



**Montana Public Safety Officer Standards & Training Council**  
 2260 Sierra Road East  
 Helena, MT 59602  
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dojmt.gov/post

**APPLICATION FOR INDIVIDUALS SEEKING POST  
 CREDIT FOR OUT-OF-STATE AND OTHER COURSES**

ARM 23.13.301 & 23.13.302

**Instructions:** This form is to be completed and submitted by an officer who attended training (including online training) which was not already approved for POST credit. This form must be submitted after the training takes place. **Please note the requirements for POST approval and credit are:**

**1) you must complete this application and submit it with all required materials**

Have you attached the following information\*

- a copy of the course certificate of completion?  Yes  No
- course outline, lesson plan, or agenda?  Yes  No
- instructor biographies (not necessary for online courses)?  Yes  No
- study guide or course syllabus for self-instructional study?  Yes  No
- student materials & handouts?  Yes  No

**2) the course must be a minimum of two hours in length**

Is the course at least 2 hours in length?  Yes  No

**3) the course must be open and advertised to all public safety agencies**

Is the course open and advertised to all public safety agencies?  Yes  No

**If the course does not meet these qualifications, it will not receive POST approval or credit.**

Full Name: \_\_\_\_\_  
 POST ID Number: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Personal Phone: \_\_\_\_\_

Agency Name: \_\_\_\_\_  
 Rank/Title: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**Course Information:**

Course Name: \_\_\_\_\_  
 Course Dates: \_\_\_\_\_ Course Location: \_\_\_\_\_  
 Sponsoring Agency Name: \_\_\_\_\_ Number of Course Hours: \_\_\_\_\_

**Instructor Information:**

Instructor Name(s): \_\_\_\_\_  
 (if available) Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Applicant* *Date*

\_\_\_\_\_  
*Printed Name of Agency Head*

\_\_\_\_\_  
*Signature of Agency Head* *Date*

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

**\* Failure to attach the items listed may result in POST denying course credit.**

<b>POST Council Use Only</b>	
Approved By _____	Date _____