New P2 Form (Basic Course Authorization) Process

Beginning August 1, 2007, the Georgia Peace Officer Standards and Training Council has changed the process for delivery and receipt of Basic Course Authorization (P2 Forms) in order to more efficiently and effectively serve agencies, academy staff and police academy candidates. POST is no longer sending “hard copy” P2 forms to the candidate’s hiring or sponsoring agency. Forms are being sent electronically to the academy that the candidate will be attending. POST now sends e-mail notifications to agencies when a candidate’s application has been received at POST, and agencies will be notified by e-mail that a candidate’s P2 form has been issued. Agencies must identify an agency e-mail address (for P2 issuance notification), a projected academy, and a projected academy start date on the candidate’s application form. Agencies will continue to be able to check a candidate’s record under Officer Records on the Georgia Peace Officer Standards and Training Council web site at www.gapost.org to see if a basic course authorization (P2) has been issued.

New Application Format

Beginning August 1, 2007, the Georgia Peace Officer Standards and Training Council is initiating a new application format. This new format will allow agencies and applicants to enter required information using common word processing applications (Word, ADOBE), however, the form will still have to be printed and submitted in hard copy format with the required attachments. The new application format is located on the Georgia Peace Officer Standards and Training Council web site at www.gapost.org. Old application forms will continue to be accepted up until December 31, 2007 with e-mail address and projected academy listed on the application. An application reference manual is also now available on the web site.

Training on the new application form will continue to be offered from August to December 2007. Dates, times and locations of training courses will be posted on www.gapost.org. The next available date is August 29. To register for a class or to obtain more details, please send an e-mail to Mitch Jones at mjones@gapost.org.

Please see the flow chart below explaining the new P2 form process. Thank you for your assistance with these new measures, which serves as a resource and cost savings measure for FY2008. Feedback on continually improving this process is welcome and appreciated!
FLOW CHART FOR P2 PROCESS (Initial Applications)

Application Received @ POST

Application Meets Requirements

E-mail sent to Agency ref: P2 Code Issued

P2 Form sent to Academy

E-mail sent to Agency

Application Incomplete

E-mail sent to Agency ref: needs to complete

Certification Specialist Processes Application

Application Needs Received