



# INDIAN RIVER STATE COLLEGE

## Criminal Justice Institute

August 16, 2011

Dear Student:

Thank you for your interest in obtaining your Florida certification for Law Enforcement or Corrections. The Equivalency of Training (EOT) process is for out-of-state officers, federal officers and previously certified Florida officers with a four year or more break-in-service pursuant to section 943.131(2), Florida Statutes and Florida Administrative Code (F.A.C.) 11B-35.009(4)(5).

The EOT program allows an officer to be exempt from having to complete the full basic recruit academy. You may be eligible for an exemption from the full basic recruit training if you meet the following requirements (see 11B-35.009 F.A.C. for more details):

- You worked at least one year, full-time (40 hours per week) as a sworn officer in the discipline you are seeking exemption, vested with authority to bear arms and make arrests;
- You received training in that discipline which is comparable to Florida's full basic recruit curriculum and/or;
- You were previously certified in Florida.

There can be no more than an 8 year break in employment as an officer. The break in employment is measured from the separation date of the most recent qualifying employment to the time a complete application requesting an exemption from training is submitted to a Criminal Justice Selection Center or criminal justice employing agency.

Once you are approved for EOT, you will need to demonstrate proficiency in the high liability areas and pass the State Officer Certification Examination (SOCE) in the same discipline within 1 year of receipt of the approved Equivalency of Training CJSTC Form 76. The EOT includes the SOCE review, but the trainee is solely responsible for registering for and taking the SOCE.

To be considered for an exemption from Basic Recruit Training and be eligible for the Equivalency of Training (EOT) you must provide the following:

1. A completed Equivalency of Training (EOT) Application (included in this packet).
2. A completed CJSTC Form 58 Authority for Release of Information (Background Investigation Waiver).
3. A completed CJSTC Form 75B Physical Fitness Assessment.
4. Authentic copies of the following to prove equivalent prior training:
  - a. Academy training records with curricula narrative and hours of training
  - b. Certificate of completion
5. Authentic copies of one or more of the following to prove one year's experience as a full-time, sworn officer:
  - a. Letter from last employer verifying employment period
  - b. Payroll record showing full-time employee
6. A non-refundable check (\$100 for Florida trained officers and \$200 for non-Florida trained officers) for application processing.

If accepted for the EOT, you must be fingerprinted (\$53.25) at our Selection Center, complete the IRSC registration, and pay your tuition no later than day one of the EOT. Tuition rates are: Law Enforcement – \$550.00 for Florida residents and \$1,307.90 for non-Florida residents; and Corrections – \$458.00 for Florida residents and \$1,058.40 for non-residents. The tuition is in addition to the fees described above and is subject to change without notice.

Included on our website are the Equivalency of Training (EOT) Application, CJSTC Form 76B and the CJSTC Form 58. Please complete all forms and return them with the required documentation and fees to:

3209 Virginia Avenue ■ Fort Pierce, Florida 34981-5596 ■ Ph: 1-866-888-2677 ■ Fax: 1-772-462-7955 ■ [www.irsc.edu](http://www.irsc.edu)

Fort Pierce ■ Okeechobee ■ Port St. Lucie ■ Stuart ■ Vero Beach

**Indian River State College  
Criminal Justice Institute  
Attn: Darren Mingear  
3209 Virginia Avenue  
Fort Pierce, Florida 34981**

**NOTICE**

To become a certified officer in Florida you must meet the minimum qualifications established in Florida Statutes 943.13.

- Be at least 19 years of age.
- Be a citizen of the United States.
- Have earned a high school diploma or equivalent (GED) for law enforcement and corrections applicants. A bachelor's degree is required for correctional probation officers.
- Not have been convicted of any felony or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of a felony, or of 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 adjudication.
- Never have received a dishonorable discharge from any of the Armed Forces of the United States.
- Have documentation of processed fingerprints on file with the employing agency.
- Pass a physical examination by a licensed physician, physician assistant, or certified advanced registered nurse practitioner.
- Have good moral character as determined by a background investigation under procedures established by the Criminal Justice Standards and Training Commission.

Many agencies have additional qualifications relating to driving history, drug use, conduct while an officer, etc. These will be covered during their background investigation and is NOT part of this Equivalency of Training evaluation.

All information provided by applicants is subject to verification by investigators. If you have any further questions, please contact me at (772) 462-7941.



**Darren Mingear**  
Academy Coordinator  
Indian River State College  
Criminal Justice Institute

**Attachments:**

Equivalency of Training (EOT) Application & Instructions  
CJSTC Form 58 Authority for Release of Information (Background Investigation Waiver)  
CJSTC Form 75B Physical Fitness Assessment



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## EQUIVALENCY OF TRAINING (EOT) APPLICATION

**1. Personal information of the person who is applying:**

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Full - Last) (Full - First) (Full - Middle)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Race: Asian African-American Hispanic White Other \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail address: \_\_\_\_\_

**2. I am seeking Equivalency of Training as a (check one):**  Law Enforcement Officer  Correctional Officer

**3. My qualifying full-time employment as a law enforcement or corrections officer was at the following agency:**

Full Agency Name: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail address: \_\_\_\_\_

I was employed from \_\_\_\_\_ to \_\_\_\_\_ as \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy)\* (Position / Title)

\* The end date must be within 8-years of this application.

**4. If a second employer must be used to establish a cumulative one-year of full-time employment within an eighteen-month period, please complete the following:**

Full Agency Name: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail address: \_\_\_\_\_

I was employed from \_\_\_\_\_ to \_\_\_\_\_ as \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy)\* (Position / Title)

\* The end date must be within 8-years of this application.

**5. The Basic Recruit Training that I wish to be evaluated for equivalency is:**

Academy Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail address: \_\_\_\_\_

Dates Attended: \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy) (Course Title and Class Number)

**6. I have applied for Equivalency of Training previously in Florida? (check one)**  Yes  No

If yes, which Criminal Justice Selection Center or employing agency: \_\_\_\_\_

**7. Applicant's Acknowledgement and Signature**

I swear or affirm the following:

- (1) All the information I have provided in this application is true and correct.
- (2) I am claiming eligibility for the Equivalency of Training certification as a law enforcement or corrections officer in Florida because I meet all of the requirements of 11B-35.009 F.A.C.
- (3) I understand that an investigator will verify the information in this application and that any omission or falsification of a material fact will result in rejection of this application, and may prevent my future certification or employment as a law enforcement or correctional officer in Florida.
- (4) I understand that there are other legal requirements in the Florida Statutes, and the rules established by the Florida Criminal Justice Standards and Training Commission (CJSTC), related to proficiency demonstration, examination, citizenship, high school education, criminal history, character of military discharge, and moral character, etc., which must be established in a full background investigation by a hiring agency prior to my certification and/or employment as a law enforcement or corrections officer in Florida.

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(Signature of Applicant) (Date)

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**AFFIDAVIT**

State of \_\_\_\_\_ County of \_\_\_\_\_

Before me personally appeared \_\_\_\_\_ who says that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose therefore.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires on \_\_\_\_\_, 20\_\_\_\_.

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Notary Public

Personally Known \_\_\_\_ -OR- Produced the following identification: \_\_\_\_\_