

PRINT FORM

- **PLEASE CHECK:**
☐ I have read the attached [Overview and Instructions](#) describing the minimum training requirements for the Basic Course Waiver.
- Complete all items in Sections 1 and 2.
- All fees are to be submitted by certified check, money order, or electronic payment **made payable to: Commission on POST**
- Mail your **signed copy** of the completed application form and supporting documents **with payment** to the above address.

NOTES:	DATE RECEIVED

Overview and Instructions

INTRODUCTION

Completion of the Basic Course Waiver (BCW) process is an option for meeting California's Regular Basic Course training requirement. The Regular Basic Course is the training requirement for POST-program city police officers, sheriff's deputies, marshals, district attorney investigators, campus police officers, park police, Level I reserve peace officers, and a few miscellaneous peace officer positions identified in the California Penal Code.

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.

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.** Fees are charged for Steps 2 and 3.

BCW Evaluation Four Step Process		Fee
STEP 1. APPLICATION/SELF-ASSESSMENT		
<p>Applicant MUST successfully complete:</p> <ul style="list-style-type: none"> a) General law enforcement basic course (Academy) – 200 hours minimum b) General law enforcement training – 664 hours minimum (including basic course) c) Legislatively mandated training – included in the POST-certified Regular Basic Course (RBC) d) General law enforcement experience – 1 year minimum <p>See details on pages 3–5</p>		No Fee
STEP 2. POST TRAINING EVALUATION		
<p>Applicant's self-assessment and supporting documents are evaluated to determine if the general law enforcement training and experience meets the requirements outlined in Step 1.</p> <p>See details on page 6</p>		\$250.00 Non-refundable
STEP 3. BASIC COURSE WAIVER ASSESSMENT TESTING PROCESS		
<p>Both written and skills components can be satisfied by completing either the 136-hour minimum Requalification Course or by testing:</p> <ul style="list-style-type: none"> ♦ Written component: Consists of a multiple-choice exam that measures knowledge of the POST-certified RBC curriculum. ♦ Skills component: Consists of an assessment of critical skills, such as firearms and defensive tactics. <p>There are two methods by which the BCW assessment can be accomplished:</p> <ul style="list-style-type: none"> (1) Attendance and successful completion of a POST-certified Requalification Course; or (2) Successful completion of the BCW Testing Process which is only available to individuals who meet required criteria. <p>See details on page 6</p>		Fee varies by presenter
STEP 4. WAIVER ISSUED ISSUANCE OF WAIVER/WAIVER OF ATTENDANCE		
<p>The waiver letter granted by POST waives the required completion of a California POST-certified Regular Basic Course and is valid for 3 years.</p> <p>See details on page 7</p>		No Fee

STEP 1: APPLICATION AND SELF ASSESSMENT

MINIMUM ELIGIBILITY REQUIREMENTS

Eligibility for the Basic Course Waiver process is based on meeting the requirements outlined in the table below:

Component	Training Requirements
Prior General Law Enforcement Basic Course Training	Successful completion of a minimum 200-hour general law enforcement basic training as identified below: <ul style="list-style-type: none">• Course is certified or approved by California POST or a similar standards-setting agency of another state within the U.S.• <i>OR</i> – A federal agency general law enforcement basic course (i.e., FLETC's Mixed Basic, Basic and BIA Police Courses <i>may</i> meet this requirement.). NOTE: Military Basic, Military Police, and specialized training (e.g. U.S. Customs, Border Patrol, INS, FBI, DEA) <u>do not meet this prerequisite</u> .
Minimum General Law Enforcement Training	Successful completion of 664 hours of general law enforcement training to meet the minimum hours required in California's Regular Basic Course. The 664-hours training requirement may include the applicant's basic course.
Completion of Legislatively Mandated Training	Successful completion of the legislatively mandated training subjects included in the Regular Basic Course and outlined in the Legislatively Mandated Training Worksheet.
Minimum General Law Enforcement Experience	Successful completion of a minimum one year of sworn general law enforcement experience as attested to by the employing department head, training officer <u>manager</u> , or personnel officer <u>department</u> . <u>Experience must have been acquired subsequent to the completion of basic training.</u>

APPLICATION

The applicant must complete the Basic Course Waiver Application ([see page 1](#)). Each section must be completed in full:

- **Section 1:** Complete all items (you must include a daytime or message contact number).
- **Section 2:** Indicate type of waiver, enclosed fee, and applicable documentation; sign and date.

SELF-ASSESSMENT

The applicant may compare the training he/she has received with the subjects on the Legislatively Mandated Training Worksheet ([see page 9](#)) and write the Learning Domain Reference (LD REF) number next to the comparable subject on his/her training outline, certificate, and/or training record. **The minimum hours for each Legislatively Mandated Training requirement must be met to be eligible for Step 3 (BCW ~~Examination~~ Assessment) of the process.**

TRAINING DOCUMENTATION

Important Note: Photocopies of training documents are REQUIRED for all training hours. ***All training document photocopies must be legible and complete.***

See next page for required documentation

STEP 1: APPLICATION AND SELF ASSESSMENT *cont'd*

TRAINING DOCUMENTATION *cont'd*

Acceptable Training	Required Proof of Course Completion and Content*
Basic Course: Minimum 200-hour general law enforcement basic training course	<ol style="list-style-type: none"> 1. Submit a certificate of course completion issued by the school/ academy or a letter of verification signed by the school/academy director on school/academy letterhead. <p>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.
In-Service	<ol style="list-style-type: none"> 1. Submit an agency-issued certificate of course completion. <p>OR</p> <ol style="list-style-type: none"> 2. Submit an agency training record (typed, handwritten, or electronic) with the agency training officer's <u>manager's</u> printed name and original signature and date on each page.
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 and signed by the training officer <u>manager</u>. <p>AND</p> <ol style="list-style-type: none"> 2. If the topic is not clearly defined by the course title: Submit course outline, schedule, or syllabus with the same dates as the course completion certificate.*
College/University General Law Enforcement Related Courses	<ol style="list-style-type: none"> 1. Submit an official college transcript issued by an accredited college where the courses were taken. A passing grade must have been awarded. (<i>Grade reports and work-in-progress reports are not acceptable.</i>) <p>AND</p> <ol style="list-style-type: none"> 2. If the topic is not clearly defined by the course title: Submit course catalog description or syllabus for the dates the course was attended.* <p>Converting College Units: One semester unit = 20 training hours One quarter semester unit = 14 training hours <i>Examples:</i> 3-unit semester course = 60 training hours 3-unit quarter semester course = 42 training hours</p>

***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 dates.**

NON-QUALIFYING TRAINING

Training Acquired Via	Type of Training
College / University	<ul style="list-style-type: none"> • Correspondence courses • Credit by challenge • Life-experience credit
Job Training	<ul style="list-style-type: none"> • Field training • On-the-job training • Roll-call training

STEP 1: APPLICATION AND SELF ASSESSMENT *cont'd*

WAIVER OF ATTENDANCE AT A POST-CERTIFIED REGULAR BASIC COURSE

Requirements for Waiver

HANDWRITTEN CHANGES

The training presenter must verify, in writing on agency letterhead, that any handwritten changes related to attendance were authorized by the agency.

PROOF OF SUCCESSFUL GENERAL LAW ENFORCEMENT EXPERIENCE

The applicant must submit an original letter (see *Sample Letter on page 7 8*) on agency letterhead and signed by the employing department head, training manager, or personnel ~~officer~~ [department](#), verifying successful completion of at least **one year** of sworn general law enforcement experience. [Experience must have been acquired subsequent to the completion of basic training.](#)

GENERAL LAW ENFORCEMENT DEFINED

General law enforcement duties **minimally** include each of the following:

- Investigating crime
- Patrolling a geographic area
- Responding to the full range of requests for police services
- Performing any enforcement action on the full range of law violations

NOTE: Training must be sufficient to enable an officer to successfully complete all duties outlined above.

EVALUATION FEE

The applicant must send a **certified check, money order, or electronic payment for \$250.00**, payable to "Commission on POST." ***Personal checks are not accepted.***

MAIL THE ORIGINAL COMPLETED AND SIGNED APPLICATION FORM, ORIGINAL LETTER OF EXPERIENCE, COPIES OF ALL SUPPORTING DOCUMENTATION, AND PAYMENT FEE TO:

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

See the following pages for **Steps 2–4**

STEP 2: POST TRAINING EVALUATION

POST will evaluate the applicant's training if the evaluation package is **complete** and includes the signed Basic Course Waiver Application (POST 2-267), evaluation fee, verification of successful general law enforcement experience, and proper documentation of general law enforcement training. The applicant's self-assessment and supporting documents are evaluated to determine if the general law enforcement training and experience requirements have been met.

HOW COMPARABLE TRAINING IS DETERMINED

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.

HOW APPLICANT IS NOTIFIED

After the evaluation is completed, POST will issue a letter indicating whether the applicant is:

- **Eligible to continue the BCW process** by taking the [POST Regualification Course](#). ~~Basic Course Waiver Examination (BCWE).~~
OR
- **Ineligible to take the [POST Regualification Course](#) ~~BCW Exam (BCWE)~~** without obtaining additional training.
OR
- **Ineligible to continue the BCW process** and needs to complete a POST-certified Regular Basic Course before exercising peace officer powers in California.

STEP 3: ~~BASIC COURSE WAIVER EXAMINATION (BCWE)~~ [BASIC COURSE WAIVER ASSESSMENT PROCESS](#)

~~EXAMINATION~~ [ELIGIBILITY](#)

If POST determines that the applicant meets the training and experience requirements of the BCW process, POST will send an eligibility letter with instructions [to attend the POST-certified Regualification Course](#) ~~for requesting the BCWE~~. The [Regualification Course](#) ~~BCWE~~ must be taken within **180 days** (six months) of the eligibility letter date.

There are two methods by which the BCW assessment can be accomplished. Once an assessment method is chosen, an individual may not switch to the other option.

(1) Attendance and successful completion of a POST-certified Regualification Course; or

(2) Successful completion of the BCW Testing Process which is only available to individuals who meet the following criteria:

- Entering California law enforcement with qualifying out of state or federal law enforcement experience, and
- Will be appointed at middle management or executive rank and will function at the second level of supervision or above, and
- Have less than a three-year break from the last date of service as a peace officer, and
- Submits a letter from the prospective hiring agency, signed by the agency head, that includes the intent to hire the applicant at middle management or executive rank, and the description of the intended job classification and duty assignment.

The testing process consists of the two components identical to the Regualification Course examinations:

- A comprehensive test designed to evaluate an individual's knowledge of basic course content.
- Exercise tests designed to evaluate an individual's manipulative skills acquired in the basic course.
- The testing process is to be administered through a POST Testing Center. Both components are graded pass/fail and must be successfully completed.

~~The BCW Testing Process includes both written and skill components:~~

- ~~The written component consists of a 100-question, multiple-choice, comprehensive examination covering subjects taught in the Regular Basic Course, including California law.~~
- ~~The skill component consists of an applicant's successful demonstration of defensive tactics and firearms (handgun and shotgun) proficiency.~~

~~The defensive tactics portion is graded **pass/fail**.~~

~~The firearms portion is graded by the applicant receiving an **acceptable accuracy score** as determined by the Requalification Course presenter.~~

~~The BCWE can be met by successfully completing either:~~

- ~~• 136-hour minimum POST Requalification Course (see *attached flyer* available courses are listed on the POST Course Catalog) at specified basic academies in California.~~

OR

- ~~• Testing that is available through participating Requalification Course presenters.~~

RETEST

~~One retest is allowed for each component. Applicants who fail a retest are not eligible for a waiver, and are required to complete a Regular Basic Course prior to exercising peace officer powers in California.~~

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 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 must, before exercising peace officer powers, successfully complete the appropriate POST-certified basic course.

Retest of one or more modules of the exercise shall be allowed one time only. Arrangements for the skills retest must be made directly with the same POST-certified Requalification Course presenter or POST Testing Center in which the skills examination was originally taken. Retesting must take place within ninety days of the initial test. An individual who does not pass the failed module(s) of the skills retest must, before exercising peace officer powers, successfully complete the appropriate POST-certified basic course (RBC or SIBC).

If the testing requirement is not met due to non-completion or failure of the initial test and retest, the individual is no longer eligible for a waiver and will be required to complete the appropriate POST-certified basic course.

TEST RESULTS

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

IMPORTANT INSTRUCTION: THE APPLICANT MUST MAIL A PHOTOCOPY OF THE COMPLETION CERTIFICATE AND/OR LETTER TO POST TO ENSURE THE ISSUANCE OF THE WAIVER.

STEP 4: ~~WAIVER ISSUANCE~~ ISSUANCE OF WAIVER/WAIVER OF ATTENDANCE

Based upon the applicant's prior training, experience, and successful completion of the Requalification Course or BCW Testing Process ~~BCWE~~, POST will issue a letter that waives the requirement for attendance at a POST-certified Regular Basic Course.

Acceptance of a waiver is at the discretion of the employing agency. A waiver is **NOT** equivalent to a POST Basic Certificate.

WAIVER VALID FOR THREE YEARS

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, applicant will need to meet the requalification requirements outlined in Commission Regulation 1008 of the POST Administrative Manual (PAM).

QUESTIONS?

After you have carefully read the preceding instructions, you can obtain additional information by calling the Basic Training Bureau at 916 227-4254 or emailing BCW@post.ca.gov.

See the following pages for [Sample Waiver Letter](#) and [Self-Assessment Training Worksheet](#)

SAMPLE WAIVER LETTER

[AGENCY LETTERHEAD]

[DATE]

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

Dear BCW Manager:

This letter is to verify that [APPLICANT'S FULL NAME] is/was employed as a sworn (APPLICANT'S POSITION) with our department from [DATES OF SERVICE].

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

- General law enforcement experience (*1 year minimum*)
- 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 CONTACT PHONE NUMBER].

Sincerely,

[ORIGINAL SIGNATURE: Agency Head, Training ~~Officer~~ Manager, or
Personnel ~~Official~~ Department] [PRINTED NAME]
[TITLE]

Encl: BCW Application Package

***NOTE:** Original letter must be on agency letterhead and mailed with BCW application package.

APPLICANT SELF-ASSESSMENT TRAINING WORKSHEET

LD Ref	Required Subjects (General Descriptions)	Hours		POST Use Only
		Required	Self Assess	
1	Leadership, Professionalism & Ethics (principles and goals, Code of Ethics)	2		
2	Criminal Justice System (components of, Constitutional Amendments)	2		
3	Principled Policing in the Community (COPPS, SARA, problem-solving)	2		
5	Introduction to Criminal Law (types of law, classification of crimes)	3		
7	Crimes Against Persons	2		
9	Crimes Against Children	4		
10	Sex Crimes	6		
12	Controlled Substances	12		
15	Laws of Arrest	5		
16	Search and Seizure	3		
17a	Hearsay Testimony (presentation of hearsay evidence)	1		
17b	Presentation of Evidence (lawful collection of evidence, rules of evidence)	2		
18	Investigative Report Writing	2		
19	Vehicle Operations	2		
20	Use of Force/ Deescalation	3		
25	Domestic Violence	8		
26a	Critical Incidents (hazardous materials awareness)	4		
26b	Critical Incidents (NIMS/SEMS)	4		
27	Missing Persons	4		
29	Traffic Accident Investigation	12		
30	Crime Scene, Evidence and Forensics	2		
33	Arrest and Control	10		
34	First Aid & CPR and AED (MUST include bloodborne pathogens)	21		
35a	Chemical Agents (law enforcement use of OC, CN, CS)	6		
35b	Firearms – Handgun	24		
35c	Firearms – Shotgun	16		
37	People with Disabilities	15		
38	Gang Awareness	2		
39	Crimes Against the Justice System (perjury, bribery, false reporting, resisting/delaying/threatening an officer)	1		
44	Hazardous Materials Awareness	4		
42a	Cultural Diversity/Discrimination	5		
42b	Hate Crimes	4		
42c	Racial Profiling	5		
42d	Sexual Harassment	2		
43a	Emergency Management Terrorism Awareness	8 4		

WAIVER OF ATTENDANCE AT A POST-CERTIFIED REGULAR BASIC COURSE

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Overview and Instructions

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