



POST ENROLLMENT CHECKLIST

CERTIFICATION DOCUMENTS

(Updated 12/23)

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**. DO NOT COMBINE ALL FILES INTO ONE LARGE PDF.

REQUIRED DAY AFTER ENROLLMENT

- Student Roster
- Form 11E
- Form 1
- High School Diploma or Evidence of Completion (*transcript must have graduation date*)
- Copy of Valid Driver's License or I.D.

When applicable

- DD214 or NGB-22 (*if you checked "yes" to Box 10 on the Form 1*)
- Form 3 (*if ever certified in another state*)
- Immigration Status (*verification of legal residency and legal employment in the U.S.*)
- Agency Policy Attestation Form (*for non-US-citizens to be submitted by law enforcement agency*)

REQUIRED PRIOR TO POST EXAM – via one pdf

- Academy Certificate
- Valid First Aid / TCCC **and** Valid CPR Card
- Exam Confidentiality Agreement