

## **Steps to submit an Application for a Waiver in the POST Data Gateway system:**

1. Go to the POST Council home page - [www.gapost.org](http://www.gapost.org)
2. Log in to the POST Data Gateway system (located next to the gold seal on the left side of the home page).
3. Click on "Demographics" to pull up the officer's POST record.
4. Scroll down to "Training History" & click on the "Apply for Waiver" button located next to the Training History section header.
5. The waiver application will appear beginning with the officer's personal information screen. Verify the information on this screen is accurate, and if it requires updating information, update the necessary information. Once verified and/or updated, click on "Save and Continue" button.
6. The Waiver menu screen will appear. The officer will need to select the proper waiver type and fee choices for the waiver. (IMPORTANT: If you are unsure about waiver type or fees, please contact the POST Council Help Desk at 770-732-5604 or e-mail at [helpdesk@gapost.org](mailto:helpdesk@gapost.org) for assistance.)

### **Waiver Type**

- Select **20 hours** if the officer did not get the required # of hours during the calendar year.
- Select **Firearms Requalification** if the officer did not get the required Firearms Requalification training during the calendar year.
- Select **Use of Deadly Force** if the officer did not get the required Use of Deadly Force training during the calendar year.

### **Fees**

- Select **Medical Reason** if a medical reason prevented the officer from completing the required annual training. (NOTE: An explanation of the medical reason and a clearance to return to work will need to be provided by a licensed physician or osteopath. Also, Any training missed by the officer will have to be made up prior to the approval of the waiver application.)
- Select **Employed < 3 mos (92 Days)** if the officer was not actively employed for more than 92 calendar days during the calendar year. No training has to be made up.
- Select **Military Leave** if the officer was on active duty with the military during the calendar year which prevented the officer from getting the required training. No training has to be made up. (NOTE:

A copy of the officer's military orders or DD214 will have to be provided as proof of active duty military service during the calendar year.)

- Select **Employed < 12 mos (avg 2 Hrs/month)** if the officer worked less than 12 months during the calendar year and the average of the hours completed is 2 hours per month. The officer must have completed Firearms Requalification & Use of Deadly Force within the year (2006-), and if not, the officer will have to make up these required courses before the waiver will be granted.
- Select **Career Retirement** if the officer "career retired" during the calendar year. Career retirement means that the officer is no longer working in law enforcement and has career retired from the law enforcement field. The agency that the officer retired from must list the employment status as a "career retirement" for the officer in the POST Data Gateway system.
- Select **1st Request** if the officer worked the entire calendar year, did not get the required training, and none of the above selections apply. A processing fee will be required, and any training not completed will need to be made up prior to approval of the application. A first request for a waiver can be approved at the "staff" level of the Council per Council guidelines.
- Select **2nd Request** if the officer worked the entire calendar year, did not get the required training, none of the above selections apply, and the officer has previously had to pay a processing fee for a waiver application. A 2nd waiver request requires the officer to appear before the next available Training Standards Committee meeting of the Council. The officer will have to explain before the Council as to why the required training was not completed, and the Council will vote as to whether to grant or deny the waiver request.
- **NOTE: A rush processing fee of \$50 (non-refundable) is available to officers that may need their application processed faster. This fee guarantees processing in no more than two (2) business days for complete and approved 1st waiver requests ONLY.**

7. Once the waiver type and fee selections have been made, click on "Save and Continue" button to proceed. The Training Waiver screen will appear.
  - a. If the officer selected "20 hours were not completed" during a calendar year on the previous screen, the officer will have to identify the year or years from the pull down menu and enter the number of hours NOT

COMPLETED during each of the calendar years identified. Be sure to click on the "Enter Year and Hours" button on the right side.

- b. If the officer selected "Firearms Requalification" was not completed during a calendar year on the previous screen, the officer will have to identify the year or years that Firearms Requalification was not completed from the pull down menu. Be sure to click on the "Select Year" button on the right side.
- c. If the officer selected "Use of Deadly Force" was not completed during a calendar year on the previous screen, the officer will have to identify the year or years that Use of Deadly Force was not completed from the pull down menu. Be sure to click on the "Select Year" button on the right side.
- d. An explanation is required for each year that the officer did not get the required training. (NOTE: Officers should be accurate and candid in their explanations. However, officers should understand that this application is subject to Open Records requests, and application explanations are reviewed in open meetings.)

Click on "Update Explanation" button when you have finished entering the data on this screen.

8. A "Next Step" button will appear on the lower left hand side of the screen. Click on this "Next Step" button to go to "Candidate Attestation" screen. Once the officer has attested to the application, the candidate will need to notify a POST Data Gateway agency administrator for their employer to "Agency Attest" to this application. If the officer is not currently actively employed with an agency, the officer will need to contact the POST Council Help Desk at 770-732-5604 or e-mail at [helpdesk@gapost.org](mailto:helpdesk@gapost.org) to perform the "Agency Attestation" for the application.

NOTE: If supporting documents such as a Physician's letter for a medical reason or military orders/DD214 document for military reason need to be uploaded, officers should contact a POST Data Gateway agency administrator for their employer to assist with the upload. If the officer is not currently actively employed with an agency, the officer will need to contact the POST Council Help Desk at 770-732-5604 or e-mail at [helpdesk@gapost.org](mailto:helpdesk@gapost.org) to assist with uploading any documents for the application.

9. Once the application is both "Candidate Attested" and "Agency Attested," the application will be placed in a queue for processing. The applications in the queue are processed in order of receipt. Applications where errors or questions concerning the applications are identified will be returned to the candidate and

agency administrator to address. An e-mail will be sent notifying the candidate and agency administrator that the application has been placed in "Awaiting Corrections" to correct or provide any necessary information. The candidate can access the application by going to their demographic page and looking under the header "Applications for Training Waiver" for the application. The officer will just need to click on the button to the left identified as "application" to access the application. The officer can see the comments regarding approval items needed by clicking on "Approval Information" on the left hand side menu. The officer will need to make any necessary corrections and attest to the application again by clicking on the "Attestation" button on the left hand side menu. It will also require attestation by an agency administrator. If the officer is not currently actively employed with an agency, the officer will need to contact the POST Council Help Desk at 770-732-5604 or e-mail at [helpdesk@gapost.org](mailto:helpdesk@gapost.org) to assist with attesting the waiver application.

[Start](#) | [Applications](#) | [Demographics](#) | [Logout](#)

Step 1 - Click on your Demographics. Then you will need to click on View Training History below.

## Officer Information

[Fact Sheet](#) [Report Arrest](#)

## Demographics

Officer Key    O144953  
 Name            JOHN Q OFFICER  
 SSN             001-01-1000  
 Sex              Male  
 Race            White (Not Hispanic or Latino)  
 Date of Birth   January 1, 1971  
 Height          6' 0"  
 Weight          190  
 Hair Color      Brown  
 Eye Color       Brown  
 Address         5000 Austell Powder Springs Road Austell GA  
                     30106  
 Primary Phone   (770) 732-5788  
 Cell Phone  
 Other Phone  
 Education       High School Diploma  
 Photograph     Not on file

[Demographics Details](#)

[Apply for Name Change](#)

## Annual Training Dashboard

	Hours This Year
Firearms	1
Deadly Force	0
Total Training	81

## Applications for Advanced Certifications

Action	Certification	Status
<a href="#">Application</a>	RADAR OPERATOR	Candidate Attested

[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]
<a href="#">Application</a>	[REDACTED]	

## Applications for Name Change

Action	New Name	Status
<a href="#">Application</a>	JOHN OFFICERS	Pre Submit

## Officer Certifications

Certification	Description	Certification Type	Status	Expires	View
PBLE020000S	BASIC LAW ENFORCEMENT	Basic	Active		<input type="button" value="Certification"/> <input type="button" value="Letter"/>

Step 2 - Click on button - "Apply for waiver."

## Employment History

Agency	Rank	Start Date	End Date	Status
SAMPLE POLICE DEPARTMENT	ACTING CHIEF - PEACE OFC (SWORN)	January 1, 1980		Actively Employed in Law Enforcement

## Sanction History

Case	Body	Date	Sanction
0002670911	Consent Order - Atty. Genl.		6 MONTHS SUSPENSION test on note

## Mandated Training History

Date Completed	Course	Hours	Location	Certification/Result
06/15/02	BASIC LAW ENFORCEMENT TRAINING CRS.	400	P.O.S.T. COUNCIL	BML99G

## Training History

Date Completed	Course	Hours	Location	Certification
06/12/14	UFR02F Firearms Requalification & Use of Deadly Force (Retired Ofc Only)	2	GA POST COUNCIL	<input type="button" value="Apply for Certification"/>
12/31/13	PAV12E 20 HOUR MEDICAL WAIVER	20	P.O.S.T. COUNCIL	
02/03/12	XTT02R LIDAR OPERATOR (Military Bases ONLY)	8	GEORGIA POST COUNCIL POLICE	<input type="button" value="Apply for Certification"/>
01/02/12	SHI01G INSTRUCTOR TRAINING COURSE	80	GA POST COUNCIL	<input type="button" value="Apply for Certification"/>
09/04/11	UTT02R RADAR RECERTIFICATION	3	GA POST COUNCIL	<input type="button" value="Apply for Certification"/>
09/03/11	STT01R RADAR OPERATOR TRAINING COURSE	16	GA. PUBLIC SAFETY TRAINING CENTER	<input type="button" value="Apply for Certification"/>
09/01/11	ATL01R LIDAR SPEED MEASUREMENT	8	GA. PUBLIC SAFETY TRAINING CENTER	<input type="button" value="Apply for Certification"/>
09/01/11	IFM00G FIREARMS TRAINING (NOT REQUALIFICATION)	1	GEORGIA POST COUNCIL POLICE	
09/01/11	UFR00F FIREARMS REQUALIFICATIONS	20	Not found	
09/01/11	IGM01G FLAGGING PROCEDURES	1	SOPERTON POLICE DEPARTMENT	
10/01/07	INM00G DEPARTMENTAL INSERVICE TRAINING	24	Not found	
08/23/07	IFM22F USE OF DEADLY FORCE	1	Not found	
06/02/07	UFR00F FIREARMS REQUALIFICATIONS	2	Not found	
05/16/07	IQP00G POLICY/PROCEDURES	4	Not found	
02/11/07	ILM00G MISCELLANEOUS LEGAL TOPICS	8	Not found	
10/13/06	IFR02F FIREARMS REQUAL & USE OF DEADLY FORCE (2 Hrs)	8	Not found	
08/26/06	INM00G DEPARTMENTAL INSERVICE TRAINING	16	Not found	
05/14/05	AWS93G STANDARDIZED FIELD SOBRIETY TESTING	24	Not found	
02/14/05	INM00G DEPARTMENTAL INSERVICE TRAINING	12	Not found	
08/26/04	INM00G DEPARTMENTAL INSERVICE TRAINING	16	Not found	
03/24/04	IFS00F SEMI AUTO TRAINING	16	Not found	
10/11/03	UFR00F FIREARMS REQUALIFICATIONS	2	Not found	
09/13/03	INM00G DEPARTMENTAL INSERVICE TRAINING	24	Not found	
07/16/03	ADA02D ASP TACTICAL BATON BASIC	8	Not found	

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### Application for Training Waiver

Application Section Progress

O144953

For JOHN Q OFFICER

Status : Pre Submit

**Personal Information**

**Waiver**

**Supporting Documentation**

**Confirmation**

### Training Waiver

**IMPORTANT NOTE: Training Hours must be made up prior to submission of the waiver request form.**

Waiver Type \*

- 20 Hours
- Firearms Requalification
- Use of Deadly Force

Identify the type of waiver needed.

Select applicable request below. Some requests do not require fees. All fees must be submitted with waiver request form. (Certified check or money order ONLY) Normal processing of waivers is 7-10 days. Rush processing is available for additional fee.

Fees \*

Select the applicable fees from this pull down menu.

\$50.00 RUSH Processing Fee [non-refundable] Guarantees processing in no more than two (2) business days for complete and approved 1st waiver requests ONLY.

Select Rush Processing if desired.

Save and Continue

Required fields are highlighted and marked with \*

Click on Save and Continue.

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The current time is 8:47 am. Your session will expire after 20 minutes of inactivity.

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### Application for Training Waiver

Application Section Progress

O144953

For JOHN Q OFFICER

Status : Pre Submit

Personal Information

Waiver

Supporting Documentation

Confirmation

Select a year & click on select year if applicable.

### Training Waiver

**IMPORTANT NOTE: Training Hours must be made up prior to submission of the waiver request form.**

20 Hours List Years and number of hours not completed for annual requirement.

No years selected

Enter Year and Deficient Hours \* 2010 Hours \* Enter Year and Hours

Firearms Requalification List years not completed

No years selected

Select a Year for Firearms Requalification \* 2010 Select Year

Use of Deadly Force List years not completed

No years selected

Select a Year for Use of Deadly Force \* 2010 Select Year

Explanation \*

Empty text area for explanation.

Update Explanation

Required fields are highlighted and marked with \*

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Enter first deficient year for 20 Hours if you selected 20 because you did not complete 20 hours that year.

Enter # of deficient hours for year selected. (hours not completed)

Click on Enter Year and Hours when they both have been entered.

Provide explanation for why training was not completed here. It is required.

Click on "update explanation" when finished typing your explanation.

A "next step" button will appear here. You will need to click on it, and it will take you to candidate attestation. Your application must be attested by you (the officer) first & then by an agency administrator. Once attested by your agency, the app is in the queue for processing.



To pay online using a debit or credit card, please click on the "Online Payments and Administrative Fee Schedule" topic.

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*It is the mission of the Georgia Peace Officer Standards and Training Council (P.O.S.T.) to provide the citizens of Georgia with qualified, professionally trained, ethical and competent peace officers and criminal justice professionals.*

Wednesday, November 19, 2014

**P.O.S.T. Staff**

- Operational Staff
- Certification & Training Division
- Operations Division
- Investigations Division

[Message Center](#)

**Upcoming Meetings**

**P.O.S.T. Council Meetings:**

- March 5, 2014
- June 10, 2014
- September 10, 2014
- December 10, 2014

[More Information](#)

**Questions?**

See the list of frequently asked questions regarding training requirements, certification, etc.

[View FAQs](#)

**Notices**

- ▶ [View Fee Schedule or pay fees](#)
- ▶ [Notice from GPSTC re: on-line pre-registration](#)
- ▶ [POST Updates](#)
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- ▶ [Questions Regarding POST Rule on Firearms Requalification](#)
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**Applications & Forms**

*Quick Access:*

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*Go to Forms/Applications to view full list including important notes*

**\*\*Restricted Access\*\***

 [POST Data Gateway](#)

 [Staff Intranet](#)



You will need to enter a quantity of 1 into the "quantity" field for the item listed as "Training Waiver Processing Application". Important Note: If you have "paid processing fees" for a training waiver in the past, you will have to choose "Petition to Council for 2nd Waiver of the 20 Hour Annual Training Requirement".

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## Pay Administrative Fees

Please note that a \$3.00 Convenience Fee will be added to your order total

Update Cart

Items Selected	Fee	Quantity	Total
Agency Address Listing Publication	65.00	0 ▼	
Appeal Processing Fee	150.00	0 ▼	
Application Processing: Pre-Service Applicants	200.00	0 ▼	
Application Processing: Private or Non-Governmental Agencies	200.00	0 ▼	
Application Processing: Speed Detection Certifications	30.00	0 ▼	
Basic Certification Application Processing	30.00	0 ▼	
Equivalency of Training	300.00	0 ▼	
Manual Entry of Application by POST Staff	100.00	0 ▼	
Official Officer Profile Transcript (Certified)	5.00	0 ▼	
Petition for Modification of Probation	150.00	0 ▼	
Petition to Council for 2nd Waiver of the 20 Hour Annual Training Requirement	400.00	0 ▼	
Petitions for Waiver of P.O.S.T. Rules	350.00	0 ▼	
Probation Monitoring Fee 12 Months	120.00	0 ▼	
Probation Monitoring Fee 18 Months	180.00	0 ▼	
Probation Monitoring Fee 24 Months	240.00	0 ▼	
Probation Monitoring Fee 36 Months	360.00	0 ▼	
Probation Monitoring Fee 48 Months	480.00	0 ▼	

**\*\*Restricted Access\*\***



[Staff Intranet](#)

Processing Petitions for Reinstatement/ Reconsideration Application	400.00	0 ▼
Replacement or Duplicate Cards/Certificates Application	25.00	0 ▼
Retired Firearms Card (H.R. 218)	25.00	0 ▼
Rush Processing Fee	50.00	0 ▼
Seminar Approvals	10.00	0 ▼
Training Waiver Processing Application	200.00	0 ▼
Voluntary Certification Application Processing	30.00	0 ▼

Enter quantity of "1" here.

Once entered, click on Update Cart button.

**ORDER TOTAL: \$0.00**

**Please note that a \$3.00 Convenience Fee will be added to your order total**

Update Cart

Probation Monitoring Fee 48 Months	480.00	0	
Processing Petitions for Reinstatement/ Reconsideration Application	400.00	0	
Replacement or Duplicate Cards/Certificates Application	25.00	0	
Retired Firearms Card (H.R. 218)	25.00	0	
Rush Processing Fee	50.00	0	
Seminar Approvals	10.00	0	
Training Waiver Processing Application	200.00	1	\$200.00
Voluntary Certification Application Processing	30.00	0	

**ORDER TOTAL: \$200.00**

**Please note that a \$3.00 Convenience Fee will be added to your order total**

Once you have clicked on the Update Cart button, the quantity will appear & you will need to click on "Submit Order" to pay using a credit or debit card.

Update Cart  
Submit Order

You will need to verify the order details and provide your billing information below. Please place the name of the officer that the application is for in the "Order Description" section below. Once you have entered your billing info, please click on "Continue" until your order is completed.  
 Note: A convenience fee is charged by the vendor for processing this transaction.

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### Pay Administrative Fees

Items Selected	Fee	Quantity	Total
Training Waiver Processing Application	200.00	1	\$200.00
Convenience Fee	3.00	1	\$3.00
<b>ORDER TOTAL:</b>			<b>\$203.00</b>

Alter Cart

### Billing Information

**\*\*Restricted Access\*\***



Staff Intranet

First Name\*

MI

Last Name\*

Address\*

City\*

State\*

Zip\*

Telephone (  )  -

Email\*

In the Order Description box below, do the following:

If you are making this payment on behalf of another person or persons, list their name(s) and (if applicable) their employing law enforcement agency.  
 Example: I am making this payment on behalf of John Doe, Example County Sheriff's Office.

If you are making this payment on behalf of an organization, list that organization's name.  
 Example: I am making this payment on behalf of the City of Example Police Department.

If you are making this payment on behalf of yourself, put N/A.

Order Description\*

Continue

Required fields are highlighted and marked with \*

DISCLAIMER: POST does not retain your credit card number.