

**INFORMATION PRIVACY ACT:** Pursuant to the Federal Privacy Act ([Public Law 93-579](#)) and the Information Practices Act (IPA) of 1977 ([Civil Code Sections 1798, et seq.](#)), notice is hereby given for the request of personal information. Failure to provide all or any part of the requested information may delay processing of this form or result in an incomplete record. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual for whom personal information is collected has the right to inspect that information in any record maintained by POST. Inquiries may be directed to the POST Information Practices Act Coordinator at the address listed above. Contact POST for instructions on requesting records.

**INSTRUCTIONS**

- Complete this application form to request Continuing Professional Training (CPT) credit for a non-certified training course selected by the POST Commission.
- Attach a *copy* of the certificate or letter (no larger than 8-1/2" x 11") that verifies course completion.
- Mail completed form with attached copy of proof of course completion to the above address, Attn: EDI Support or email [EDI@post.ca.gov](mailto:EDI@post.ca.gov).

**SECTION 1: TRAINEE INFORMATION**

1. NAME OF TRAINEE (LAST, FIRST, MIDDLE)		2. POST-ID		3. EMAIL ADDRESS	
4. AGENCY NAME		5. COURSE COMPLETION DATE		7. CONTACT NUMBER (     )	

**SECTION 2: COURSE INFORMATION**

8. TRAINING COURSE, CODE, AND TITLE – CHECK THE BOX TO IDENTIFY THE COURSE COMPLETED

**Federal Bureau of Investigation**

- NCC0101 – Hazardous Devices Basic School / Redstone Arsenal, Alabama
- NCC0102 – FBI National Academy
- NCC0103 – National Executive Institute

**Federal Law Enforcement Training Center**

- NCC0201 – POST-Blast Investigative Techniques

**Government Agency**

Name: \_\_\_\_\_

Type:  Federal  State  Approved Federal Contractor

- NCC0801 – Anti-terrorism
- NCC0802 – Weapons of Mass Destruction

**National Sheriffs' Association**

- NCC0301 – National Sheriffs' Institute

**Northwestern University Public Safety Center**

- NCC0501 – Traffic Accident Reconstruction 1
- NCC0502 – Traffic Accident Reconstruction 2
- School of Police Staff and Command
- Senior Managers Leadership Program

**Police Executive Research Forum (PERF)**

- NCC0401 – Senior Management Institute for Police

**United States Armed Forces**

- NCC0601 – Special Weapons and Tactics

**United States Secret Service**

- NCC0701 – Dignitary Protection Service

**University of Indianapolis**


- NCC0901 Forensic Video Analysis – Level I
- NCC0902 Forensic Video Analysis – Level II
- NCC0903 Forensic Video Analysis – Level III

**SECTION 3: ATTESTATION AND AUTHORIZED APPROVAL**

I attest that I am a duly authorized official of the agency requesting CPT credit for the above-named employee. To the best of my knowledge, the information stated above is true and correct and in conformance with Commission Regulations.

I also understand:

- POST reimbursement is not authorized for attending this training.
- CPT credit will be assigned to the 24-month period in which the course was successfully completed as described in [Commission Regulation 1005\(d\)](#).

9. SIGNATURE OF CHIEF EXECUTIVE / AUTHORIZED DESIGNEE		10. PRINT NAME	
 _____ DATE			
11. TITLE		12. CONTACT NUMBER (     )	