



Overview and Instructions

**INTRODUCTION**

Completion of the Basic Course Waiver (BCW) process is an option for meeting California’s Regular Basic Course training requirement. The Regular Basic Course is the training requirement for POST-program city police officers, sheriff’s deputies, marshals, district attorney investigators, campus police officers, park police, Level I reserve peace officers, and a few miscellaneous peace officer positions identified in the California Penal Code.

An individual must successfully complete the entire BCW process to obtain a waiver. Completion of the waiver process **does not** constitute the issuance of a POST Basic Certificate.

Agency sponsorship is not required to participate in the BCW process. **Acceptance of a waiver for meeting the Regular Basic Course training standard is at the discretion of the employing agency.**

**THE PROCESS**

The BCW process evaluates prior law enforcement training and experience and tests the applicant’s knowledge and skill levels. **The steps must be completed in the order shown.** Fees are charged for Steps 2 and 3.

BCW Evaluation Four Step Process	Fee
<b>STEP 1. APPLICATION/SELF-ASSESSMENT</b>	
Applicant <b>MUST</b> successfully complete: <ul style="list-style-type: none"> <li>a) General law enforcement basic course (Academy) – <b>200 hours minimum</b></li> <li>b) General law enforcement training – <b>664 hours minimum (including basic course)</b></li> <li>c) Legislatively mandated training – <b>included in the POST-certified Regular Basic Course (RBC)</b></li> <li>d) General law enforcement experience – <b>1 year minimum</b></li> </ul> <p><a href="#">See details on pages 3–5</a></p>	No Fee
<b>STEP 2. POST TRAINING EVALUATION</b>	
Applicant’s self-assessment and supporting documents are evaluated to determine if the general law enforcement training and experience meets the requirements outlined in Step 1. <p><a href="#">See details on page 6</a></p>	\$75.00
<b>STEP 3. BASIC COURSE WAIVER EXAMINATION (BCWE)</b>	
Both written and skills components can be satisfied by completing either the <b>136-hour minimum</b> Requalification Course or by testing: <ul style="list-style-type: none"> <li>• <b>Written component:</b> Consists of a multiple-choice exam that measures knowledge of the POST-certified <a href="#">RBC curriculum</a>.</li> <li>• <b>Skills component:</b> Consists of an assessment of critical skills, such as firearms and defensive tactics.</li> </ul> <p><a href="#">See details on page 6</a></p>	Fee varies by presenter
<b>STEP 4. WAIVER ISSUED</b>	
The waiver letter granted by POST waives the required completion of a California POST-certified Regular Basic Course and is <b>valid for 3 years</b> . <p><a href="#">See details on page 7</a></p>	No Fee

## STEP 1: APPLICATION AND SELF ASSESSMENT

### MINIMUM ELIGIBILITY REQUIREMENTS

Eligibility for the Basic Course Waiver process is based on meeting the requirements outlined in the table below:

Component	Training Requirements
<b>Prior General Law Enforcement Basic Course Training</b>	<p>Successful completion of a <b>minimum 200-hour general</b> law enforcement basic training as identified below:</p> <ul style="list-style-type: none"> <li>• Course is certified or approved by California POST or a similar standards-setting agency of another state within the U.S.</li> <li>• <i>OR</i> – California Reserve Modules: A, B, &amp; C Courses</li> <li>• <i>OR</i> – A federal agency general law enforcement basic course (i.e., FLETC’s Mixed Basic, Basic and BIA Police Courses <i>may</i> meet this requirement.).</li> </ul> <p><b>NOTE:</b> Military Basic, Military Police, and specialized training (e.g., U.S. Customs, Border Patrol, INS, FBI, DEA) <b><u>do not meet this prerequisite.</u></b></p>
<b>Minimum General Law Enforcement Training</b>	<p>Successful completion of <b>664 hours</b> of general law enforcement training to meet the minimum hours required in California’s Regular Basic Course. The 664-hours training requirement may include the applicant’s basic course.</p>
<b>Completion of Legislatively Mandated Training</b>	<p>Successful completion of the legislatively mandated training subjects included in the Regular Basic Course and outlined in the Legislatively Mandated Training Worksheet.</p>
<b>Minimum General Law Enforcement Experience</b>	<p>Successful completion of a minimum <b>one year</b> of sworn general law enforcement experience as attested to by the employing department head, training officer, or personnel officer.</p>

### APPLICATION

The applicant must complete the Basic Course Waiver Application ([see page 1](#)). Each section must be completed in full:

- **Section 1:** Complete all items (you must include a daytime or message contact number).
- **Section 2:** Indicate type of waiver, enclosed fee, and applicable documentation; sign and date.

### SELF-ASSESSMENT

The applicant may compare the training he/she has received with the subjects on the Legislatively Mandated Training Worksheet ([see page 9](#)) and write the Learning Domain Reference (LD REF) number next to the comparable subject on his/her training outline, certificate, and/or training record. **The minimum hours for each Legislatively Mandated Training requirement must be met to be eligible for Step 3 (BCW Examination) of the process.**

### TRAINING DOCUMENTATION

**Important Note:** Photocopies of training documents are REQUIRED for all training hours. **All training document photocopies must be legible and complete.**

*See next page for required documentation*

**STEP 1: APPLICATION AND SELF ASSESSMENT** *cont'd*

TRAINING DOCUMENTATION *cont'd*

Acceptable Training	Required Proof of Course Completion and Content*
<b>Basic Course:</b> Minimum 200-hour general law enforcement basic training course	1. Submit a certificate of course completion issued by the school/ academy or a letter of verification signed by the school/academy director on school/academy letterhead. <b>AND</b> 2. Submit a course outline, schedule or syllabus with the same dates as the academy course completion certificate.
<b>In-Service</b>	1. Submit an agency-issued certificate of course completion. <b>OR</b> 2. Submit an agency training record (typed, handwritten, or electronic) with the agency training officer's printed name and original signature and date on each page.
<b>Other Law Enforcement Courses</b>	1. Submit a certificate of course completion issued by the school/agency, or a letter of verification on agency letterhead and signed by the training officer. <b>AND</b> 2. <b>If the topic is not clearly defined by the course title:</b> Submit course outline, schedule, or syllabus with the same dates as the course completion certificate.*
<b>College/University General Law Enforcement Related Courses</b>	1. Submit an official college transcript issued by an accredited college where the courses were taken. A passing grade must have been awarded. ( <i>Grade reports and work-in-progress reports are not acceptable.</i> ) <b>AND</b> 2. <b>If the topic is not clearly defined by the course title:</b> Submit course catalog description or syllabus for the dates the course was attended.*  <b>Converting College Units:</b> One semester unit = 20 training hours One quarter semester unit = 14 training hours <i>Examples:</i> 3-unit semester course = 60 training hours 3-unit quarter semester course = 42 training hours

\*Required proof of course completion and content:

- The applicant must provide proof of course content (course outline) – **IF**:
  - The course title is general, such as *basic, advanced officer, or in-service*.
  - The course covers more than one legislatively mandated subject, but the course title does not reflect all subjects covered.
  - The course was longer than one day in length and the certificate does not indicate total course hours.
- **Course dates on the course outline must match the completion certificate dates.**

NON-QUALIFYING TRAINING

Training Acquired Via	Type of Training
<b>College / University</b>	<ul style="list-style-type: none"> <li>• Correspondence courses</li> <li>• Credit by challenge</li> <li>• Life-experience credit</li> </ul>
<b>Job Training</b>	<ul style="list-style-type: none"> <li>• Field training</li> <li>• On-the-job training</li> <li>• Roll-call training</li> </ul>

**STEP 1: APPLICATION AND SELF ASSESSMENT** *cont'd*

WAIVER OF ATTENDANCE AT A POST-CERTIFIED REGULAR BASIC COURSE

Requirements for Waiver
<b>HANDWRITTEN CHANGES</b>
The training presenter must verify, in writing on agency letterhead, that any handwritten changes related to attendance were authorized by the agency.
<b>PROOF OF SUCCESSFUL GENERAL LAW ENFORCEMENT EXPERIENCE</b>
The applicant must submit an original letter ( <i>see Sample Letter on page 7</i> ) on agency letterhead and signed by the employing department head, training manager, or personnel officer, verifying successful completion of at least <b>one year</b> of sworn general law enforcement experience.
<b>GENERAL LAW ENFORCEMENT DEFINED</b>
General law enforcement duties <i>minimally</i> include each of the following: <ul style="list-style-type: none"><li>• Investigating crime</li><li>• Patrolling a geographic area</li><li>• Responding to the full range of requests for police services</li><li>• Performing any enforcement action on the full range of law violations</li></ul> <b>NOTE:</b> Training must be sufficient to enable an officer to successfully complete all duties outlined above.
<b>EVALUATION FEE</b>
The applicant must send a <b>certified check or money order for \$75.00</b> , payable to "Commission on POST." <b><i>Personal checks are not accepted.</i></b>
<b>MAIL THE ORIGINAL COMPLETED AND SIGNED APPLICATION FORM, ORIGINAL LETTER OF EXPERIENCE, COPIES OF ALL SUPPORTING DOCUMENTATION, AND PAYMENT FEE TO:</b>
Commission on POST Basic Training Bureau – BCW 860 Stillwater Road, Suite 100 West Sacramento, CA 95605

See the following pages for **Steps 2–4**

## STEP 2: POST TRAINING EVALUATION

POST will evaluate the applicant's training if the evaluation package is **complete** and includes the signed Basic Course Waiver Application (POST 2-267), evaluation fee, verification of successful general law enforcement experience, and proper documentation of general law enforcement training. The applicant's self-assessment and supporting documents are evaluated to determine if the general law enforcement training and experience requirements have been met.

### HOW COMPARABLE TRAINING IS DETERMINED

Based on the documentation submitted by the applicant, POST conducts an evaluation of the applicant's training and experience to determine if the applicant meets the minimum requirements of the BCW process as outlined in **Step 1** above.

### HOW APPLICANT IS NOTIFIED

After the evaluation is completed, POST will issue a letter indicating whether the applicant is:

- **Eligible to continue the BCW process** by taking the Basic Course Waiver Examination (BCWE).

OR

- **Ineligible to take the BCW Exam** (BCWE) without obtaining additional training.

OR

- **Ineligible to continue the BCW process** and needs to complete a POST-certified Regular Basic Course before exercising peace officer powers in California.

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## STEP 3: BASIC COURSE WAIVER EXAMINATION (BCWE)

### EXAMINATION ELIGIBILITY

If POST determines that the applicant meets the training and experience requirements of the BCW process, POST will send an eligibility letter with instructions for requesting the BCWE. The BCWE must be taken within **180 days** (six months) of the eligibility letter date.

The BCWE includes both written and skill components:

- **The written component** consists of a 100-question, multiple-choice, comprehensive examination covering subjects taught in the Regular Basic Course, including California law. *Applicants must obtain a score of at least 77%.*
- **The skill component** consists of an applicant's successful demonstration of defensive tactics and firearms (handgun and shotgun) proficiency.

*The defensive tactics portion is graded **pass/fail**.*

*The firearms portion is graded by the applicant receiving an **acceptable accuracy score** as determined by the Requalification Course presenter.*

The BCWE can be met by successfully completing either:

- 136-hour minimum POST Requalification Course (*see attached flyer*) at specified basic academies in California.

OR

- Testing that is available through participating Requalification Course presenters.

### RETEST

One retest is allowed for each component. Applicants who fail a retest are not eligible for a waiver, and are required to complete a Regular Basic Course prior to exercising peace officer powers in California.

### TEST RESULTS

A certificate of course completion, or a letter of successful completion of the examinations, is issued by the presenter at the conclusion of the BCWE. **IMPORTANT INSTRUCTION: THE APPLICANT MUST MAIL A PHOTOCOPY** OF THE COMPLETION CERTIFICATE AND/OR LETTER TO POST TO ENSURE THE ISSUANCE OF THE WAIVER.

#### **STEP 4: WAIVER ISSUANCE**

Based upon the applicant's prior training, experience, and successful completion of the BCWE, POST will issue a letter that waives the requirement for attendance at a POST-certified Regular Basic Course. **Acceptance of a waiver is at the discretion of the employing agency.** A waiver is **NOT** equivalent to a POST Basic Certificate.

#### **WAIVER VALID FOR THREE YEARS**

An individual must be appointed as a California full-time regular peace officer or a Level I reserve officer within three years from the date the waiver is granted. After three years, applicant will need to meet the requalification requirements outlined in Commission Regulation [1008](#) of the POST Administrative Manual (PAM).

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#### **QUESTIONS?**

After you have carefully read the preceding instructions, you can obtain additional information by calling the Basic Training Bureau at 916 227-4254 or emailing [BCW@post.ca.gov](mailto:BCW@post.ca.gov).

See the following pages for [Sample Waiver Letter](#) and [Self-Assessment Training Worksheet](#)

**SAMPLE WAIVER LETTER**

**[AGENCY LETTERHEAD]**

[DATE]

Commission on POST  
Basic Training Bureau – BCW  
860 Stillwater Road, Suite 100  
West Sacramento CA 95605-1630

Dear BCW Manager:

This letter is to verify that [APPLICANT'S FULL NAME] is/was employed as a sworn (APPLICANT'S POSITION) with our department from [DATES OF SERVICE].

During his/her employment, [APPLICANT'S NAME] successfully completed each of the following:

- General law enforcement experience (*1 year minimum*)
- Patrolling a geographical area
- Responding to the full range of requests for police services
- Performing enforcement actions on the full range of law violations
- Conducting investigations of crime

If you have any questions regarding [APPLICANT'S NAME] employment with our department, please contact me at [SIGNEE'S CONTACT PHONE NUMBER].

Sincerely,

[ORIGINAL SIGNATURE: Agency Head, Training Officer, or Personnel Official]  
[PRINTED NAME]  
[TITLE]

Encl: BCW Application Package

**\*NOTE:** Original letter must be on agency letterhead and mailed with BCW application package.



**APPLICANT SELF-ASSESSMENT TRAINING WORKSHEET**

LD Ref	Required Subjects (General Descriptions)	Hours		POST Use Only
		Required	Self Assess	
1	Leadership, Professionalism & Ethics (principles and goals, Code of Ethics)	2		
2	Criminal Justice System (components of, Constitutional Amendments)	2		
3	Policing in the Community (COPPS, SARA, problem-solving)	2		
5	Introduction to Criminal Law (types of law, classification of crimes)	3		
7	Crimes Against Persons	2		
9	Crimes Against Children	4		
10	Sex Crimes	6		
12	Controlled Substances	12		
15	Laws of Arrest	5		
16	Search and Seizure	3		
17a	Hearsay Testimony (presentation of hearsay evidence)	1		
17b	Presentation of Evidence (lawful collection of evidence, rules of evidence)	2		
18	Investigative Report Writing	2		
19	Vehicle Operations	2		
20	Use of Force	3		
25	Domestic Violence	8		
27	Missing Persons	4		
29	Traffic Accident Investigation	12		
30	Crime Scene, Evidence and Forensics	2		
33	Arrest and Control	10		
34	First Aid & CPR (MUST include bloodborne pathogens)	21		
35a	Chemical Agents (law enforcement use of OC, CN, CS)	6		
35b	Firearms – Handgun	24		
35c	Firearms – Shotgun	16		
37	People with Disabilities	15		
38	Gang Awareness	2		
39	Crimes Against the Justice System (perjury, bribery, false reporting, resisting/delaying/threatening an officer)	1		
41	Hazardous Materials Awareness	4		
42a	Cultural Diversity/Discrimination	5		
42b	Hate Crimes	4		
42c	Racial Profiling	5		
42d	Sexual Harassment	2		
43a	Emergency Management	8		
43b	NIMS/SEMS	8		