

Introduction

Completion of the Basic Course Waiver (BCW) process is an option for meeting the California Commission on Peace Officers Standards and Training (POST) Regular Basic Course training requirement. The Regular Basic Course is the entry-level training requirement for many California peace officers, as specified in Commission Regulation 1005.

An individual must successfully complete the entire BCW process to obtain a waiver. Completion of the waiver process **does not** constitute the issuance of a POST Basic Certificate. Individuals with prior qualifying California law enforcement experience are not eligible for the BCW and must complete requalification as defined in Commission Regulation 1008.

Agency sponsorship is not required to participate in the BCW process. **Acceptance of a waiver for meeting the Regular Basic Course training standard is at the discretion of the employing agency.**

The Process

The BCW process evaluates prior law enforcement training and experience and tests the applicant's knowledge and skill levels. **The steps must be completed in the order shown.** See the following pages for in-depth explanations of each Step. POST will only evaluate the applicant's training if the application package is complete and includes the signed Regular Basic Course Waiver (RBCW) Application, evaluation fee, verification of general law enforcement experience, and proper documentation of general law enforcement training.

BCW Process	Fee
Step 1: Application/Self-Assessment, Documentation, and Fee	Non-refundable \$250.00 fee
Step 2: POST Training Evaluation	No fee
Step 3: Basic Course Waiver Assessment Process (Course or Testing Process)	Fee varies by presenter
Step 4: Issuance of Waiver	No fee

Minimum Eligibility Requirements

Component	Requirement
Prior General Law Enforcement Basic Course Training	<p>Successful completion of a minimum 400-hour general law enforcement basic training as identified below:</p> <ul style="list-style-type: none"> ▪ Course certified or approved by California POST or a similar standards agency of another state within the U.S., OR ▪ A federal agency general law enforcement basic course (e.g. FLETC <i>may</i> meet this requirement). <p>Note: Military Basic, Military Police, and specialized training (e.g. U.S. Customs, Border Patrol, INS, FBI, DEA) do not meet this prerequisite.</p>
Minimum General Law Enforcement Training	<p>Successful completion of 664 hours of general law enforcement training to meet the minimum hours required in California's Regular Basic Course. The 664-hour training requirement may include the applicant's basic course.</p>
Completion of Legislatively Mandated Training	<p>Successful completion of the legislatively mandated training subjects included in the Regular Basic Course and outlined in the Self-Assessment/Legislatively Mandated Training Worksheet (downloadable from the POST website).</p>
Minimum General Law Enforcement Experience	<p>Completion of a minimum of two years of continuous full-time sworn general law enforcement experience with one agency as attested to by the employing department head, training manager, or personnel department. Experience must have been acquired subsequent to the completion of basic training. If more than six years have elapsed since the applicant's last full-time employment in a general law enforcement agency, they are not eligible to apply for the RBCW.</p>

Step 1: Application/Self-Assessment, Documentation, and Fee

Application

- The applicant must complete all required fields on the Regular Basic Course Waiver Application electronically via a POST PASS account.
- The applicant must certify (or declare) under penalty of perjury under the laws of the State of California that the information included in their application is true and correct.

Self-Assessment

- The applicant should use the Self-Assessment Training Worksheet/Legislatively Mandated Training to evaluate how many hours of training they believe they have completed per each comparable training subject. This may assist POST staff when conducting the applicant's training evaluation further detailed in Step 2. The minimum hours for each Legislatively Mandated Training requirement must be met to be eligible for Step 3 of the BCW process.

Training Documentation

- Please note: All training photocopies and pictures must be legible and complete.

Acceptable Training	Required Proof of Course Completion and Content*
Basic Course: Minimum 400-hour general law enforcement basic training course	<ol style="list-style-type: none"> 1. Submit a certification of course completion issued by the school/academy or a letter of verification signed by the school/academy director on school/academy letterhead. <p style="text-align: center;">AND</p> <ol style="list-style-type: none"> 2. Submit a course outline, schedule or syllabus with the same dates as the academy course completion certificate/letter.
In-Service	<ol style="list-style-type: none"> 1. Submit an agency-issued certificate of course completion. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. Submit an agency or state electronic training record.
Other Law Enforcement Courses	<ol style="list-style-type: none"> 1. Submit a certificate of course completion issued by the school/agency, or a letter of verification on agency letterhead signed by the training manager. <p style="text-align: center;">AND (If the topic is not clearly defined by the course title)</p> <ol style="list-style-type: none"> 2. Submit course outline, schedule, or syllabus with the same dates as the course completion certificate/letter.*
General Law Enforcement Courses from College/University	<ol style="list-style-type: none"> 1. Submit an official college transcript issued by an accredited college where the courses were taken. Official transcripts can be emailed to bcw@post.ca.gov. <p style="text-align: center;">AND (If the topic is not clearly defined by the course title)</p> <ol style="list-style-type: none"> 2. Submit course catalog description or syllabus for the dates the course was attended.*

Step 1: Application/Self-Assessment, Documentation, and Fee, *continued*

*Required proof of course completion and content:

- The applicant must provide proof of course content (course outline) if:
 - The course title is general, such as basic, advanced officer, or in-service.
 - The course covers more than one legislatively mandated subject, but the course title does not reflect all subjects covered.
 - The course was longer than one day in length and the certificate does not indicate total course hours.
- Course dates on the course outline must match the completion certificate date(s).
- If there are handwritten schedule/content changes on the documents, a training manager must verify the changes were authorized by the agency; this should be verified in writing on agency letterhead.
- POST will convert college credit as follows:
 - One semester unit = 20 training hours
 - One quarter unit = 14 training hours

Unacceptable Training	Type of Training
College/University	<ul style="list-style-type: none">▪ Correspondence courses▪ Credit by challenge▪ Life experience credit▪ Non-law enforcement-related courses
Job Training	<ul style="list-style-type: none">▪ Field training▪ On-the-job training▪ Roll-call training

Step 1: Application/Self-Assessment, Documentation, and Fee, *continued*

Experience Documentation

Required Item	Documentation Details
Employment Verification Letter	<ul style="list-style-type: none"> ▪ Submit a letter (see Sample Employment Letter) on agency letterhead, ▪ signed by the employing department head, training manager, or personnel department, ▪ verifying completion of at least two years of continuous, sworn general law enforcement experience with that one agency. <ul style="list-style-type: none"> ○ Experience must have been acquired subsequent to the completion of basic training. ○ The applicant shall provide documentation that allows POST to determine their last qualifying employment. If more than six years have elapsed since the individual's last full-time employment in a general law enforcement agency, they are not eligible to apply for the RBCW.
Duty Statement	<ul style="list-style-type: none"> ▪ Duty statement or job description for the position held by the applicant. ▪ Outlines all the details of a specific job position and generally includes duties, purpose, responsibilities and working conditions. ▪ The duty statement is necessary to show your position in law enforcement has met the definition of general law enforcement duties and uniformed patrol duties as defined in California Code of Regulations (CCR) section 1001 (see below).
Good Standing	<ul style="list-style-type: none"> ▪ The applicant shall certify that they plan to leave, or have left, their prior law enforcement employer(s) in good standing. This can be included in the employment verification letter.

General Law Enforcement Duties Defined, CCR 1001

Duties which include the investigation of crime, patrol of a geographic area, responding to the full range of requests for police services, and performing any enforcement action on the full range of law violations.

Step 1: Application/Self-Assessment, Documentation, and Fee, *continued*

Evaluation Fee

Electronic payment can be completed on the POST website, <https://post.ca.gov/Basic-Course-Waiver-Evaluation-Fee-Payment>, via a POST PASS account. For any issues creating a POST PASS account or a POST ID, please contact edi@post.ca.gov, (877) 275-5872 or (916) 227-4357.

Step 1: Application/Self-Assessment, Documentation, and Fee, *continued*

Sample Employment Letter

[DEPARTMENT LETTERHEAD]

[DATE]

Commission on POST
Basic Training Bureau – BCW
860 Stillwater Road, Suite 100
West Sacramento, CA 95605-1630

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To whom it may concern:

This letter is to verify that [APPLICANT'S FULL NAME] is/was employed as a sworn [APPLICANT'S POSITION] with our department from [START DATE OF SERVICE] – [END DATE OF SERVICE/PRESENT].

During their employment, [APPLICANT'S NAME] successfully completed each of the following:

- **Minimum of two-years, continuous, general law enforcement experience with our department after completion of basic training**
 - Basic training/academy completion date: [DATE]
- Patrolling a geographical area
- Responding to the full range of requests for police services
- Performing enforcement actions on the full range of law violations
- Conducting investigations of crime

If you have any questions regarding [APPLICANT'S NAME] employment with our department, please contact me at [SIGNEE'S PHONE NUMBER] or [SIGNEE'S EMAIL ADDRESS].

Sincerely,

[ORIGINAL/E-SIGNATURE OF DEPARTMENT HEAD, TRAINING MANAGER,
OR PERSONNEL DEPARTMENT]

[PRINTED NAME]

[TITLE]

Step 2: POST Training Evaluation

Training Evaluation Process

The applicant's self-assessment and supporting documents are evaluated to determine if the law enforcement training and experience requirements have been met.

Based on the documentation submitted by the applicant, POST conducts an evaluation of the applicant's training and experience to determine if the applicant meets the minimum requirements of the BCW process as outlined in Step 1 above. Please note, California Learning Domain verbiage may differ from the verbiage used in other states. Final determination of acceptance is made by POST BCW staff.

Applicant Notification

After the evaluation is completed, applicants will be notified via official letter with one of the three responses below:

- They are eligible to continue to Step 3 of the BCW process, OR
- They require additional training in one or more of the Legislatively Mandated Training subject areas **within 180 days** before continuing to Step 3, OR
- They are ineligible to continue the BCW process and must complete a POST-certified Regular Basic Course (academy) before exercising peace officer powers in California.

Step 3: Basic Course Waiver Assessment Process (Course or Testing Process)

Letter to Attend Requalification

- If POST determines that the applicant meets the training and experience requirements of Step 1 and Step 2, POST will send an eligibility letter with instructions to participate in the BCW Assessment Process **within 180 days**. The BCW assessment is accomplished by successful completion of a POST-certified Requalification Course in-person in California. All BCW applicants must attend the course unless they meet the test-only criteria listed in Commission Regulation 1005(a)(1)(C)(2).
- Fees and enrollment information will be provided by the presenter where the applicant elects to take the course.

Retest

- A comprehensive retest shall be allowed one time only. Arrangements for the comprehensive retest must be made directly with the same POST-certified Requalification Course presenter or POST-approved Testing Center at which the initial comprehensive test was taken. Retesting must take place within ninety days of the initial test. An individual who fails the retest fails the Requalification Course.
- An exercise retest shall be allowed one time only. Arrangements for the exercise retest must be made directly with the same POST-certified Requalification Course presenter or POST Testing Center in which the exercise examination was originally taken. Retesting must take place within ninety days of the initial test. An individual who does not pass the failed exercise retest fails the Requalification Course.

Repeat

- An individual who has failed the Requalification Course or testing option may repeat Step 3 one time within 12 months of the date of failure.
 - After a 30-day waiting period, the individual shall submit a written request to POST BCW staff requesting approval to repeat Step 3. This shall occur before the applicant contacts the Requalification Presenter or POST Testing Center.
 - When an individual fails to successfully repeat Step 3, they are no longer eligible for a waiver and must complete the appropriate POST-certified basic course (RBC or SIBC) before exercising peace officer powers in California.

Course Completion or Test Results

- A certificate of course completion, or a letter of successful completion of the Requalification Course or BCW Testing Process, is issued by the presenter at the conclusion of the assessment process.

Please note: The applicant must submit a copy of the completion certificate and/or letter to POST BCW staff to ensure the issuance of a Basic Course Waiver.

Step 4: Issuance of Waiver

After completion of Step 1, Step 2, and Step 3, POST will issue a letter that waives the requirement for attendance at a POST-certified Regular Basic Course. An individual must be appointed as a California full-time regular peace officer or a Level I reserve officer within three years from the date the waiver is granted. After three years, the applicant will need to meet the requalification requirements outlined in Commission Regulation 1005(a)(1)(C).

Questions? After you have carefully read the preceding instructions, you can obtain additional information by contacting the Basic Training Bureau at bcw@post.ca.gov or (916) 227-3915.