



STATE OF NEVADA
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
5587 Wa Pai Shone Avenue Carson City, Nevada 89701
(775) 687-7678 Fax (775) 687-4911

**DISPATCHER BASIC TRAINING
ENROLLMENT FORM
(NAC289.335)**

Individuals wanting to take the voluntary Dispatcher Basic Training course must first be enrolled in the nvelearn system (<https://nvelearn.nv.gov>). Once the employee has registered, the employee's supervisor must complete the attached form (Dispatcher Basic Training Enrollment Form) and send the form to kparsley@post.state.nv.us. Once the form is received, (M-Th 0800-1600) POST will enroll the employee and notify the employee and supervisor that the course is open. The employee will have **180 days** to complete the course.

The course has 13 separate topics with an exam after each topic. You must pass the topic exam in order to advance to the next topic. **POST course policy** - If a student fails a course topic exam, a second test attempt is allowed. If two attempts result in exam failures, the supervisor will need to conduct remedial training with the student. The supervisor will need to submit the Dispatcher Remediation Form to POST to have the test attempts reset.

Upon successful completion of the final exam, you will be able to print your Dispatcher Basic Training Certification of Completion. Please submit a copy of this certificate to your supervisor. This will be required in order to submit for the POST Dispatcher Certification.

REGISTRATION:

Student Information

Employees First and Last Name: _____

Employees Email: _____

Employing Agency: _____

Employing Agency Address: _____

Phone Number: _____

Agency Supervisor Information

Supervisors First and Last Name: _____

Supervisors Title: _____

Supervisors Email: _____ Phone Number: _____

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____