



## BASIC COURSE WAIVER APPLICATION CHECKLIST

### APPLICATION

- Page 1 of POST form 2-267 Basic Course Waiver Application completed and signed.
- Applicant Self-Assessment Training Worksheet (page 9 of POST form 2-267 Basic Course Waiver Application). You must submit proof of training for each Learning Domain for the required minimum hours.

### REQUIRED TRAINING DOCUMENTATION

#### Basic Academy

- Certificates of academy basic course completion issued by school/academy AND a copy of the course outline, schedule, or syllabus.

#### In-Service Training

- Agency issued certificates of course completion OR
- Agency training record signed and dated on each page by agency representative

#### Other Law Enforcement Courses

- Certificate of course completion issued by school or agency
- College/University general law enforcement related courses
- Official college transcripts where courses were taken

If the course title is unclear as to what topics are taught in the course, provide a course description with the completion document.

### EMPLOYMENT VERIFICATION LETTER AND JOB DESCRIPTION DOCUMENTATION

- Written verification of successful **general law enforcement experience** (refer to page 5 of the application for definition). Applicant must provide an original letter on agency letterhead, which includes;
  - o Signature of the agency head, training manager, or personnel officer
  - o Outline of applicant's specific duties (as indicated in the Sample Letter in the BCW application, see page 8)
  - o Reference to the applicant successful completion of at least one year of general law enforcement experience, not including academy time.
- A copy of the job description or duty statement shall be required, in addition to the letter.

### SUBMISSION

- \$250.00 Evaluation Fee paid online through the POST website:  
<https://post.ca.gov/basic-course-waiver-process>  
If paying by Money Order or Certified Bank Check, make check payable to: Commission on POST

- Mail complete packet to:  
**Commission on POST**  
**Basic Training Bureau- BCW**  
**860 Stillwater Road, Suite 100**  
**West Sacramento, CA 95605**

The application and all documents must be included in the BCW packet. Failure to submit all documents will result in your application being delayed.