

Commission on Peace Officer Standards and Training  
**WAIVER OF ATTENDANCE AT A POST-CERTIFIED  
REGULAR BASIC COURSE**

**INTRODUCTION**

Completion of the Basic Course Waiver 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 Basic Course Waiver (BCW) process to obtain a waiver. Completion of the BCW 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 BCW is a four-step process for evaluating prior law enforcement training and experience, and testing knowledge and skill levels. The steps must be completed in the order shown. Fees are charged for Steps 2 and 3.

**BASIC COURSE WAIVER (BCW) PROCESS**

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Step 1: APPLICATION/ SELF-ASSESSMENT (Pages 2 - 4)	Step 2: POST TRAINING EVALUATION (Page 4)	Step 3: BASIC COURSE WAIVER EXAMINATION (BCWE) (Page 5)	Step 4: WAIVER ISSUANCE (Page 5)
<p>The application/self-assessment must include verification of successful completion of:</p> <ul style="list-style-type: none"> <li>• at least a 200-hour general law enforcement basic course,</li> <li>• at least 664 hours of general law enforcement training (including basic course),</li> <li>• the legislatively mandated training included in the Regular Basic Course, and</li> <li>• at least one year of general law enforcement experience.</li> </ul>	<p>The applicant’s self-assessment and supporting documents are evaluated to determine if the general law enforcement training and experience requirements outlined in Step 1 have been met.</p>	<p>The BCWE includes both written and skill components.</p> <p>The written component consists of a multiple-choice examination that measures knowledge of the Regular Basic Course curriculum.</p> <p>The skills component consists of an assessment of critical skills, such as firearms and defensive tactics.</p> <p>Both components can be satisfied by completing either the 136-hour minimum Requalification Course or by testing.</p>	<p>The waiver letter granted by POST waives the required completion of a California POST-certified Regular Basic Course and is valid for three years.</p>
No fee	\$75 fee	Fees vary by presenter	No fee

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**Step 1: APPLICATION/SELF-ASSESSMENT**

**MINIMUM ELIGIBILITY REQUIREMENTS**

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

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

**APPLICATION**

The applicant must read and complete the Basic Course Waiver Application (POST 2-267) as indicated below:

1. Complete Section 1 of the form. Include a daytime or message telephone number.
2. Complete, sign and date Section 2.

**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.**

**DOCUMENTATION OF TRAINING**

**Photocopies** of training documents are required for all training hours. ***All training document photocopies must be legible and complete.***

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Acceptable Training	Proof of Course Completion and Content
Basic Course - 200 hour or longer general law enforcement basic training course	<ol style="list-style-type: none"> <li>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></li> <li>2. Submit a course outline, schedule or syllabus with the same dates as the academy course completion certificate.</li> </ol>
In-Service	<ol style="list-style-type: none"> <li>1. Submit an agency-issued certificate of course completion, <b>OR</b></li> <li>2. Submit an agency training record (typed, handwritten or computer-generated) with the agency training officer's original signature, printed/typed name, and the signature/date on each page.</li> </ol>
Other Law Enforcement Courses	<ol style="list-style-type: none"> <li>1. Submit a certificate of course completion issued by the school or agency or a letter of verification signed by the training officer on letterhead, <b>AND</b></li> <li>2. Submit a course outline, schedule or syllabus with the same dates as the course completion certificate, if the topic is not clearly defined by the course title.*</li> </ol>
College/University General Law Enforcement Related Courses	<ol style="list-style-type: none"> <li>1. Submit an official college transcript issued by an accredited college where the courses were taken. A passing grade must have been awarded. (Grade reports and work-in-progress reports are not acceptable.) <b>AND</b></li> <li>2. Submit a course catalog description or syllabus for the dates the course was attended, if the topic is not clearly defined by the course title.*</li> </ol> <p>College Unit Conversion: One semester unit equals 20 training hours; one quarter unit equals 14 training hours. Example: A three-unit semester course equals 60 training hours.</p>

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

**\*REQUIRED PROOF OF COURSE CONTENT**

The applicant must provide proof of course content (i.e., outlines), if the course:

- Title is general, such as basic, advanced officer, or in-service;
- Covers more than one legislatively mandated subject, but the title does not reflect all subjects covered;
- Was longer than one day in length and the certificate does not indicate the total course hours.

**The course dates on the outlines must match the completion certificate dates.**

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#### HANDWRITTEN CHANGES

The training presenter must verify, in writing on agency letterhead, that any handwritten changes were authorized by the agency.

#### PROOF OF SUCCESSFUL GENERAL LAW ENFORCEMENT EXPERIENCE

The applicant must submit an original letter (see Sample Letter, page 7), on agency letterhead and signed by the employing department head, training manager, or personnel officer, verifying successful completion of at least one year of sworn general law enforcement experience.

#### GENERAL LAW ENFORCEMENT DEFINED

General law enforcement duties minimally include: investigating crime, patrolling a geographic area, responding to the full range of requests for police services, and performing any enforcement action on the full range of law violations.

Training must be sufficient to enable an officer to successfully complete all of the duties outlined above.

#### EVALUATION FEE

The applicant must send a **\$75.00 certified check or money order**, payable to "Commission on POST." ***Personal checks are not accepted.***

#### **MAIL THE ORIGINAL COMPLETED APPLICATION FORM, ORIGINAL LETTER OF EXPERIENCE, COPIES OF ALL SUPPORTING DOCUMENTATION, AND FEE TO:**

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

### **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
- Is ineligible to take the BCWE without obtaining additional training, or
- Is 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 the:

1. 136-hour minimum POST Requalification Course (see attached flyer) at specified basic academies in California, or
2. 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. 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, applicants will need to meet the requalification requirements outlined in Commission Regulation 1008 of the POST Administrative Manual.

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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).

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**SAMPLE LETTER\***

(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 at least one-year of general law enforcement experience, which included patrolling, responding to the full range of requests for police services, performing enforcement actions on the full range of law violations, and conducting investigations of crime.

If you have any questions regarding (APPLICANT'S NAME) employment with our department, please give me a call at (AUTHOR'S PHONE NUMBER).

Sincerely,

(ORIGINAL SIGNATURE OF AGENCY HEAD, TRAINING OFFICER, OR PERSONNEL DEPARTMENT OFFICIAL)  
(PRINTED NAME AND TITLE)  
(AGENCY NAME)

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

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**SELF ASSESSMENT TRAINING WORKSHEET**

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