



**CERTIFICATE APPLICATION – PUBLIC SAFETY DISPATCHER**POST 2-289 (Rev. ~~12/2012~~ 06/2014)

**PLEASE NOTE: Applications for Basic Certificate must be submitted AFTER the applicant has completed the 12-month probation period.**

**INSTRUCTIONS****SECTION 1: TYPE OF CERTIFICATE****Box 1** *Check the Applicable Box.*

For other types of POST Certificate Applications Forms, please submit the following:

**2-116** – Basic Certificate      **2-117** – Records Supervisor      **2-250** – Reissuance      **2-256** – Reserve Peace Officer**SECTION 2: IDENTIFICATION / CURRENT EMPLOYMENT****Box 2** *Applicant Name***Box 3** *Birth Date***Box 4** *POST ID (or Social Security Number):* Enter your POST identification code. This unique identifier will be used solely for processing POST records. (You may enter your SSN if you do not have a POST ID.)**Box 5** *Current Employing Agency:* Enter the full name of the agency where applicant is currently employed.**Box 6** *Current Classification and Date Appointed:* Enter applicant's current Public Safety Dispatcher rank or classification. Enter the date the applicant was appointed or promoted to Public Safety Dispatcher.~~**Box 7** *Date Appointed:* Enter the date the applicant was appointed or promoted to Public Safety Dispatcher.~~**SECTION 3: PREVIOUS EMPLOYMENT****Box 7** *Former Employing Agency:* Enter the full name of the agency where applicant was formerly employed.**Box 8** *Classification:* Enter applicant's classification while employed by the former agency.**Box 9** *From-To (MM/YYYY):* Enter the employment dates.**SECTION 4: TRAINING / EDUCATION****This section is NOT REQUIRED for Basic Certificate.****Box 10** *Name of Presenter Where Public Safety Dispatcher Course Was Completed***Box 11** *Total Course Hours***Box 12** *Graduation Date*

**IMPORTANT: For Intermediate or Advanced certificates, boxes 14–17 MUST be filled in to complete this section. All colleges, universities, or institutes must be listed, even if they are identified in the EDI profile. Applications without this information will not be processed and will be returned.**

**SECTION 4 continued****Use the TAB KEY to navigate through Boxes 14–17.****Box 14** *College/University/Vocational Institute:* Enter the full name of the education institute(s) where applicant attended. **Documentation must be in the form of copies of official transcripts or diplomas.** Do not fill in for Basic.**Box 15** *From-To:* Enter the specific Start and End dates of enrollment (**use this format to enter date: MM/YYYY**).**HOW TO ENTER UNITS:****Box 16** *Total Completed Units:***IMPORTANT:** Follow these instructions to enter units completed based on the Semester or Quarterly system:**SEMESTER System:** Enter units completed in the SEM column. (Leave QTR column blank.) Hit the TAB key: the form will automatically calculate units in the TOTAL column.**QUARTERLY System:** \*\*Enter units completed in the QTR column. (Leave SEM column blank.) Hit the TAB key: the form will automatically convert the units and enter the correct value(s) in the TOTAL column.**\*\*Quarterly units MUST be converted to semester units. One quarter unit = two-thirds semester unit.****Box 17** *Degree:* If applicable, enter the type of degree awarded by the college or university.**SECTION 5: ATTESTATION**~~**Box 18** *Applicant Signature*~~~~**Box 19** *Department/Agency Coordinator:* Please print Coordinator's name and contact information.~~~~**Box 20** *Department Head/Authorized Designee Signature:* The department head or designee **must sign and date** the application to recommend awarding the certificate(s), and the **signature name must be clearly printed**. If a designee is authorized to sign the application, a POST Certificate of Authorization form (POST 2-270) must be on file with POST.~~**NOTE: Box 18 is for POST USE ONLY. All other boxes must be filled in. Incomplete forms will NOT be processed.**

**All support documentation MUST be submitted with the application (see Section 4). Items are non-returnable. DO NOT SUBMIT website transcripts, grade reports, grade cards, or CEUs (Continuing Education Units).**