

Frequently Asked Questions

Q. How does a person apply for a course offered by the Department of Criminal Justice Training?

- A. The agency training officer (or designee) should fill out **DOCJT Form #29-1, Agency Requests for Training**, to register persons for **any** class. The training officer or agency head must sign the form.

Fax the form to (859) 622-2740, or e-mail to docjt.registration@ky.gov or mail to:
Department of Criminal Justice Training, Attention Registration, Funderburk Building, ECU,
521 Lancaster Avenue, Richmond, KY 40475-3102.

Q. What is the Form 45? Why is it required and how is it different from the POPS Forms, Medical Examination Report (G-1) and Peace Officer's Professional Standards Medical Screening Guidelines (G-3)?

- A. The Form 45 is the Basic Training Medical Confirmation required to be completed within 120 days of the recruit's scheduled entry date into DOCJT's Law Enforcement Basic Training. The form states that a physician is confirming that a recruit has been examined and is in full compliance with the criteria listed in the Medical Screening Guidelines as stated in the G-3.

Q. When will I receive notification that I have been accepted for a class?

- A. Applications are date stamped and processed on a first-come, first-served basis. You will receive written confirmation once your application has been processed.

Q. Is there room in a particular class?

- A. The DOCJT's website lists all currently available classes. Please check out <http://docjt.ky.gov/TrainingSchedule>.

Q. May I substitute a person for one already approved for a class?

- A. Yes, but only under extenuating circumstances.

Q. If I am currently approved for training and I transfer to another agency, how does this affect my enrollment?

- A. If an individual terminates employment, or transfers from their current agency to another agency, that individual will be cancelled from all classes and must reapply through their new agency.

Q. What if I fail a course?

- A. All training courses taken at the DOCJT are provided to eligible participants without cost, including free room and board, where applicable. However, in the event an individual is unsuccessful in completing a course, he or she is responsible, under 503 KAR 3:030, for paying any applicable fees for repeating or taking a course in substitution for the failed course.

Q. When will I be billed for a course failure?

- A. Immediately after a course retest failure.

Q. What are the training priorities for admission to DOCJT peace officer classes?

A. Based on the need for training and the date the request is received, the training priorities are:

1. Full-time and part-time sworn peace officers or deputy sheriffs taking the course for certification or KLEFPF purposes.
2. Auxiliary law enforcement officers taking the course for certification purposes.
3. Full-time sworn police officers or deputy sheriffs taking the course for Professional Certificate purposes.
4. Other criminal justice system personnel.
5. Special Deputies (must pay for training).

Q. What are the training priorities for admission to telecommunicator courses?

A. Based on the need for training and date the request is received, the training priorities are:

1. Full-time and part-time law enforcement telecommunication employees taking the course for telecommunications certification.
2. Other telecommunications employees.

Q. I completed basic training and am POST certified in another state. Does my training transfer?

A. Kentucky requires peace officers to complete basic training within one year of their date of employment. If you completed basic training in another state, your training may transfer under certain conditions. Please see Page 6 for further information.

Q. What is the difference between a “Hosted” course and a regular DOCJT course?

A. “Hosted” means the course is KLEC approved and students will follow the usual procedure to register for the course with DOCJT.

Q. Will a class that is not taught by DOCJT satisfy my 40 hour training requirements for KLEFPF and POPS credit?

A. Classes taught at the other three (3) training academies are approved for KLEFPF and POPS credit. If you are interested in other classes please contact the KLEC Office to check if the course is approved or what must be done to have it approved.

Q. How often may I take a particular course?

A. To receive training credit, you may only retake the same course once every three years.

Q. If I am on “Standby” for a class, how will I know if my status changes to “Accepted”?

A. If your status changes, you will receive another notice. If you have not received an “Accepted” notice by two weeks prior to the date of the class, you should reapply for another class.

Q. How do I cancel or reschedule a class I am registered for?

A. Your training director or agency head must call, e-mail or send a fax message to inform the Registration Section (as soon as possible, in case we have someone on standby for the same class). You will be allowed to reschedule if there is room in another class.

Q. What happens if I am approved for a class and I fail to attend?

- A.** If you are registered for a class and your agency fails to notify Registration (prior to the first day of class) that you will not attend, you lose your training priority. When you request another class you will be placed on the “standby” list. Failure to notify us means that we cannot replace you and may keep another person from being able to attend. Any person who has registered for two courses in one year and who has, without valid reason, failed to appear for either class, shall be required to pay full tuition charges in advance, before being permitted to enroll in another course. **Cancellation of a class is not confirmed until you receive a “Cancellation” notice.**

Q. What do I need to do to change my name or rank in DOCJT records?

- A.** A name or rank change may be accomplished by contacting the Records Section by phone, or e-mailing to: Susan.Higgins@ky.gov.

Q. What if our agency head or address has changed?

- A.** This can be accomplished by filling out the KLEC Agency Update form and returning it via fax or mail to the contact information on the form.

Q. If I am employed by an agency that must pay for training, what is the cost and procedure for enrollment?

- A.** Submit DOCJT Form 29-1 (and POPS Form F, page one, if applicable). If you are approved for training, an invoice will be mailed to your agency upon completion of the course. Payment is expected within 30 days from invoice date. Please remember to include the “return” portion of the invoice.

Tuition

\$600 for a full week

\$120 for each full day

\$60 for instruction that is 4 hours or less

Housing

\$15 per day (and is only available at the Richmond location)

Meals

\$17 per day

YOU MAY REPRODUCE THE FORMS ON THE FOLLOWING PAGES FOR YOUR USE OR GO TO OUR WEBSITE AT www.docjt.ky.gov TO PRINT FORMS.

Most forms are available in electronic format. If you want a form that can be filled out using your computer, contact Susan.Higgins@ky.gov.

Registering Applicants For All Basic Training Academies (Law Enforcement, Public Safety Dispatch or Court Security Officer)

Seats will be filled on a first come first serve basis once the applicant has been identified as pre-selected (POPS, TPS, or CCSO Testing Completed).

- If applicant is pre-selected name is entered and approved for the class.
- If applicant is not pre-selected they will not be registered for class.
- Reserved slots will no longer be honored.