

# The Polk State College Criminal Justice Selection Center

[www.polk.edu/ips](http://www.polk.edu/ips)

Polk State College  
Kenneth C. Thompson Institute of Public Safety  
1251 Jim Keene Blvd.  
Winter Haven, FL 33880

Phone: 863-669-2914  
Fax: 863-297-1045

Office Hours: 8:00-5:00  
Monday through Friday

## Equivalency of Training (EOT) Application - Instructions

For law enforcement or correctional officers in another state, a federal agency, or the military to obtain certification as an officer in Florida without first attending a full basic recruit academy in Florida, they must (1) successfully complete an **EOT Evaluation** establishing that they attended sufficient basic training and were employed **full-time** as an officer for at least 1 year in a job that ended no more than 8 years ago and; (2) **Demonstrate proficiency** in specific high-liability physical skills (such as defensive tactics and firearms) and; (3) pass the **State Officer Certification Examination (SOCE)**. Each step must be completed before progressing to the next. In order for us to evaluate your training and employment you must submit an application providing us with information, execute a waiver authorizing us to make inquiries, and pay a fee. We will then complete the evaluation and process it for acceptance. If you qualify, you will receive a Criminal Justice Standards and Training Commission (CJSTC) Form 76 by electronic mail directly from us, showing your eligibility to proceed with the Proficiency Demonstration and SOCE examination. All information provided by applicants is subject to verification.

## How to Apply:

**One:** Complete the **Equivalency of Training (EOT) Application**. To qualify, your employment records must establish that you were employed as a **full-time** (40 hours per week) **sworn officer** (authorized to bear arms and make arrests), either by working for a single agency for one full year, or for a cumulative twelve full months at two agencies within an eighteen-month period. Qualifying employment cannot include time spent in an academy, even if you were receiving pay while attending. There cannot be more than an 8-year gap from the end of your most recent qualifying employment to the submission of your complete EOT Application. Employments that typically do not establish **EOT** qualification are seasonal, part-time, reserve (civilian or military), volunteers, military security forces, military vessel-boarding teams, etc. The addresses you provide must be complete and must be for the specific office that is authorized to provide verifications for training and employment. The application must be notarized. We verify all qualifications.

**Two:** Execute the waiver we need to verify your training and employment, FDLE "Authority for Release of Information" (CJSTC Form 58), available on our website. The waiver must also be notarized.

**Three:** Attach all documentation (course outline and certificate of completion) showing that you completed training in all the required subjects listed below for your discipline (law enforcement or corrections). This training may be from your employer, an accredited college, or a certified state, local, or federal training academy. You must also provide proof of qualifying employment from your employer.

### Law Enforcement Comparable Training

- Legal Issues
- Interactions in a Diverse Community
- Interviewing and Report Writing
- Patrol (including fundamentals, calls for service and critical incidents)
- Criminal Investigations (including Crime Scene and Courtroom)
- Traffic Stops
- Traffic Crash Investigations
- Vehicle Operations
- First Aid or Equivalent
- Firearms
- Defensive Tactics

### Corrections Comparable Training

- Legal
- Communications
- Officer Safety
- Facilities and Equipment
- Intake and Release
- Supervising in a Correctional Facility
- Supervising Special Populations
- Responding to Incidents and Emergencies
- First Aid or Equivalent
- Firearms
- Defensive Tactics

**Four:** An application is not complete and cannot be processed unless you pay in advance for the **non-refundable** \$200 screening fee for out-of-state, Federal, and military officers or the \$50 fee for qualified former Florida officers. The screening fees may be paid online at [https://polk.augusoft.net/index.cfm?method=Merchandise.MerchandiseListing&int\\_category\\_id=5&int\\_sub\\_category\\_id=12](https://polk.augusoft.net/index.cfm?method=Merchandise.MerchandiseListing&int_category_id=5&int_sub_category_id=12)

**Five:** Mail the above to:

**Polk State College  
Kenneth C. Thompson Institute of Public Safety  
999 Avenue H, NE  
Winter Haven, FL 33881  
  
Attn: Thomas Holland  
Station #400**

**What Comes Next:** When your evaluation is complete, The Polk County Criminal Justice Selection Center will send you a CTSTC Form 76, a letter of approval and a notice of the one-year requirement to complete the required training and pass the State Officer Certification Examination (SOCE). We highly recommend that you also consider taking an examination preparation or review course in conjunction with the required proficiency demonstration. There are separate fees for the demonstration and examination preparation beyond the application fees. To learn more about the required proficiency demonstration and the State Officers Certification Examination you should contact:

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### **Notice**

As you are interested in seeking certification, we assume that you also intend to seek employment. Please be aware that the State of Florida has additional requirements you must meet to be employed as an officer:

- Be at least 19 years of age.
- Be a citizen of the United States.
- Be a high school graduate or its equivalent.
- Not have been convicted of any felony, or of a misdemeanor involving perjury or false statement.
- Any person who, after July 1, 1981, pleads guilty or nolo contendere to or is found guilty of a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
- Never have received a dishonorable discharge from any of the Armed Forces of the United States.
- Have been fingerprinted by the employing agency.
- Have passed a physical examination by a licensed physician.
- Have good moral character. Successfully complete a background investigation.
- Complete basic recruit training (*or Equivalency of Training*).
- Pass the Florida State Officer Certification Examination (SOCE).
- Comply with continuing training or education requirements.
- In addition to the above, many agencies have specific standards related to driving history, prior drug use, your conduct while an officer, etc. All these areas will be covered by a thorough background investigation that is **NOT** a part of this EOT Evaluation. If you have questions about such standards or your ability to meet them, please contact the agency(s) where you intend to seek employment.

**Approval of an equivalency of training exemption is not a guarantee of employment.**

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## Equivalency of Training (EOT) Application

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Please read the accompanying two pages of instructions before you complete this application. You must also attach FDLE Form CJSTC 58 "Authority for Release of Information" and receipt of your electronic payment of the EOT screening fee.

### (1) Personal information of the person who is applying:

Name:			
	Last	First	Middle
Social Security Number:			Date of Birth:
Address:		City:	State: Zip:
Primary Phone:	Secondary Phone:		
Email Address:		Race:	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
Education Level:	HS <input type="checkbox"/>	AA/AS <input type="checkbox"/>	BA/BS <input type="checkbox"/> MS <input type="checkbox"/> PhD <input type="checkbox"/>

### (2) I am seeking Equivalency of Training status as a: (Check only one)

Law Enforcement Officer: <input type="checkbox"/>	Correctional Officer: <input type="checkbox"/>
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### (3) My qualifying full-time employment as a law enforcement or corrections officer, which ended no more than 8-years prior to this application, was at the following agency:

Full Agency Name:					
Address:		City:		State:	ZIP:
Telephone:			Fax:		
Employment Dates:	From:		To:		
Your Position/Title:					
Agency Contact Person:					
Contact Person E-mail:					

**If a second employer must be used to establish a cumulative one-year of full-time employment within an eighteen-month period, please complete the following:**

Full Agency Name:							
Address:		City:		State:		Zip:	
Telephone:				Fax:			
Employment Dates:	From:		To:				
Your Position/Title:							
Agency Contact Person:							
Contact Person E-mail:							

**(4) The basic training that establishes my qualifications for this application may be verified at the following institution(s):**

Full Name of Institution:							
Address:		City:		State:		Zip:	
Telephone:		Course Title:					
Dates Attended:	From:		To:				
Institution Contact Person:							
Contact Person E-mail:							

Full Name of Institution:							
Address:		City:		State:		Zip:	
Telephone:		Course Title:					
Dates Attended:	From:		To:				
Institution Contact Person:							
Contact Person E-mail:							

**(5) Have you ever applied for Equivalency of Training anywhere else in Florida?**

No ☐

Yes ☐ Name of Agency to which you applied:

**(6) APPLICANT’S SIGNATURE and ACKNOWLEDGEMENTS**

I, the undersigned, hereby swear or affirm the following:

- (1) All the information I have provided in this application is true and correct.
- (2) I am claiming eligibility for the Equivalency of Training path to certification as a law enforcement or correctional officer in Florida because I meet all the basic training and full-time employment requirements.
- (3) I understand that an investigator will verify the information in this application and that any omission or falsification of material fact will result in rejection of this application and may prevent my future certification or employment as a law enforcement or correctional officer in Florida.
- (4) I understand that if approved, I must acknowledge receipt of the CJSTC Form in writing within 14 days of issuance. Failure to do so will result in the cancellation of the CJSTC 76 and it may not be re-issued without an additional fee.
- (5) I understand that I will have one year from the date of the acknowledged receipt of the CJSTC 76 form to complete the EOT training and pass the State Officer Certification Examination.
- (6) I understand that there are other legal requirements in Florida Statutes, and the rules established by the Florida Criminal Justice Standards and Training Commission (CJSTC), related to proficiency demonstration, examination, citizenship, high school education, criminal history, character of military discharge, and moral character, etc., which must be established in a full background investigation by a hiring agency prior to my certification or employment as a law enforcement or correctional officer in Florida.

\_\_\_\_\_  
Applicant’s Signature

OATH  
Pursuant to Section 117.05(13)(a), Florida Statutes

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of: Physical Presence ☐ or Online Notarization ☐

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print, Type, or Stamp Commissioned Name of Notary Public

Personally Known ☐ or Produced Identification ☐ \_\_\_\_\_  
Type of Identification Produced