1. Title 79, Chapter 8, Section 008.01 - All application packets must be received by the Director at least thirty (30) days prior to the first day of the Basic, Reciprocity or Reserve Certification course.

2. Agencies may request to "reserve slots" for potential applicants into the basic academy. These reservations are only valid if we have received a **completed** application packet within 30 days prior to the start date of the academy. "Reserved slots" are forfeited if the application is not received completed by the deadline.

3. 008.01A For application for admission into the Training Center or into another Training Academy where the applicant is not directly employed by the academy's agency, the application packet must include the following:
    1. TC-001, Personnel Change-In-Status Report, if employed by an agency.
    2. Application for Training
    3. Personal Character Affidavit
    4. Results of Background Investigation
    5. TC-005, Medical Examination and Health Questionnaire
    6. TC-006, Authority to Release Information
    7. TC-084 Employment Verification Form
    8. Copy of Birth Certificate or recognized substitute
    9. Copy of Valid Operator's License
    10. Four Fingerprint Cards
    11. TABE Results
    12. DD-214 or equivalent (Applicable only to Veterans)
    13. Copy of high school diploma or GED certificate

4. 008.01B For application for admission into the applicant's employing Training Academy, the application packet must include the following:
    1. TC-001, Personnel Change-In-Status Report, if employed by an agency
    2. Application for Training
    3. Personal Character Affidavit
    4. AFIS searched fingerprint cards.

5. ****NEW** Agencies choosing to complete PRET testing and having received proper instruction will turn in the PRET results with their application packet. The application packet will not be considered complete until all required forms are received. **PRET test are good for 4 months. If you fail to turn in your PRET results with application packet, you will be requested to send them to us. You will not be required to test at NLETC, unless your applicant has failed the PRET previously.**

6. If the number of accepted applications has reached the maximum academy class size of 50, as determined by PSAC, no agency will be allowed more than 2 applicants into the basic academy class. If the accepted number of applications is less than 50, applications will be prioritized on the criteria listed in #7.

7. If we receive more than 50 approved applications for a basic academy class, we will use the following criteria to establish the order of applicants eligible to attend.

     A. Agencies who have requested slots & turned in a complete application packet.
     B. Date the application packet was completed.
     C. Date the Change is Status Form was submitted, in accordance with 81-1414.15(1)
     D. Number of applications from the agency. (See #6)
     E. Date the application was received.

The reason the packets are required 30 days prior to the basic academy start date:
1. Time to solidify a class roster. We are still working on packets after the deadline. We must go through the process listed above before we can begin notifying agencies.

2. Time for the vendor to prepare uniforms – 30 days is a tight timeline, especially if there is a late entry due to change by agency.

3. Verdict of any denial appeal if any are pending before the start date of the academy.

4. Typically, we have accepted applications after the 30 days which are considered because we do not have 50 completed by the deadline. This allows us time to vet those applications and collect any missing documents.

Note:
1. PSAC has set a class limit of 50 students. We will not accept any more than 50 students for a basic academy class. All other applications will be deferred to the next academy class.

2. We will continue to process the academy applications after the class has been filled so the applicant can attend the next basic.

3. ****NEW** Applicants deferred to the next basic will have priority for the academy class. Once their applications are complete, they will not be required to re-submit any documentation (unless there is an expiration) or complete PRET again.**

4. If you have special conditions for consideration: Issues which may require further investigation, which may be considered an exception to the standard application process, you should allow additional time for processing. These issues may require legal consultation, PSAC approval, or additional documentation. -