




Criminal Justice Standards and Training Commission

P.O. Box 1489 | Tallahassee, FL 32302-1489 | (850) 410-8600

CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION **TECHNICAL MEMORANDUM 2025-02**

DATE: March 3, 2025

TO: Criminal Justice Training Center Directors

FROM: Director Chad Brown 
Criminal Justice Professionalism Division

SUBJECT: BRTP Student Grades and Their Effect on Transfers

There have been questions regarding the student grades for basic recruit training programs and the effect of those grades on a student's ability to transfer courses to another training school and/or program. The Training Report, form CJSTC-67 identifies the grade options which are identified as:

- Pass - indicates the student successfully completed all courses within the basic recruit training program and can register to take the SOCE.
- Fail - indicates the student failed one or more courses and was exited from the basic recruit training program. The effect of a student receiving "Fail" as their final grade is that the student can transfer the courses which were successfully completed prior to the student being exited from the program to another school or program. It is appropriate to use this grade when a student simply fails to perform academically and reaches the training school's predetermined academic exit point for the basic recruit training program. If the student passes the courses not successfully completed in their original basic recruit training program, the training school entering the program completion will enter the completed program as a new basic recruit training program in ATMS. The original course will remain with the grade of "Fail".
- Incomplete - indicates the student was unable to complete one or more courses in the basic recruit training program for reasons other than academic performance such as injuries or personal issues which impacted the student's ability to complete the course(s). The effect of a student receiving "Incomplete" as their final grade is that the student can transfer courses which were successfully completed prior to the end of their program to another school or program. If the student passes the courses not successfully completed in their original basic recruit training program and if the completion occurs at the original training school or the original training school is responsible for entering the completion pursuant to Rule 11B-35.0023(5), F.A.C., the grade in the original course should be updated to "Pass" and the end date should be updated to reflect the date the student successfully completed all courses in the program. If the completion occurs at another

training school and the second training school is required to enter the program completion pursuant to Rule 11B-35.0023(5), F.A.C., the second training school will enter a new program in ATMS to reflect the grade.

- Dismiss – indicates the student committed misconduct and was removed from the basic recruit training program. The effect of a student receiving “Dismiss” as their final grade is that the student cannot transfer any successfully completed courses to another training school or to a new program with the original training school. While they are not barred from attending another basic recruit training program, the student would have to complete the new program in its entirety. It is appropriate to use this grade when a student is exited from the program because of disciplinary or misconduct reasons.

The training center director or designee is responsible for signing the CJSTC-67 indicating the student’s grade is correct. Training schools are encouraged to adopt policies that establish clearly defined exit points for academic reasons and that identify actions or behaviors by students which would constitute misconduct.

If you have any questions regarding these rule changes, please contact Training and Research Manager Terry Baker, Bureau of Standards, at TerryBaker@fdle.state.fl.us or (850) 410-8688.

cc: Criminal Justice Standards and Training Commission