



**Commission on Peace Officer Standards and Training**

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[www.post.ca.gov](http://www.post.ca.gov)

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Subject: **Notice of Online Professional Certification Applications**

POST Bulletin 2015-21, dated September 22, 2015, announced the ability for agencies/individuals to apply electronically for Professional Certificates on the POST website. This method of application has proven less laborious and more efficient than the submission of paper copies.

As a result, beginning February 1, 2018, POST will no longer be accepting certificate requests in paper form. Certificate requests will **only** be processed through our secure and encrypted POST website. Agencies must have Professional Certificates access as provided for on POST [Form 3-101, EDI Access Application \(pdf\)](#).

The online application features are located under the Certificates tab in EDI. **Agencies** may process the application and forward the application electronically to the applicant for approval. Once approved by the applicant the form will be forwarded to POST by the requesting agency.

**Individuals** who begin a certificate request must first establish a PASS account on the POST website to access the Professional Certificate feature. Once completed by the individual, the application must be sent to their respective employing agency for official submission to POST. To create an individual PASS account, please use the following instructions:

- Go to the POST website: [post.ca.gov](http://post.ca.gov)
- Click "sign in"
- Click "create account"
- Fill out the required information and finish by clicking "create account"
- A confirmation email will be sent to confirm the creation of the account

For EDI technical assistance, please contact the POST EDI Help Desk at (916) 227-4357 or [PASSHelp@post.ca.gov](mailto:PASSHelp@post.ca.gov).

For all other questions specific to the POST Professional Certificate Program, please contact the Certificate Unit at (916) 227-4253 or [certificate@post.ca.gov](mailto:certificate@post.ca.gov).

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