

COMMISSION ON  
**PEACE OFFICER STANDARDS AND TRAINING**

October 12, 2015

**Subject: POST CPT Credit for Credible Leadership Training Program**

California POST is awarding Continuing Professional Training (CPT) credits to California Peace Officers for their completion of the non-POST certified course entitled **Credible Leadership** (Phases I through V), which is affiliated with the National Sheriffs' Association Institute ([www.sheriffsicld.org](http://www.sheriffsicld.org)). POST CPT credit can also be obtained for the affiliated course entitled **Deliberate Leadership with a Moral Compass**, a 16-hour course.

Once students complete these courses and wish to request POST CPT credits, they will be required to complete the two attached POST forms (POST 2-213 and POST 2-213 Addendum) and submit them to California POST (860 Stillwater Road, Suite 100, West Sacramento, CA 95605-1630) special attention to Dan Toomey, Law Enforcement Consultant, Training Program Services Bureau.

Students should submit both POST forms along with a copy of their certificate of completion from either Credible Leadership and or Deliberate Leadership. Once these documents are received by POST and approved by the POST consultant, the course title(s) and completed hours will be entered into the peace officer's POST Personal Training Profile, which is located on the POST EDI computer program.

The label of non-POST certified course reflects this course is not eligible for POST reimbursement funds. However, POST awards training credits for a number of such courses, such as the FBI National Academy (13-week program).

On the master form POST 2-213, the student will need to complete all three sections (Sections 1 – 3). Under Section 2 the box labeled **National Sheriff's Institute** should be marked with an X. On the 2<sup>nd</sup> form, POST 2-213 Addendum, all three sections should also be completed. Under Section 2, **Course Title** should reflect the name of the course i.e., Credible Leadership (Phase I - V), under heading of **Course Provider**, it should reflect National Sheriff's Institute, under **Location** it should reflect the agency hosting the course and the location where the course was presented.

If there are any further questions on this process, please contact POST Senior Consultants Dan Toomey ([dan.toomey@POST.ca.gov](mailto:dan.toomey@POST.ca.gov) / 916-227-4828) or Greg Kyritsis ([greg.kyritsis@POST.ca.gov](mailto:greg.kyritsis@POST.ca.gov) / 916-227-3898).



**POST**

EDMUND G. BROWN JR.  
GOVERNOR

KAMALA D. HARRIS  
ATTORNEY GENERAL

**INFORMATION PRIVACY ACT:** Pursuant to the Federal Privacy Act ([Public Law 93-579](#)) and the Information Practices Act (IPA) of 1977 ([Civil Code Sections 1798, et seq.](#)), notice is hereby given for the request of personal information. Failure to provide all or any part of the requested information may delay processing of this form or result in an incomplete record. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual for whom personal information is collected has the right to inspect that information in any record maintained by POST. Inquiries may be directed to the POST Information Practices Act Coordinator at the address listed above. Contact POST for instructions on requesting records.

**INSTRUCTIONS**

- Complete this application form to request Continuing Professional Training (CPT) credit for a non-certified training course selected by the POST Commission.
- Attach a *copy* of the certificate or letter (no larger than 8-1/2" x 11") that verifies course completion.
- Mail completed form with attached copy of proof of course completion to the above address, Attn: EDI Support.

SECTION 1: TRAINEE INFORMATION		
1. NAME OF TRAINEE (LAST, FIRST, MIDDLE)		2. POST-ID (OR SOCIAL SECURITY NUMBER)
3. REQUESTING AGENCY NAME	4. COURSE COMPLETION DATE	5. HOURS SUCCESSFULLY COMPLETED

SECTION 2: COURSE INFORMATION	
6. TRAINING COURSE, CODE, AND TITLE – CHECK THE BOX TO IDENTIFY THE COURSE COMPLETED	
<p><b>Federal Bureau of Investigation</b></p> <p><input type="checkbox"/> NCC0101 – Hazardous Devices Basic School / Redstone Arsenal, Alabama</p> <p><input type="checkbox"/> NCC0102 – FBI National Academy</p> <p><input type="checkbox"/> NCC0103 – National Executive Institute</p> <p><b>Federal Law Enforcement Training Center</b></p> <p><input type="checkbox"/> NCC0201 – POST-Blast Investigative Techniques</p> <p><b>Government Agency</b></p> <p>Name: _____</p> <p>Type: <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Approved Federal Contractor</p> <p><input type="checkbox"/> NCC0801 – Anti-terrorism</p> <p><input type="checkbox"/> NCC0802 – Weapons of Mass Destruction</p> <p><b>National Sheriffs' Association</b></p> <p><input type="checkbox"/> NCC0301 – National Sheriffs' Institute</p>	<p><b>Northwestern University Public Safety Center</b></p> <p><input type="checkbox"/> NCC0501 – Traffic Accident Reconstruction 1</p> <p><input type="checkbox"/> NCC0502 – Traffic Accident Reconstruction 2</p> <p><input type="checkbox"/> School of Police Staff and Command</p> <p><input type="checkbox"/> Senior Managers Leadership Program</p> <p><b>Police Executive Research Forum (PERF)</b></p> <p><input type="checkbox"/> NCC0401 – Senior Management Institute for Police</p> <p><b>United States Armed Forces</b></p> <p><input type="checkbox"/> NCC0601 – Special Weapons and Tactics</p> <p><b>United States Secret Service</b></p> <p><input type="checkbox"/> NCC0701 – Dignitary Protection Service</p> <p><b>University of Indianapolis</b></p> <p><input type="checkbox"/> NCC0901 Forensic Video Analysis – Level I</p> <p><input type="checkbox"/> NCC0902 Forensic Video Analysis – Level II</p> <p><input type="checkbox"/> NCC0903 Forensic Video Analysis – Level III</p>

SECTION 3: ATTESTATION AND APPROVAL	
<p>I attest that I am a duly authorized official of the agency requesting CPT credit for the above-named employee. To the best of my knowledge, the information stated above is true and correct and in conformance with Commission Regulations.</p> <p>I also understand:</p> <ul style="list-style-type: none"> <li>• POST reimbursement is not authorized for attending this training.</li> <li>• CPT credit will be assigned to the 24-month period in which the course was successfully completed as described in <a href="#">Commission Regulation 1005(d)</a>.</li> </ul>	
7. SIGNATURE OF CHIEF EXECUTIVE / AUTHORIZED DESIGNEE	8. PRINT NAME
 _____ DATE	
9. TITLE	10. CONTACT NUMBER ( )

