

**Gulf Coast Criminal Justice Selection Center
Equivalency of Training (EOT) Assessment**

Rev: 10/2021



This procedure, which took effect on August 21, 2006, allows out-of-state, military and federal officers/agents who wish to avoid taking the full basic training prior to sitting for the state exam to request an exemption based upon their prior training and experience.

General Information the Equivalency of Training (EOT) Assessment for Out-of-State Officers and Federal Transfers: For law enforcement, correctional or correctional probation officers in another state, or a federal agency or the military to obtain certification as an officer in Florida without first attending a full basic recruit academy in Florida, they must: **(1) Successfully Complete an EOT Assessment** showing that they attended sufficient basic training and were employed full time as an officer for at least 1 year **(after an academy or graduation ((not counting academy time, either before or during the academy))**, in a job that ended no more than 8 years ago, and; **(2) Demonstrate proficiency in certain high-liability physical skills** (defensive tactics, firearms, medical first responder, and for law enforcement officers only - driving) at a Florida Criminal Justice Training Academy; and **(3) Pass the Florida State Officer Certification Examination**. You must complete each step before progressing to the next. In order for us to assess your training and employment you must submit an application providing us with information, execute a waiver authorizing us to make inquiries, and pay a fee. We will then complete the assessment. If you qualify, you will receive a Criminal Justice Standards and Training Commission (CJSTC) Form 76 by certified mail from us, showing your eligibility to proceed with the Proficiency Demonstration and the state examination. (Please allow 4 to 6 weeks minimum for the evaluation step.) All information provided by applicants is subject to assessment.

Assessment Fees (Out-of-State or Federal):

\$300.00 - Out of State or Federal
\$400.00 - Out of State or Federal (Dual Certifications)

Exemption Eligibility: In order to be eligible for an exemption you must have:

-At least one continuous year of full time, paid, sworn experience. Volunteer, part-time and reserve duty does not qualify, in the discipline for which you are seeking an exemption (law enforcement, corrections, or parole/probation). If you have a break in service or work for more than one department, then the one year of experience must occur within an eighteen month time frame, at not more than two agencies. This time period must begin after you completed your basic academy training. If you are not currently employed as a criminal justice officer, there cannot be more than an 8-year gap from the end of your most recent qualifying employment to our office receiving your completed Equivalency of Training Application; and;

-Received training in the discipline which is comparable to Florida's full basic curriculum.

Qualifications for Law Enforcement Officers / Federal:

In order to qualify for an exemption and comparable training you must have successfully completed the following topical areas:

Law Enforcement

- Legal
- Interactions in Diverse Community
- Interviewing and Report Writing
- Patrol (Fundamentals - Calls for Service - Critical Incidents)
- Criminal Investigations (Crime Scene and Courtroom)
- Traffic Stops
- Traffic Crash Investigations
- Vehicle Operations
- First Aid or Equivalent
- Firearms
- Defensive Tactics

Correctional Comparable Training

- Legal
- Communications
- Officer Safety
- Facility and Equipment
- Intake and Release
- Supervising in a Correctional Facility
- Supervising Special Populations
- Responding to Incidents and Emergencies
- First Aid or Equivalent
- Firearms
- Defensive Tactics

Correctional Probation Comparable Training

- Legal
- Interpersonal Communications Skills
- Case Load Management
- Supervision
- Investigation
- Management Information Systems
- First Aid or Equivalent
- Defensive Tactics

Verification of Experience: We must contact your employing agency to verify employment.

Documentation of Training: From your first basic academy we need a copy of the academy training curriculum broken down by hours, i.e. 40 hours report writing, 25 hours criminal law, etc. This is sometimes referred to as the training/class schedule, outline or syllabus. If you have been awarded college credit for any of your training, we need a copy of your college transcripts. If you have completed any in-service, advanced or specialized courses, please provide us with copies of the certificates or a print out from your department's training section. We must verify your training with the training academy you attended.

Steps on How to Apply:

Step One: Complete the Equivalency of Training (EOT) Application. To qualify, your employment records must establish that you were employed as a full-time (40 hours per week) sworn law enforcement officer (authorized to bear arms and make arrests), or correctional officer (authorized to bear arms), or correctional probation officer, either by working for a single agency for 1 full year **(after an academy or graduation (not counting academy time, either before or during the academy))**, or for a cumulative twelve full months at two agencies within an eighteen-month period. Qualifying employment cannot include time spent in an academy, even if you were receiving pay while attending the academy. There cannot be more than an 8-year gap from the end of your most recent qualifying employment our office receiving the completed EOT Application. Employments that typically do not establish EOT qualification are seasonal, part-time, reserve (civilian or military), volunteers, military security forces, military vessel-boarding teams, etc. The application must be notarized. We verify all qualifications in writing. **Your employer will be contacted, no exceptions.**

Step Two: Execute the waiver we need to verify your training and employment, FDLE "Authority For Release of Information" (CJSTC Form 58), included with this EOT Application. This waiver must also be notarized.

Step Three: Attach all documentation (course outline and certificate of completion) showing that you completed training in all the required subjects listed above for your discipline (law enforcement, corrections or correctional probation). This training may be from your employer, an accredited college, or a certified state, local, or federal training academy.

****Armed Forces Personnel (Federal):** *You will need to submit proof of your military law enforcement or corrections training and assignments. If you are no longer in the service we need a copy of your DD 214 and a copy of your graduation certificate from your law enforcement or corrections training school. If you are still on active duty we need an official printout of your training and duty assignments. For Air Force Security Forces personnel this would be your Virtual Military Personnel File (VMPF) or, for Navy and Marine personnel this would be your Virtual Military Experience and Training File (VMET) or your Single Unit Retrieval Format (SURF), which are available online.*

Step Four: Enclose a money order or cashier's check for the non-refundable applicable assessment fee that will be made payable to: Gulf Coast State College ***No Personal Checks or Cash.**

Step Five: Submittal of Application:

If submitting your application by mail, mail it to:

Gulf Coast State College
Criminal Justice Selection Center
Attention: Stephanie Driskill - PC Campus
5230 West U.S. Highway 98
Panama City, FL 32401-1041

If you wish to deliver your application in person, we are located at:

Gulf Coast State College
North Bay Campus
700 Highway 2300
Southport, FL 32409

What Comes Next:

If you do not hear from us within 10-15 working days, you can consider that we found no problems with your application for exemption. After the verifications have been done, if you qualify for an exemption, we will update the FDLE computer system. We will then complete and send you the CJSTC-76 form by certified mail if you qualify. You will then have 1 year from the date you receive that form to demonstrate your proficiency in high liability subjects and pass the State Officer Certification Examination (SOCE). If you fail to complete these requirements within the 1 year, you may apply again, which will involve completing all of the paperwork and paying the assessment fee again. Note: You can only take the SOCE a total three times between academies.

Gulf Coast State College offers the EOT Courses and State Officer Certification Exams (SOCE):

The Proficiency courses are offered at GCSC. Contact Greg May at: 850-913-3297.

The SOCE is offered by Pearson VUE for a fee of \$150.00 and is scheduled by appointment only (home.pearsonvue.com). Note: After completion of proficiency course it will be 3-5 business days before you will be eligible to take the SOCE. The registration and payment deadline for each test shall be at least eight days prior to the test date.

Notice: As you are interested in seeking certification, we assume that you also intend to seek employment. Please be aware that the State of Florida has additional requirements you must meet to be employed as an officer:

- Be at least 19 years of age.
- Be a citizen of the United States of America
- Be a high school graduate or its equivalent
- Not have been convicted of any felony, or of a misdemeanor involving perjury or false statements. Any person after July 1, 1981, pleads guilt or nolo contendere to or is found guilty of a felony, or a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudications.
- Never have received a dishonorable discharge from any of the Armed Forces of the United States.
- Have been fingerprinted by the employing agency.
- Have passed a physical examination by a licensed physician.
- Have a good moral character.
- Successfully completed a background investigation.
- Complete basic recruit training (or Equivalency of Training (EOT))
- Pass the Florida State Office Certification Examination (SOCE).
- Comply with continuing training and education requirements.
- In addition to the above, many agencies have specific standards related to driving history, prior drug use, your conduct while an officer, etc. All these areas will be covered by a thorough background investigation that is NOT part of this EOT evaluation. If you have questions about such standards or your ability to meet them, contact your agency(s) where you intend to seek employment.

If you have any questions or need further assistance you can contact us at:

Phone: 850.747.3242
Toll Free: 1.800.311.3685 ext 5608
E-Mail: sdriskill@gulfcoast.edu