

**Commission on Peace Officer Standards and Training**

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Bulletin: No. 2006-17

Subject: Changes to the POST Course Certification Process

This bulletin includes advance information about upcoming changes to the POST Course Certification Process. As you know, POST maintains an Electronic Data Interchange (EDI) System that allows authorized employees of POST agencies to submit required information via the Internet. A new feature of the EDI system will accept course certification packages and eliminate the paper process.

POST expects the EDI Course Certification program to be available in October 2006. Between October 2006 and January 1, 2007, presenters should transition to the new system. Effective January 1, 2007, POST will no longer accept paper-based packages.

When the new EDI system is "turned on," POST will notify all presenters and will assist with the transition. We will host training sessions to explain and to demonstrate the new method for submitting course certification packages. The following steps will prepare course presenters for using the new EDI Course Certification system:

- Check the "EDI Course Certification Update" section of the POST home page at <http://www.post.ca.gov/Whats-New/course-cert.asp>, to view a progress report on the EDI Course Certification System and the schedule of training sessions.
- It is essential that each presenter has access to the EDI system. If you currently have presenter access and your functions will remain the same, you do not need to re-apply. If your functions will include either reading and writing or submitting the course certification package, you will need to apply for your EDI Course Certification account and password. Please visit <http://www.post.ca.gov/edi/3-102EDIAccess-Presenter.dot> to complete and submit the revised EDI-Presenter Access application to POST. For questions regarding the application process, please call [Maria Goshop](#) at 916.227.4858 or [Kathy Pope](#) at 916.227.4807.
- Organize your course materials for EDI submission. The information required for submitting a course proposal via the EDI system includes hourly distributions, instructor resumes, and safety guidelines. You must save expanded course outlines in Rich Text Format - .rtf.
- Be aware that courses that are already certified and approved by POST will move directly into the new system with minimal information, eliminating the need to submit a course package. However, various components of existing course certifications must be updated so the record accurately reflects the total content of the course. The submission of course announcements and the recertification of previously-approved courses also will require the use of the EDI system.

Please direct your questions regarding this upcoming change to your Regional Consultant.

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Executive Director