



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 and will only be scheduled Monday through Thursday-NO FRIDAY TESTS****

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 box below)	# of Students	Exam Date Requested Monday-Thursday ONLY	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	_____	_____	_____

Required Documents

1. 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.
2. A complete copy of the **final basic academy schedule (not required for Reciprocity)**
3. All items 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 Kelly Engels, k.engels@post.state.nv.us

POST USE ONLY

Request Scheduled By: _____

Date and Time Testing Available: _____

Password is case-sensitive!: _____