

VALENCIA COLLEGE

School of Public Safety

Criminal Justice Institute

EQUIVALENCY OF TRAINING ACADEMY

APPLICATION

EQUIVALENCY OF TRAINING ACADEMY

The School of Public Safety at Valencia College, Criminal Justice Institute (CJI) is offering a class for out-of-state officers, federal officers, special operations forces, and current or previously certified Florida officers with a four-year or more break-in-service pursuant to section 943.131(2a), Florida Statutes and Rule 11B-35.009(3) or (4), Florida Administrative Code. The EOT Academy allows a former officer to be exempt from having to complete the full basic recruit academy. It qualifies the officer to sit for the Florida State Officer Certification Examination (SOCE).

The Institute is certified by the Florida Department of Law Enforcement, Division of Criminal Justice Standards and Training. As such is subject to all the policies, procedures, rules, and regulations set forth in the State Law. (FSS 943).

REQUIREMENTS:

You may be eligible for an exemption from the full basic training requirements if you were or are an officer in another state or with the federal government and meet the following requirements:

- ◆ You worked at least one year, full-time as a sworn officer (not to include time spent within the basic recruit academy) in the discipline you are seeking exemption [CJSTC Rule 11B-35.009(1)(g)];
- ◆ You received training in that discipline which is comparable to Florida's full basic recruit curriculum and/or;
- ◆ You certified previously in Florida
- ◆ You were a previously sworn Florida officer and meet the following requirements:
 - You were fully certified as an officer in Florida
 - You have at least a four-year break-in-service but no more than an eight-year break-in-service since your most recent separation from a sworn position in Florida
- ◆ You were a member of the special operations forces and meet the following requirements:
 - You worked at least five years as a member of the special operations forces and
 - You have had no more than a four-year break-in-service since your separation from the special operations forces

TRAINING DETAILS:

The 6-day Equivalency of Training Academy consists of approximately 60 hours of law enforcement training. The academy is not intended for basic instruction. The academy is for experienced criminal justice professionals. You must prove proficiency in the following high liability skills:

- SOCE Prep Exam (2-Days)
- First Aid (1-Day)
- Firearms (1-Day)
- Defensive Tactics & Taser (1-Day)
- Law Enforcement Vehicle Operations (1-Day)

Total hours of instruction can vary.

TUITION:

The anticipated tuition for the course is \$995 (subject to change), due and payable prior to the start of class. Students will only be allowed to continue and/or start in the academy if the tuition is paid. Once all application requirements have been met and your application is approved, you will receive a link to make your payment.

TEXT BOOKS:

Purchase your course materials. FLDE Basic Recruit Training textbooks (hardcopy) or access the PDF electronic version via Canvas. All books are available at Valencia College Campus online store:

<https://valenciacollege.textbookx.com/institutional/index.php>

Please enter the following

- Select Term = Continuing Education
- Select Course = SPS EOT – Equivalency of Training
- Click on “See Course Items”
- Add the following to your cart to purchase the course materials:

Law Enforcement Testing for Valencia College by CJS Academy ISBN: 9781684542598 (Required)

The following materials are *Optional* if you want a hard copy, as you can access the textbooks via a PDF version on Canvas:

- FL Basic Recruit V1 Textbook*
- FL Basic Recruit V2 Textbook*

*Accessible via PDF on Canvas

ACADEMY EQUIPMENT LIST:

Mandatory items that can be purchased at any store or from any vendor:

- ◆ BDUs, closed-toed athletic shoes, T-shirt
- ◆ 1 – Water bottle
- ◆ Note-taking material
- ◆ 1 – Shooting glasses (clear, side eye protection). If you wear prescription glasses, they will function as safety glasses.
- ◆ Hearing protection

Should you have any questions, please email EOT Coordinator Billy Cornaz at wcornaz@valenciacollege.edu

EQUIVALENCY OF TRAINING APPLICATION

INSTRUCTIONS

All requested information must be provided. You must answer all questions on your application completely, accurately, and truthfully. Failure to do so may result in loss of enrollment opportunities or dismissal from the academy. This includes any omissions or false statements. **(Criminal history checks will be conducted on all applicants.)** Whenever an address is requested, you must provide the zip code. Please type or print legibly.

I HAVE READ AND UNDERSTAND THE ABOVE INSTRUCTIONS.

Name: _____
Last First Middle

Address: _____
Street Apt # City State Zip Code

SSN: _____ Date of Birth: _____ Sex: _____ Race: _____
mm/dd/yyyy

Cell Phone No.: _____ Alt. Phone No.: _____

Personal Email Address: _____

Emergency Contact Information

Contact Name: _____

Phone Number: _____

Relationship: _____

Student Signature

Date

VALENCIA COLLEGE SCHOOL OF PUBLIC SAFETY

INSURANCE FORM

As a condition of attending the School of Public Safety at Valencia College, Basic Training Program you must have health insurance. Please initial next to the one that applies to you.

_____ I have health insurance provided by my employer or covered by my employer's workman's compensation for any injury occurring at the School of Public Safety.

_____ I have my own health insurance with:
Policy Number:

_____ I am covered under another family member's plan. The plan that I am covered under is with:

Family Member's Name:

Relationship:

Insurance Company:

Policy Number:

Applicant's Printed Name

Applicant's Signature

Date

DISCLAIMERS

Please initial next to each one. Your signature on this document denotes comprehension.

_____ All Equivalency of Training (EOT) students are required to provide proof of valid health insurance before being admitted into the EOT program. Students are required to keep their health insurance active throughout the EOT program. Be advised elements of this program are very physically intense. We strongly recommend a doctor clears all applicants before enrolling in the EOT program.

_____ I understand that the School of Public Safety at Valencia College is not a job placement service and graduation from any certification program in no way ensures me a position with any public safety agency in the State of Florida.

_____ I further understand that it is my responsibility to initiate any and all employment-seeking activities.

_____ The decision to hire or not hire is up to the agency where the graduate applies. The School of Public Safety at Valencia College only involves itself in this process by providing documentation of student performance and observations.

_____ Falsification of information will mean loss of enrollment opportunities.

INJURY AND DAMAGE RELEASE

_____ Whereas the below-named individual, for his/her own benefit, desires to participate in a training program presented by the School of Public Safety at Valencia College. Whereas the individual realizes that such training is subject to inherent risk, the individual hereby releases and holds harmless the School of Public Safety at Valencia College, its agents and employees, co-sponsors and their agents and employees, and fellow students in connection with bodily injury, death or property damage incurred by below named individual in any way related to or arising out of the training activities, whether such injury or death arises or is alleged to have arisen from negligence of the individual, the School of Public Safety at Valencia College its agents or employees, co-sponsors, their agents or employees, or fellow students, or the contributory negligence of any of the aforementioned.

APPLICANT AFFIDAVIT FOR ENROLLMENT

_____ I, _____ swear or affirm that I am a citizen of the United States by birth or naturalization that I have never been convicted of a felony or a misdemeanor involving moral turpitude, that I have a valid High School Diploma or its equivalent, that my discharge (if any) from the Armed Forces was under honorable conditions, that I am of good moral character, that I have read all of the information contained in this affidavit and my enrollment application and it is correct, and that all other information I furnish in conjunction with my application is true and correct.

_____ Falsification of information will mean loss of enrollment opportunity.

Applicant's Printed Name

Applicant's Signature

Date

Application Checklist

Applicants are required to provide copies of the following documents below. Applications will **ONLY** be accepted with copies of **ALL** the requested documentation.

Completed Form CJSTC 76

You will be asked to upload documents during the application process. Please contact Maria Castro, mcastro55@valenciacollege.edu, for information on submission of form CJSTC-76.

Valid Florida Driver's License

Medical Insurance

Email, mail, or hand deliver completed application and all required documents to:

Maria Castro

School of Public Safety, Valencia College 8600
Valencia College Lane, Orlando, FL 32825
407.582.8216 (direct line)
407.582.8200 (main)
Mcastro55@valenciacollege.edu



EXEMPTION-FROM-TRAINING



CJSTC 76

Florida Department of Law Enforcement

Incorporated by Reference in Rules 11B-27.002(3)(a)11., 11B-30.006(2)(b), and 11B-35.009(6), F.A.C.

Type or print in black or blue ink and use capital and small letters to write names, addresses, and titles

OFFICIAL CJSTC USE ONLY

Exemption Granted: _____ Denial: _____ Processing Date: _____ Signature: _____

1. Applicant's Name: _____ Last First MI

2. Applicant's Home Address: _____ City: _____ State: _____ Zip Code: _____

3. Last Four Digits of Applicant's Social Security Number: _____ 4. Applicant's Home Telephone: _____

5. Applicant's Email Address: _____

6. Agency, Training Center, or Selection Center: _____ 7. Agency ORI: FL _____

8. Mailing Address: _____

City: _____ State: _____ Zip Code: _____

9. Telephone Number: _____ Ext. _____ Contact Person: _____

10. Enter "X" by type of certification that applicant is seeking. If seeking certification in more than one discipline, complete a form for each discipline.

Law Enforcement Correctional Correctional Probation

11. If applying as an out-of-state or federal officer, does the applicant have one year of full-time sworn criminal justice work experience in the discipline as marked item 10, or if applying as a Special Operations Forces member, does the applicant have at least five years' service in Special Operations Forces? Yes No

12. Enter "X" to indicate the applicant's status: Inactive Florida Officer Out-of-State Officer Federal Officer Special Operations Forces

13. Prior Criminal Justice Employment(s) or Special Operations Forces service

Agency Name: _____ Position Title: _____

Agency Address: _____ Starting Date: _____ Ending _____ Date: _____

Agency Telephone _____ Number: _____

Agency Name: _____ Position Title: _____

Agency Address: _____

Agency Telephone Number: _____

NOTE: For Inactive Florida, Out-of-State, or Federal Officers, the ending date of last employment shall have been within eight years prior to the date this form is completed. For Special Operations Forces members, the ending date of last qualifying service shall be within four years prior to the date this form is completed.

14. After reviewing the applicant's out-of-state or federal officer training record, check the topic area(s) that were successfully completed in the discipline for which the applicant is seeking certification. In addition to basic recruit training, the applicant may claim in-service or continuing officer training courses that were successfully completed.

NOTE: This section is only required if the applicant is an out-of-state or federal officer. If all blocks are not checked, the applicant is required to complete training in the deficient topics.

Table with 3 columns: Florida Law Enforcement Academy Comparable Training, Florida Correctional Comparable Training, Florida Correctional Probation Officer Training Academy Comparable Training.

Table with 3 columns listing training topics and checkboxes for completion.

I hereby acknowledge that the above information is true and was verified by me upon examination of supporting documentation on file at the employing agency, training center, or selection center. I also acknowledge that the documentation is subject to verification by the Criminal Justice Standards and Training Commission.

15. Agency Administrator, Training Center Director, or Selection Center Director Signature _____ 16. Date Signed _____

INSTRUCTIONS FOR COMPLETING FORM CJSTC-76

- Use this form to request an exemption from basic recruit training for an out-of-state officer, federal officer, inactive Florida officer who has not been employed in four to eight years or a special operations forces member.
- Complete this form and submit or electronically transmit to Commission staff through the Commission's ATMS.
- If the exemption is granted, the applicant shall complete any required training, demonstrate proficiency in the high-liability required proficiency skills and pass the State Officer Certification Examination (SOCE) within one year of notification of approval of the Exemption-From-Training form CJSTC-76, or apply for any additional exemptions pursuant to the requirements of Section 943.131(2), F.S. Inactive Florida officers are required to complete only sections 1 – 12 and 15 – 16 of this form.
- Regardless of the number of exemptions from training an individual receives, the individual shall not take the State Officer Certification Examination more than three times without enrolling in and completing a Commission-approved Basic Recruit Training Program pursuant to Section 943.1397(2), F.S.

HOW TO COMPLETE THIS FORM

1. **Applicant's Name.** Enter the applicant's legal name, last and first name, and middle initial.
2. **Applicant's Home Address.** Enter the applicant's home address, city, and state of residence. Applications missing the applicant's home address will be returned as incomplete.
3. **Social Security Number.** Enter the last four digits of the applicant's Social Security number as in this example: 000-00-1234.
4. **Applicant's Home Telephone Number.** Enter the applicant's ten-digit home telephone number.
5. **Applicant's E-mail Address.** Enter the applicant's e-mail address.
6. **Agency, Training Center, or Selection Center Name.** Enter the applicant's agency or assessment center's name.
7. **Agency ORI.** Enter the last seven digits of the applicant's agency originating identifier number. There are nine digits in the agency ORI codes. The first two have been entered, which are FL. Enter as in this example: FL0370000.
8. **Agency, Training Center, or Selection Center Mailing Address.** Enter the street number and name and enter the suite number after the street name. **City.** Enter the name of the city. **State.** Enter the two-digit U.S. Postmaster's abbreviation of state as in this example: FL for Florida. **Zip code.** Enter the nine-digit zip code for the address as in this example: 32314-6554
9. **Agency, Training Center, or Selection Center Telephone Number.** Enter the applicant's ten-digit agency telephone number as in this example: (000) 000-0000.
10. **Type Of Certification.** Enter X in the box for the certification requested.
11. Check either X in the Yes or No box. One of the boxes **must be checked**.
 - An applicant may satisfy one year of experience even if he or she worked full-time for more than one agency or had a break-in-service. **However, an applicant with full-time experience of one year shall have accumulated it with no more than two agencies within an 18-month consecutive period.**
 - There shall be no more than an eight-year break in employment, which is measured from the separation date of the most recent qualifying employment to the time a completed application is submitted for exemption-from-training.
 - Only "full-time officer employment" may be credited. Full-time employment means a normal workweek of 40 hours. An officer employed full-time, who is on leave or on an approved leave of absence, may be included provided the applicant has remained employed in a full-time officer status.
 - If the applicant is a special operations forces member, he or she must have served in special operations forces for a minimum of five years with no more than a four year separation from his or her most recent qualifying service.

NOTE: Attendance in a basic recruit training program does not count toward employment experience. A person is considered to have been employed as a sworn officer if:

- A law enforcement officer is authorized to be armed, make arrests, and primarily enforces the law.
- A correctional officer is primarily responsible for the protection, care, custody, and control of inmates in a jail or correctional facility.
- A correctional probation officer supervises inmates, probationers, parolees, or community controllees. An applicant may only claim work experience, in the discipline he or she is seeking an exemption from, for credit toward basic training.

12. Enter an "X" on the line that indicates whether the officer is an inactive Florida officer, out-of-state officer, federal officer, or special operations forces member.
13. Enter the name, address, telephone number, position title, starting and ending date of the out-of-state or federal officer's work experience or special operations forces service. An applicant may claim full-time officer employment from any criminal justice agency in any state, the U.S. territory, and any Federal agency that employs sworn personnel, including the Armed Forces or a Native American Indian tribe, or from any combination of these.
14. **Out-Of-State and Federal Officers Only.** Please check the comparable training blocks applicable to the certification the applicant is seeking. Example: If the applicant is seeking certification in law enforcement, the applicant must check the law enforcement comparable training.

An applicant may claim credit for successfully completing basic recruit training, and also for successfully completed in-service or other continuing training. The training may have been completed at a state, local, or Federal training academy or a criminal justice agency.

NOTE: If the applicant was employed out-of-state in one discipline and is seeking certification in another discipline in Florida, the applicant shall demonstrate proficiency in the high-liability areas in the discipline the applicant was employed in out-of-state. The applicant shall successfully pass the SOCE prior to becoming eligible for cross-training in another discipline.

Example: Mr. John Doe shall complete form CJSTC-76, successfully demonstrate proficiency in the high-liability areas, and pass the SOCE prior to completing a Commission-approved Traditional Basic Recruit Training Program for the discipline in which cross-over certification is being sought, pursuant to Rule 11B-35.0024, F.A.C.
15. **Agency Administrator, Training Center Director, or Selection Center Director's Signature.** The agency administrator, selection center director, or designee shall sign this form.
16. **Date Signed.** Enter the date the agency administrator, training center director, selection center director, or designee signed this form.

AGENCY REQUIREMENTS

- If the selection center, training center, or agency is entering the information on-line through the Commission's Automated Management Training System (ATMS), please print this form and maintain the original on file at the agency, training center, or selection center and provide a copy to the applicant.
- If the agency is not entering the information on-line through ATMS, maintain the original form on file at the agency and submit a completed copy of the form and a letter requesting FDLE to enter the data into ATMS. Submit the copies to: **Florida Department of Law Enforcement, Criminal Justice Professionalism Program, P.O. Box 1489, Tallahassee, Florida 32302-1489. Attention: Records Section. Fax Number: 850-410-8605**
- If the applicant has any questions, please contact the assigned Criminal Justice Standards and Training Service Specialist or Field Specialist.