



Now that I have your attention, make sure you're taking advantage of POST Certificate requirements

The below graphics will help you with POST Certificate requirements/online instructions. I'm here to help. Feel free to call me at (661) 510-6129 or email me at MarkCronin@lappl.org.

1. Qualifications and Instructions to Apply Online

*To apply online for a POST Certificate, go to POST.CA.GOV. Make sure you have a scanned copy of your OFFICIAL college transcripts or degree before starting the process. The qualifications for each Certificate are as follows. If you are aware of the qualifications, please scroll down to section 2.

Section 1
Qualifications

BASIC CERTIFICATE
To qualify, you must fulfill all of the following requirements

- Pass the probationary period
- Complete the Basic Academy Course
- Be employed by The Department at the time you apply

INTERMEDIATE CERTIFICATE

Minimum Educational Semester Units	BA OR BS Degree	AA OR AS Degree	45	30	15
Minimum Training Hours	P.O.S.T. Basic Course	P.O.S.T. Basic Course	900	600	300
Years of Service	2	4	4	6	8

2. Qualifications and Instructions to Apply Online

ADVANCED CERTIFICATE

Minimum Educational Semester Units	Masters Degree	BA OR BS Degree	AA or AS Degree	45	30
Minimum Training Hours	P.O.S.T. Basic Course	P.O.S.T. Basic Course	P.O.S.T. Basic Course	900	600
Years Of Service	4	6	9	9	12

****NOTE:** If the Basic Academy is used toward your education units, the Basic Academy training hours cannot be used to fulfill the training hours requirement.

SUPERVISORY

- 60 Semester Units or A.A./A.S. Degree or Higher.
- 2 years in the rank of SGT. Or DII or higher
- Completion of the P.O.S.T. Supervisory Course

MANAGEMENT CERTIFICATE

- 60 Semester Units or A.A./A.S. Degree or Higher.
- 2 years in the rank of Lieutenant or higher
- Completion of the P.O.S.T. Management Course

For the most up to date requirements, please visit:

<https://post.ca.gov/regulation-1011-certificates.aspx>

3.

Section 2 Applying Online

*To apply online for a POST Certificate, go to POST.CA.GOV. Make sure you have scanned copies of your OFFICIAL College Transcripts or Copies of your Degree before starting the process.

- Log on or create an account at POST.CA.GOV
- Once you are logged on, scroll over "Certificates" and click on "Your Certificates"





- To Apply for a Certificate, click on Apply for Certificate



- On the "Apply for Certificate" screen, look for the certificate you are applying for (General Basic, General Intermediate, General Advanced, General Supervisory, General Management)

• Note: the POST site will let you apply for Certificates that you may not be eligible for. If POST Liaison receives an Application for the wrong certificate type we will simply deny the certificate application. EXAMPLE: If a PO III applies for a General Supervisory certificate or a Coroner Advanced Certificate, this application will be denied.

6.

- Once you are on the apply for certificate screen, hit start application.

7.

- On the Certificate Application Confirmation Screen, make sure to upload your Official Transcripts, or A/A/AS, BA/BS transcripts.
- The POST Site does not take uploads from cellular phones or tablets.
- If you have issues uploading the transcripts or degree, EMAIL PDF copies of the official transcripts or degree to postliaison@lapd.online with the subject line POST Certificate Application Transcripts. Make sure to include your POST ID
- NOTE: POST Liaison Unit will not accept Gray Mailed transcripts or degrees. You MUST email a PDF copy of official transcripts or degrees so that POST Liaison can upload them to the online application.
- Any transcripts submitted must say Official on them, do not submit unofficial transcripts under any circumstances. Doing so may cause your application to be denied by Sacramento. Only copies of official transcripts are accepted.

8.

Section 3
Frequently Asked Questions

- **How long will it take to get the certificate issued if I order Online?**
 - o New applications for Intermediate, Advanced, Supervisory and Management take 4-8 months, depending on the number of applications received by POST Sacramento. POST Sacramento processes certificate applications for all Peace Officers in the state of California, so processing times are dependent on the total numbers of applications in the certificate queue.
- **What will the date on my certificate be?**
 - o The date will be based on when you apply for the certificate. If you apply online and qualify on that day, then the certificate will be dated the day you applied. You must qualify for the certificate the date you applied for the application date to match the certificate date.
- **When should I apply for my certificate?**
 - o You should only apply on or after the date that you qualify based on your years of service, units and training points. Years of service is determined by the PO rank date on your POST profile. You can see what your PO rank date is on your POST profile at post.ca.gov. Applying before you qualify may cause your application to be denied by POST Sacramento.
- **What are the Intermediate and/or Advanced Certificate pay bonuses?**
 - o Intermediate Certificate currently grants a 1% bonus. The Advanced Certificate grants a 2% bonus.
 - o Check your MOU for the most up to date information.
- **When will I see my POST Bonus?**
 - o The POST Bonus usually takes a total of 6-12 months from the date the certificate is applied for online. It takes 4-8 months for the certificate to arrive in the office, and an additional 2-4 months for the bonus to be processed by the department.
 - o NOTE: The POST bonus is not itemized on your check stub. After you receive the email stating that the POST certificate is available to be picked up, if you do not notice a pay increase after 8 pay periods, check with pay roll section to verify if you are receiving the bonus.
- **My transcripts are in an envelope that say unofficial if opened. What do I do?**
 - o POST will take unsealed, opened transcripts. The transcript must say "official transcript", with the registrar's signature on the transcript. The transcripts do not need to be sealed POST will not take unofficial transcripts under any circumstances. Submitting unofficial transcripts will cause your application to be denied. If you have questions, please send your transcripts to postliaison@lapd.online with the subject transcript question.
- **I submitted my official transcripts to Position Control/ Personnel division/ Personnel Department, does POST Liaison Unit Receive a copy?**
 - o POST Liaison Unit does not receive transcripts from any other city entity or unit. If you are submitting transcripts to any other city or department entity, be sure to make a copy to submit to POST Liaison unit.

- **I ordered transcripts from College of the Canyons/Los Angeles City College, does POST Liaison unit get mailed copies?**
 - o POST Liaison unit does not get mailed transcripts from College of the Canyons or Los Angeles City College, or any other college. If you order transcripts, they are mailed to you. It is your responsibility to then submit the transcripts to POST Liaison Unit to complete your POST Certificate application.
- **Do I need to supply any verification of training hours?**
 - o There is no need to submit any verification of training hours. POST Liaison Unit has access to your training history. DO NOT submit a TEAMS report.
- **Is there any back pay?**
 - o Yes. Back pay is based on the date printed on the certificate. The back pay is processed after the certificate is received from POST Sacramento.
- **I submitted an application online and the status says needs "Los Angeles PD submission", what does that mean?**
 - o When you Submit online, the Application comes to the POST Liaison Unit, where it is reviewed and submitted to POST Sacramento. It can take POST Liaison Unit three business days to review applications, depending on demand.
 - o If it has been longer than 3-business days, the application may be incomplete or the application may not qualify for the certificate being applied for yet. You will be informed via email if the application does not qualify at this time OR you can contact the POST Liaison Unit to inquire about the status by emailing postliaison@lapd.online or calling (213) 486-0798.
- **Can I still submit a Paper application to the POST Liaison Unit?**
 - o We still accept paper applications. Paper applications require original signatures. Copies are not accepted. We recommend dropping off the application in person at PAB 6th floor room 650. We recommend against gray mailing. If you choose to gray mail, please attach a post-it requesting confirmation that the application has been received. If you do not hear back within 2 weeks, it is recommended that you walk a new application in.
- **Is there a deadline to submit transcripts if I apply online?**
 - o You should submit your complete official college transcripts at the time you are applying. POST Liaison will remove your application after 6 weeks if transcripts have not been provided. If your application is removed, you will have to start the process over, resubmit an application on post.ca.gov and the certificate date and back pay will be reset. EXAMPLE: if an intermediate application is submitted 1/1/2016, and no transcripts are submitted after 6 weeks, then it is removed on. If the application is resubmitted with transcripts on 4/1/2016, the certificate date and back pay will be based off the 4/1/2016 date.
- **Can I submit an online application and a physical application?**
 - o It is recommended you only submit one type of application.
 - o Do Not submit an online application AND a paper application. ONLY Submit one type of application. If you submit both, this could cause errors with POST Sacramento processing the application.