



Illinois Law Enforcement Training and Standards Board

Jim Edgar, Governor
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INSTRUCTIONS

REQUEST FOR WAIVER OF MINIMUM TRAINING STANDARDS

To request a waiver of the minimum standards basic training course, the Agency Administrator must:

1. Identify the type of training to be waived by circling Law Enforcement Correctional or Court Security. (States Attorneys investigators are classified under Law Enforcement.)
2. Indicate the employment status by placing a circle around full-time or part-time. (Part-time employment is classified as 1,560 hours or less in any calendar year for one or more agencies, cumulative.)

If full-time, use the left-hand side of the form and place an "X" in the appropriate box(es) wherein copies of certificates are attached establishing the employee's previous training, education and experience.

If part-time, use the right-hand side of the form and place an "X" in the appropriate box(es) wherein copies of certificates are attached establishing the employee's previous training, education and experience.

Read the certification/verification portion carefully. Note that by signing the request, you are attesting to certain facts and a criminal and character background investigation has been conducted and completed. It may be necessary to provide a copy of the background investigation to the Board.

In order to complete the request, it is necessary to type your name (as agency administrator) and telephone number, and sign and date the request. It is essential that the request for waiver of minimum training standards be accompanied by a "Notice of Appointment" (Form E). Those notices of appointment received without a waiver request form will be placed in the "needs training" category which may delay the process.

Please be reminded that full-time officers must be trained within six months of the date of hire. If a waiver is denied, the training must still be successfully completed during that six-month period. (A 90-day extension may be granted for good reason upon written request). The same conditions apply for part-time officers, but the training must be completed within 18 months of the date of hire.

When hiring an officer who has been trained and certified by an out-of-state board (POST), attach a signed Freedom of Information Release form as we must independently verify certification. Officers transferring in from another state must complete the 40-Hour Illinois Mandatory Firearms Training Course, a 32-Hour Illinois Law for Police course and a 200 question Illinois Law Enforcement Officers Equivalency Examination to become Illinois certified.

