



BASIC COURSE WAIVER APPLICATION CHECKLIST

APPLICATION

- Page 1 of application completed and signed.
- Applicant Self-Assessment Training Worksheet (page 9 of the application). You must submit proof of training for each Learning Domain for the required minimum hours. Identify the corresponding California Learning Domain on your basic course hourly breakdown.

REQUIRED TRAINING DOCUMENTATION

Basic Academy

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

In-Service Training

- Agency issued certificates of course completion OR
- Agency training record. Must be signed and dated on each page by agency representative if not official record.

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 the following.
 - Signature of the agency head, training manager, or personnel department
 - Outline of applicant's specific duties (as indicated in the Sample Letter in the BCW application, see page 8)



BASIC COURSE WAIVER APPLICATION CHECKLIST

- For RBCW, reference to the applicant's successful completion of at least one year of general law enforcement experience, not including academy time.
- For SBCW, at least one year of investigative experience, not including academy time.

A copy of the job description, job classification, 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.