POST ENROLLMENT CHECKLIST

CERTIFICATION DOCUMENTS

(Updated 03/23)

Applicant Name	
Academy Name	
Person Submitting Checklist	
Date	

Please **_submit this checklist_** with completed certification documents electronically to assigned Academy liaison via the **POST file share**. To help expedite processing, please combine all forms and documents into **one pdf file** for each trainee.

REQUIRED DAY AFTER ENROLLMENT via one PDF

- [ ] Student Roster
- [ ] Form 11E
- [ ] Form 1 / Form 2 *(reserve ONLY)*
- [ ] High School Diploma or Evidence of Completion *(transcript must have graduation date)*
- [ ] Copy of state-issued Driver's License or I.D.

When applicable

- [ ] DD214 or NGB-22 *(if you checked "yes" to Box 10 on the Form 1 or 2)*
- [ ] Form 3 and Authorization for Release of Information *(if ever certified in another state)*
- [ ] Immigration Status *(verification of legal residency and legal employment in the U.S.)*

REQUIRED TWO WEEKS PRIOR TO POST EXAM – via one pdf

- [ ] Academy Certificate
- [ ] Skill Certificates
- [ ] Valid First Aid / TCCC **and** Valid CPR Card *(Online only will not be accepted)*
- [ ] Exam Confidentiality Agreement *(Reserves exempt)*