

OBTAINING A POST CERTIFICATE



02.11.2020

POST certificates are awarded, as defined in POST [Commission Regulation 1011](#) to current full-time peace officers of a POST-participating agency who have acquired a specific amount of experience, training and education points.

To receive any level of POST certification (i.e. Basic, Intermediate, Advanced), apply on the POST website through the POST PASS portal.

Once on the website check eligibility, upload supporting documents, and submit the application.

After an application is complete, please notify the Training Unit so the submission can be verified through the POST EDI system.

Once POST has approved the certificate, a downloadable PDF version is available through the POST website, and a hard copy will be mailed to the Training Unit.

If eligible to receive certificate pay (i.e. Intermediate, Advanced, Supervisor, Management or Executive), a copy of the certificate ***must be submitted*** to the Chief's Secretary in a ***timely manner (30 days)*** to be processed for payroll. If the certificate is not submitted to the Chief's Secretary in a timely manner, there is a possibility you will not receive retro pay.

Contact the Training Unit for assistance with submitting an application and uploading supporting documents.

FOR LAW ENFORCEMENT PERSONNEL ONLY

Information is to assist officers in their investigative functions and is intended FOR LAW ENFORCEMENT PERSONNEL ONLY. Information pertaining to case law decisions, policy and procedures, may change after distribution of this bulletin.

Officers are encouraged to keep up-to-date with changes in these areas.