



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

**\*\*Request must be made at least Five (5) business days before exam is to be taken.\*\***  
**NV POST is open Monday-Thursday.**

**REQUEST FOR POST STATE CERTIFICATION EXAMINATION**

Only employed officers are eligible to take the exam. Individuals must enroll in the NVAPPS system prior to taking the test. Instructions for enrollment in NVAPPS and Steps to take State Certification Exam are on the POST website.

**\*\*If any problems are encountered while taking an exam, please contact the HR Helpdesk at 775-687-9099\*\***

Academy/Agency Name: \_\_\_\_\_  
 Academy/Agency Representative Requesting Exam: \_\_\_\_\_ Title: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Not Reciprocity  Reciprocity = This employee meets all reciprocity requirements and I have verified the out of state certification and full time employment as a peace officer.

Exam Category (check the boxes below)	# of Students	Exam Date Requested	Requested Exam Time Window (i.e. 8am-1pm)
<input type="checkbox"/> Category I	_____	_____	_____
<input type="checkbox"/> Category II	_____	_____	_____
<input type="checkbox"/> Category III	_____	_____	_____
<input type="checkbox"/> Reserve	_____	_____	_____

**\*\*Acknowledge all prerequisites for Reserve Academy completed. Agency rep initials: \_\_\_\_\_**

**Required Document**

A document listing **only** those individuals taking the exam with their full name, DOB, start and end date of academy completion; and must be written on Agency or Academy letterhead. It must be attached to the email when this form is submitted.

**Acknowledgement and Understanding**

By submitting this request to the Peace Officer Standards and Training, you agree, to the best of your ability, to adhere to the following POST State Certification Exam requirement:

1. POST must be in receipt of the list of individuals taking the state certification exam.
2. Only peace officers meeting the criteria of successful completion of the academy/reciprocity training as listed in NAC 289.200(2) will be taking the certification examination.
3. All individuals will be taking the certification examination at the agency training site or other authorized agency facility under immediate staff supervision.
4. Academy/Agency staff must administer, supervise and be present for the testing. NO individuals are permitted to take the certification examination on their own.
5. NO PERSON(S) MAY ASSIST, COACH OR TAKE THE EXAM FOR ANOTHER PERSON.

Comments: \_\_\_\_\_

Email to Kayla Parsley, [kparsley@post.state.nv.us](mailto:kparsley@post.state.nv.us)

**POST USE ONLY**

Request Scheduled By: \_\_\_\_\_  
 Date and Time Testing Available: \_\_\_\_\_  
**Password is case-sensitive!:** \_\_\_\_\_