

## Equivalency of Training Requirements/Procedures

The Equivalency of Training process is for Out-of-State/Federal Officers to obtain certification in Florida without the requirement of attending a full academy program. The Equivalency of Training process is also available to previously certified Florida officers with a four-year or more break in service, (but less than eight years), pursuant to [Florida State Statute 943.131 \(2\)](#) and [Florida Administrative Code \(F.A.C.\) 11B-35.009\(4\)\(5\)](#).

### Out-of-State/Federal Officers

Eligible out-of-state applicants wishing to enter this process with this selection center must comply with the following:

- (1) Must have been employed as a "full-time" officer with an agency authorized by law to employ or appoint officers pursuant to Section 943.10(4), Florida Statutes. "Full-time" means any employed or appointed status in which a normal work week consists of forty or more on-duty hours, exclusive of overtime, holidays, regular days off, leave, or other authorized or ordered absence from work.
- (2) Must have been employed at least one year as a full-time officer. "At least one year" means a time period of twelve months sworn experience that shall have occurred at no more than two criminal justice agencies over a period not to exceed eighteen months as a full-time officer in the specified discipline, excluding periods in which an individual was enrolled in or attending basic recruit training. This employment must have been within eight years of applying for Florida equivalency.
- (3) Complete a KCTIPS Equivalency of Training Application Form. It must be notarized. (You will need Adobe Acrobat Reader on your computer to view/print this file.)
- (4) Complete a Release of Information Form (CJSTC 58). It must be notarized. (You will need the Acrobat Adobe Reader on your computer to view/print this file.)
- (5) Enclose all documentation relating to past academy training schedule, outline, or syllabus that lists all topics taken and a brief description of those topics, plus all specialized/advanced training courses completed. Below are the training topics that must be identified in the submitted documents.

Law Enforcement Comparable Training	Corrections Comparable Training
<ul style="list-style-type: none"><li>• Legal Issues</li><li>• Interactions in a Diverse Community</li><li>• Interviewing and Report Writing</li><li>• Law Enforcement Patrol</li><li>• Criminal Investigations</li><li>• Traffic Stops</li><li>• Traffic Crash Investigations</li><li>• Vehicle Operations</li><li>• First Aid or Equivalent</li><li>• Firearms</li><li>• Defensive Tactics</li></ul>	<ul style="list-style-type: none"><li>• Legal Issues</li><li>• Interpersonal Communications Skills</li><li>• Officer Safety</li><li>• Facilities and Equipment</li><li>• Intake and Release</li><li>• Supervising in a Correctional Facility</li><li>• Supervising Special Populations</li><li>• Responding to Incidents and Emergencies</li><li>• First Aid or Equivalent</li><li>• Firearms</li><li>• Defensive Tactics</li></ul>

- (6) Mail all documents to:

Polk State College  
Kenneth C. Thompson Institute of Public Safety  
999 Avenue H NE  
Winter Haven, FL 33881-4299  
Station #400 Attn: Thomas Holland

There is a **non-refundable \$200.00** fee charged to applicants for the processing of Out-of-State/Federal equivalency requests. Payment must be made electronically via the following link. [Payment Portal](#)

## **Former Florida-Certified Officers**

Former Florida-Certified officers who wish to renew a lapsed Florida Certification may do so by meeting the following requirements:

- (1) Must have been a former active Florida-certified officer.
- (2) Time from date of last employment as a Florida officer to application date must not exceed eight years.
- (3) Complete a KCTIPS Equivalency of Training Application Form. It must be notarized. (You will need Adobe Acrobat Reader on your computer to view/print this file.)
- (4) Complete a Release of Information Form (CJSTC Form 58). It must be notarized. (You will need Adobe Acrobat Reader on your computer to view/print this file.)
- (5) Mail all documents to:

Polk State College  
Kenneth C. Thompson Institute of Public Safety  
999 Avenue H NE  
Winter Haven, FL 33881-4299  
Station #400 Attn: Thomas Holland

There is a **non-refundable \$50.00** fee charged to applicants for the processing of Previously Certified Florida Officer equivalency requests. Payment must be made electronically via the following link. [Payment Portal](#)

For more information regarding these programs please contact: Thomas Holland at 863-669-2914 or e-mail at [THolland@polk.edu](mailto:THolland@polk.edu).

Applicants who qualify for an exemption will receive a Florida Criminal Justice Standards and Training (CJSTC) Form 76 from Florida Department of Law Enforcement indicating applicant's eligibility.

Approved applicants will have one full year from date of receipt of this form to complete the required proficiency demonstration training course and pass the State Officer Certification exam (SOCE).

The SOCE is based on the full Florida Basic Recruit Training curriculum and we recommend that you attend a course that includes examination preparation and/or review.