for more information.

CERTIFICATION PROCESS

The Examination Section does not award the Certificate of Compliance.

Passing the exam does not entitle an applicant to a Certificate of Compliance issued by the Commission. *Four requirements must be met prior to applying for a Certificate of Compliance. An applicant must:*

1. Complete the required basic recruit training program.
2. Pass the exam.
3. Become employed in the discipline in which certification is sought.
4. Have the applicant's processed fingerprints on file with an employing agency.

Once these four requirements have been met, the employing agency will apply for the Certificate of Compliance on behalf of the individual. For more information concerning the certification process, contact the Records Section at (850) 410-8600.