



Important Information Regarding P.O.S.T. Timelines

1. Submit the application for certification via the Acadis Portal. For non-certified officers, please ensure to indicate where the agency intends to send the officer for basic training. It is helpful if a copy of the basic academy application is included in the paperwork.

Please note: If an applicant has been employed with a fire department, or has previously begun an academy, they will have a PSID number and should be submitted under the "Previously Certified" option; however, will be processed as a non-certified officer.

2. If documents are received after 30 days of the date of hire, a letter explaining the delay in submission must be included with the paperwork. A delay in submission of 6 months or more will require a waiver and a department representative must appear before the Commission.
3. Applicants who require a waiver (i.e., criminal history, military discharge, transition school, or change of academies), must receive approval from P.O.S.T. prior to attending an academy.
4. Once pre-employment documents have been forwarded to P.O.S.T., please allow up to 15 business days for the paperwork to be processed. Should P.O.S.T. require additional items or appearance before the Commission, the agency will be notified via email with instructions.

Pre-Employment Documents for New Hires

Attach the following items in pdf form to the application for certification via Acadis:

- **Confirmation of Psychological Evaluation form -**
[https://www.tn.gov/content/dam/tn/commerce/documents/post/forms/POSTPsychologicalExaminationConfirmation\(fill\).pdf](https://www.tn.gov/content/dam/tn/commerce/documents/post/forms/POSTPsychologicalExaminationConfirmation(fill).pdf)
- **Confirmation of Medical Examination form -**
<https://www.tn.gov/content/dam/tn/commerce/documents/post/forms/POSTMedicalExaminationConfirmation-fill.pdf>.

****If an agency wishes to use or accept a previous Psychological Evaluation and/or Medical Examination, please include:** A letter requesting acceptance of the previous evaluation and medical; verifying there has been no more than 6 months in a break of service, and the agency has a copy of the confidential reports on file.

- **Fingerprint results with both TBI and FBI findings or [IdentoGo](#) receipt**
- **Copy of High School Diploma, transcripts, or GED equivalency**
- **Copy of State issued Birth Certificate**
- **Military DD-214 (if applicable)**
- **Agency Background Summary**

If officer's military discharge is not "Honorable", please also include:

- **Military Discharge Waiver**
- **Statement in officer's own words explaining the nature of the discharge**

If officer has charges/arrests on their criminal history, please also include:

- **Criminal Record Waiver Request**
- **Copy of [IdentoGo](#) receipt which will give POST access to the criminal history report**
- **Copy of certified court documents with dispositions**
- **Statement in the officer's own words explaining the charges and outcome**

Pre-Employment Documents for POST Transition School

(Same as above) In addition to the items listed above, please also include the following:

- **POST Transition Class Waiver Request -**
<https://www.tn.gov/content/dam/tn/commerce/documents/post/resources/Fillable%20POST%20Transition%20Class%20waiver.pdf>
- **Application for Specialized Training -**
<https://www.tn.gov/content/dam/tn/commerce/documents/let/training/LETApplicationforSpecializedTraining-fillable.pdf>

If officer is coming from another state with previous law enforcement experience, please also include:

- **Copy of certification as a law enforcement officer from State officer is coming from**
- **Copy of certificate from academy where basic training was completed**
- **Copy of syllabus from *the academy* the officer attended, with a breakdown of the courses completed and the number of hours received for each course.**

***Class schedules and general curriculums are not acceptable training documents unless hours received are indicated or accompanied by a statement from the State or academy attended, explaining the training requirements.*