

# Frequently Asked Questions

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Course Completion Report Form (C12) FAQs

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## Annual Training Requirements

### When did the twenty hour annual training requirement start?

Annual training requirements became effective in the law OCGA 35-8-21 in calendar year **1989** with the **twenty (20) hour** requirement. It was updated effective in **2006** to include **Firearms Requalification** and **Use of Deadly Force** training within the 20 hours.

### When do officers completing the basic law enforcement course have to meet these annual training requirements?

If an officer completes the course (based on actual graduation date from the basic course) before April 1<sup>st</sup>, then the officers **also** have to complete the **twenty (20) hour** annual requirement including **Firearms Requalification** and **Use of Deadly Force** training before the end of the calendar year. The officer's basic training does not count toward meeting the annual training requirement if the officer completed the course on or before April 1<sup>st</sup>. Officers are only excused from the requirement if they complete the course after April 1<sup>st</sup>. (O.C.G.A. 35-8-21)

### What officers have to meet the annual training requirements?

Any person employed or appointed as a peace officer has to meet the requirements. At the date of this publication, communications officers, jail officers, and juvenile corrections officers (Department of Juvenile Justice officers) do not have to meet the annual training requirements.

## Agency #

### Where can this agency number be found?

Please contact POST via e-mail or by phone to find out your agency number.

### What if there is not an agency number, but I am a POST certified instructor teaching a course for officers from multiple agencies?

Please input "0000" for the agency number if it is not taught by or for a specific agency.

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## CPR/First Aid/AED

**If the CPR/First Aid instructor is American Heart Association or American Red Cross certified as an instructor, how do the participants in this course get POST training credit?**

The instructor will need to sign the C12 and provide a valid copy of their American Heart Association or American Red Cross instructor card along with the C12 form.

## Certificates Submitted for Training Credit

**How do I submit a certificate for training credit?**

Credit for *out-of-state training courses* can be obtained by submitting a training certificate from the course along with the Training Submission Cover Sheet form (*Appendix 1*). No C12 form is required when a certificate is submitted, but officers should remember to list their SS# on the copy of the certificate. These forms can be faxed to POST at 770-732-5952. IMPORTANT: The training certificate should be verified by a POST certified instructor. Cover forms that do not have a POST instructor's signature for any on-line, correspondence, or video training will not be processed.

## Copies of the Form

**Does the instructor need to make copies of the completed C12 form?**

Yes. The copies should be made of both front and back of the form so that if the form is lost in the mail, then we can use the copy as a "back-up" for the lost forms. All copies should be properly secured for identity protection reasons.

**When will POST accept copies of the C12 form?**

Copies, in lieu of originals, must be pre-approved for submittal by POST staff first. POST will only accept copies of the form when the originals have been lost or destroyed. Copies received at POST (*that have not been pre-approved by POST staff*) **will not be processed.**

## Cover Sheets for Submissions

**Is a cover sheet required for every Course Completion Form (C12) submitted?**

A C12 cover sheet (*Appendix 2*) is not required for "each" C12 form. You may send a "batch" of C12s under one cover sheet. The main change in submissions is the requirement for the cover sheets, and POST is using the cover sheet as a mechanism

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for filing forms received (by when they were mailed). Agencies should keep a copy of the cover sheets and C12s so that they can be referenced if a problem arises. If the agency cannot tell when it was mailed using the attached cover sheet, then POST will be unable to assist in locating the forms.

## **Is a cover sheet required for every certificate being submitted for consideration for POST credit?**

Yes, a cover sheet is required for every certificate being submitted. This cover sheet assists POST staff in processing the certificates for training credit, and it also provides instructor or agency head verification within the agency that the officer attended the training course.

## **End of the Year Submissions**

### **If I submit a C12 or a training certificate on December 31st, does that training count towards my annual requirement?**

The officer must complete the training during the calendar year and before midnight on December 31<sup>st</sup> for the training to count. Arrest authority is lost when the training requirement is not met for the calendar year, and the loss of the arrest authority is effective beginning January 1<sup>st</sup> at 12:01 AM.

## **Firearms Requalification Training**

### **How does an officer meet the annual Firearms Requalification training requirement?**

Annual firearms requalification training shall, at a minimum, consist of one hour of training provided by a POST-certified firearms instructor, which training shall include, but not be limited to, a demonstration of proficiency in the safe and effective use of the primary handgun carried and/or used by the particular officer, to include a course of fire that meets or exceeds the minimum standard set forth in the basic training course for which the officer was initially trained and is currently employed. In any instance where an officer has more than one peace officer certification, the higher standard shall apply. Any officer failing to achieve the required score in the above training may undergo additional courses of fire under the direction of a POST-certified firearms instructor in order to achieve a passing score. The course code for annual **Firearms Requalification** is **UFR00F**. Further explanation on this requirement may be found at [http://www.gapost.org/requal\\_faq.htm](http://www.gapost.org/requal_faq.htm) .

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## **How does an officer meet the annual Use of Deadly Force training requirement?**

Annual Use of Deadly Force training shall, at a minimum, consist of one hour of training provided by a POST-certified instructor (firearms or general), which training shall include, but not be limited to, training on the Constitutional and legal limitations on the use of deadly force; and training on the agency's policies regarding the use of deadly force. The course code for annual **Use of Deadly Force** taught by a **Firearms Instructor** is **IFM22F**, and the course code for annual **Use of Deadly Force** taught by a **General Instructor** is **IFM22G**.

## **Can both Firearms Requalification and Use of Deadly Force be taught in the same training session?**

Yes, if both courses are completed on the same day and given by the same Firearms Instructor, use the course code **IFR02F** for **Firearms Requalification & Use of Deadly Force**. If you have different students for each class or students unable to attend the entire class in one day, using the individual course codes listed above would be the better choice.

## **If an officer is unable to qualify at Firearms Requalifications, can they get training credit?**

If the firearms instructor conducts training (even remedial training) during the Firearms Requalification session, officers can get firearms training credit using course code IFM00F. If only Firearms Requalification courses of fire are shot with no training given (no remedial training given) and the student fails, the student did not complete the training so no training credit can be given.

Each agency should consider its exposure to liability if it does not act to remove an officer who has failed to qualify from active service until such time as compliance with this requirement has been demonstrated. The loss of the officer's power of arrest does not, however, occur unless the officer fails to comply with the requirements of this rule by December 31 of the current calendar year.

## **Can an instructor qualify themselves during Firearms Requalifications and get training credit?**

No. It would be unethical for an instructor to score themselves in a demonstration of proficiency such as firearms. Firearms instructors should do one of the following: 1.) get requalified by another firearms instructor in the area; 2.) get requalified when another agency conducts firearms requalifications; 3.) requalify with a regional or local academy during firearms training in the basic mandate course, or 4.) contact the Georgia Public Safety Training Center for requalification options.

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## GCIC Training Credit

### **Does a POST certified instructor have to teach the course titled “GCIC Security and Integrity Training”?**

Yes. This course must be taught by a **POST certified General Instructor** who has been trained as an instructor by GCIC for this topic..

### **Can a Terminal Agency Coordinator sign off on the “GCIC Practitioner Training” and “Practitioner Recertification Training”?**

Yes. The Terminal Agency Coordinator can sign off on this training on a C12 by submitting a copy of their TAC certification along with the C12.

## General Instructor

### **If I just completed the Instructor Training course for a General Instructor, can I sign C12s?**

No. The officer must submit to POST an Application for Instructor and have been approved as a General or Specialized Instructor before the ability to sign C12s will be recognized.

### **What can a POST certified General Instructor teach?**

POST Course codes indicate the topics that can be taught by General Instructor with a “G” at the end of the Course Code. For example, the code for Departmental In-service training is INM00G. The “G” at the end is the indicator for General Instructors. If the code ends with a letter other than G, the topic would require a specialized instructor (Firearms, Defensive Tactics, Emergency Medical, etc.).

## Hours

### **How are hours calculated for the C12?**

POST hours should be the actual hours taught in “whole” hours. No quarter or half hours should be entered. Half hours can be rounded to the next hour. One (1) hour is equal to fifty (50) instructional minutes.

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## Instructor Accountability

### Who is accountable for the accuracy and validity of the course completion report?

The first responsibility lies with the instructor. The instructor is the person that should make sure all of the information on this report is accurate. In large classrooms or conferences, it is difficult for an instructor to know all the participants that actually may have attended the entire course. Students participating in the course are held accountable by signing **ONLY** for classes that they attended the entire class or required 90% of the training for in-service courses or 95% for basic courses. There may be some courses where other attendance requirements are specified. Falsification of these reports is prohibited by POST rules and punishable under Georgia law.

### Who is responsible for the submission of the C12 forms?

The instructor is responsible. The instructor should insure that all C12s are submitted **upon completion** of the course. The most common complaint is the delay in an officer's training getting put on their POST record. Instructors that fail to submit C12s upon completion are risking that the training may not get entered or approved by POST for entry. POST requires a letter of explanation signed by the agency head for any C12s that did not get submitted within 30 days. POST will not process C12s without this signed explanation.

## Instructors Getting Credit for Training As A Student

### Is it acceptable for instructors to sign the C12 as both the instructor and the student?

- Instructors should only sign for training as a student and instructor in courses where the training is **required for the instructor and** the instructor **researched, developed, and wrote** the lesson plan. Instructors teaching a course in which they **researched, developed, and wrote** the lesson plan for the course could sign the C12 form (if there is no required exam) for the **first time** that they teach this course **ONLY**.
- Instructors **may not** sign the C12 form as a student and instructor in any course that requires a performance or written examination. Examples of topics that instructors may not sign the C12 form are Firearms Requalifications, Radar, Radar Recertification, CPR/First Aid, JPS, and Felony Stops.
- Instructors **may not** sign as both a student & instructor for the same course taught multiple times during the calendar year.
- **NO C12s WILL BE ACCEPTED WHERE THE INSTRUCTOR IS THE ONLY STUDENT!**

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## **K9 Training**

### **Is it acceptable for POST certified General instructors to sign the C12 as for canine training?**

POST instructors are required to be knowledgeable and proficient in the courses that they teach. The POST recognized specialized courses require specialized training. Canine training has not been developed as a specialized instructor designation in Georgia, but instructors should be cautioned not to train in this field if they have not received the proper training themselves. It is advised to submit a copy of your canine instructor certification from a recognized trainer if you are conducting training under your POST certified General Instructor.

## **National Incident Management System (NIMS)**

### **How does an officer get credit for National Incident Management System (NIMS) training completed on-line?**

FEMA offers "on-line" training courses for NIMS topics. POST will recognize the training as long as it is administered by a POST certified instructor. The instructor must verify that the officer completed the training when submitting the NIMS certificate.

## **Online Training Policy**

### **Does POST recognize "on-line" training?**

If a Georgia law enforcement agency wishes to purchase one of these programs, POST will recognize the training as long as it is administered by a POST certified instructor. There are many quality training programs on the market and we do not want to discourage agencies from using them. POST only requires that the program be administered by a POST certified instructor.

## **Seminar Training**

### **What is seminar training?**

Seminar training courses are topics taught by recognized subject matter experts during a calendar year. These courses require POST approval prior to being accepted for POST credit.

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## **How is a course topic submitted for seminar approval?**

To get seminar approval, one must supply the following information for the training session:

1. Name and Address
2. Agenda of the training course;
3. Instructor vitae; and
4. Date, time and place that training is to occur.

Once POST has received this information, it will be reviewed and a determination made as to whether training credits may be given. If the training course is approved, all information will be sent to you to ensure that all POST regulations are complied with and that the officers receive proper credit for the training.

## **Specialized Instructor**

### **When can a POST certified Specialized Instructor teach?**

POST certified specialized instructors must submit an application for certification after they complete the specialized instructor course. Once a specialized instructor application is approved and a certification received in one of the POST recognized topics, the instructor can then teach.

### **What are the topics that require a POST certified Specialized Instructor to teach?**

The topics are Defensive Tactics, Driver Training, Emergency Medical, Firearms, Fire Safety, Hazardous Materials, & Speed Detection. POST Course codes indicate the topics that can be taught by a Specialized Instructor with a designation other than "G" at the end of the Course Code. For example, the code for Departmental In-service training is INM00G. The "G" at the end is the indicator for General Instructors. If the code ends with a letter other than G, the topic would require a specialized instructor (Firearms, Defensive Tactics, Emergency Medical, etc.).

## **Students**

### **What does a student's signature on the C12 form indicate?**

The student's signature indicates that the student completed the training as listed on the C12 form. Falsification of these reports is prohibited by POST rules and punishable under Georgia law.

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## **Can Dispatchers, Jailors, and certified peace officers that are not actively employed in law enforcement sign C12 forms?**

Yes, if an officer is certified at any time, they are in the POST database, and they can get credit for their training at any time they sign a C12.

## **Why does POST ask that civilians do not sign the C12 form?**

Civilians are not in the POST records database. When processing C12 forms signed by civilians, the electronic reading of the form has to be manually checked for errors. This step greatly slows down the processing of the forms. If a civilian signs the form by accident, please mark NC by their name on the C12 form before submitting. This action will indicate that the person is not certified. Dispatchers and Jailors that have completed the POST training are eligible to sign the C12 forms.

## **Submissions & Resubmissions**

### **What does an instructor need to do if there was a problem with their submission?**

Instructors should write a cover letter explaining the problem with the submission and attach a copy of the C12 from their files. (NOTE: Instructors should maintain copies of the form in case a form is lost.) POST will review the explanation for the submission error and make a determination on how to address the error.

## **Training Credit Not Showing Up on POST Profile**

### **What if I attended training and it is not showing up on my POST profile?**

Officers should allow 4-6 weeks for processing of C12s. This processing time will begin when the C12 is received at POST. Officers should first check with their training officer or the instructor to see if the C12 has been submitted to POST. Training officers and instructors could check to see if other officers have received credit from the course. If there is a submission problem, the instructor or your training officer can determine the problem and address it with POST.

## **Use of Deadly Force Training**

### **Can an officer get Use of Deadly Force training and Firearms Requalification training on the same day?**

Yes. The POST instructor should be certain to properly code the C12 form with the combination code IFR02F, and both courses must be given by the same instructor.

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### **What should an officer do if they get Firearms Requalification training, but they did not get the Use of Deadly Force training?**

If an officer did not get the Use of Deadly Force training during the calendar year, the officer must make up the Use of Deadly Force training and submit a waiver of the annual training requirement form.

### **What type of instructor can teach Use of Deadly Force training?**

Either a General or Firearms Instructor can teach Use of Deadly Force training course. However, only a Firearms instructor can sign the C12 for both Use of Deadly Force & Firearms Requalification training.

### **Is Use of Force training the same as the Use of Deadly Force training as required for the annual training requirement?**

No. The training must meet the prescribed requirements for Use of Deadly Force training to satisfy the annual training requirement.

## **Waiver Make-up Credit**

### **If I take training to make up training for a waiver, does that training count toward my annual training requirement?**

No. Make-up training does not count toward the annual training requirement.

### **If you have to make up Firearms Requalifications or Use of Deadly Force training, do you have to do the training twice in the same calendar year to satisfy the annual training requirement?**

Yes. One course is counted toward the make-up, and one course is counted toward the annual requirement for the calendar year.

## **When to Call to Check on Training Credit (Credit Posting)**

### **There is not a listing in my POST profile of training that I just completed. When should I call to check on my training credit getting posted?**

The first call should be to the instructor that taught the course to make sure that they submitted the C12 form. Ask when the form was mailed to POST and add 4-6 weeks for processing before calling POST to check on the entry for credit.

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## When to Submit Training?

### When should the C12 be submitted for training credit to POST?

**UPON COMPLETION OF THE COURSE** is when the C12 or any training certificates should be submitted for training credit. It is recommended that instructors have the envelope ready to go before the completion of the course. At the end of the course, proofread the forms, make the appropriate copies of the C12 (front & back) for your training records at the agency, and mail the forms to the POST mailing address of P.O. Box 349, Clarkdale, GA 30111-0349. If any C12s or certificates are submitted beyond the 30 day window, they must have a letter signed by the agency head explaining why the submission was beyond the 30 days before the training will be processed. The processing time for submissions is 4-6 weeks, and the processing time is dependent upon volume. Volume is usually the greatest during December and January of every year, and processing time may exceed this time expectation due to volume.