Dear Applicant:

The faculty and staff of the Law Enforcement Training Institute appreciate your interest in applying for admission to the Class A Certified Basic Law Enforcement Training Academy.

Tuition for the program is $4,500.00. This includes uniforms, a parking permit, all instruction, handout materials, certificates of completion and Continuing Education Units (CEU’s).

The enclosed Application for Admission is the first step in the admissions process. Return the entire, completed and notarized application to LETI along with copies of your birth certificate, your high school diploma or GED certificate, and a check, money order or credit card number for the non-refundable registration fee of $750.00. Make checks payable to “University of Missouri.” The remainder of the tuition must be submitted by the first day of class unless alternate arrangements have been made. If a department or government agency is funding your tuition we require written verification stating that they accept responsibility for your tuition.

In addition to completing the application, you must complete and have notarized the enclosed Missouri Peace Officer License Legal Questionnaire. Return the questionnaire to LETI along with the other application documents no earlier than three months prior to class start date. Registrations will be accepted until 15 working days prior to the class start date if you have nothing to report in the POST criminal history section of the application. If you have any charges on your record, except minor traffic violations, the deadline is 30 working days prior to the academy start date.

You will be required to wear the LETI Basic Training uniform. To ensure proper fit, please fill out the enclosed Uniform Sizing Form and return it with your application.

Incomplete applications will not be accepted. Any intentional omission or falsification of these admissions documents will be grounds for immediate dismissal from the Academy.

The information supplied in these documents will be used only for determining the applicant’s eligibility for admission to the Academy and subsequent certification as a law enforcement officer by the Missouri Peace Officer Standards and Training (P.O.S.T.) Commission.

If you wish to enroll in our program, please complete the enclosed forms and return them to our office. Feel free to contact us at 573-882-6021 or 800-825-6505 if you have any questions.

John Worden
Director
Minimum Eligibility Requirements

Age and citizenship requirements

Applicants to the Law Enforcement Training Institute Basic Academy must meet the following age and citizenship requirements:

- be at least 18 years of age; and
- be a U.S. citizen, native or naturalized.

A recruit cannot test for POST licensure in the state of Missouri before his or her 21st birthday.

Education requirements

Applicants for the Law Enforcement Training Institute Basic Academy must meet the following education requirements:

- have a high school diploma from an accredited high school; or
- have an equivalent General Educational Development (GED) credential.

Fingerprint requirements

Applicants to the Law Enforcement Training Institute Basic Academy must submit their fingerprints for a background check. Instructions on how and where to be fingerprinted are included with the acceptance packet sent upon completion of the registration process. Students with any criminal or moral arrests and/or convictions are subject to review by the academy director, who may deny entrance based upon the records of the arrest or conviction.

Criminal history requirements

Applicants to the academy must meet the following criminal history requirements:

- have never been convicted of any felony;
- have never been convicted of any domestic violence offense;
- are not prohibited by state or federal law from operating a motor vehicle;
- are not prohibited by state or federal law from possessing firearms or ammunition; and
- are not currently on any community supervision or probation for any offense.

In addition to the preceding, applicants must

- possess a valid driver’s license;
- have no DWI or related convictions within the past three years or have no more than two DWIs within the past 10 years;
- have no drug or related arrests within the past three years; and
- not be under any Full Order of Protection as the respondent.
Certification of Application
Authorization for release of information
(read carefully before signing)

I, ___________________________________________________ (print full name), hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts, regardless of how slight, will cause forfeiture of all rights to admission.

I hereby authorize all law enforcement agencies; the Department of Veterans Affairs; all military agencies; all federal, state or local government agencies; medical agencies; and schools and universities to furnish the holder of this release with all and any available records and information regarding me and my qualifications and suitability for police work.

I authorize the release of this application to any law enforcement agency.

I authorize the Law Enforcement Training Institute, University of Missouri Extension, to obtain arrest information from records that may be confidential or closed.

I understand that photocopies of this authorization will be considered as effective, encompassing and valid as the original.

Applicant signature _______________________________ Date ______________________________

Applicant Social Security number _______________________________ Date of birth _______________________

Subscribed and sworn to before me this _______ date of ________________, 20____, I am commissioned as a notary public within the county of ________________________, state of ________________________, and my commission expires on ________________________, 20____.

____________________________________________
Notary public
Completing the Application

Read each question carefully, and answer each as accurately, completely and neatly as possible. All entries, except signatures, must be printed legibly with black ink or typed in the downloaded fillable PDF file.

If a question does not apply to you, indicate that it is not applicable (N/A) in that space.

The information requested on this application will be used for reference in the consideration of your application for acceptance to LETI.

Please confirm that you have read and understand the above by signing in the spaces below.

Signature ___________________________________________________________________________________

Printed name ________________________________________________________________________________

Date ______________________________     Social Security number ________________________________

Statement of Understanding

I understand that in this Class A Certified Basic Law Enforcement Training Academy I will be required to participate in intense physical activities that will include defensive tactics training, firearms training and qualification, physical training and job-related situational scenario training.

I certify that I am aware of no physical or mental conditions that would prohibit or limit my participation in the above activities.

The Law Enforcement Training Institute has informed me that I have not been assured of any law enforcement position as a result of my successful completion of the Basic Academy. I understand that I must apply directly to the law enforcement department in which I am interested in seeking employment. I also understand that I must comply with all entry requirements of the city/county department in which I am seeking employment.

I understand that testing and acceptance in the Law Enforcement Training Institute academy does not guarantee my completion. I also understand that, once accepted in the Law Enforcement Training Institute academy, I will be under ongoing review — morally, ethically, legally and intellectually — and may be removed from the academy by the Law Enforcement Training Institute academy director or the Missouri Peace Officer Standards and Training (POST) for any act against the academy rules and regulations, Missouri Revised Statutes, or provisions of the Missouri Code of State Regulations.

Signature                    Date
Application for Admission  

Class dates ________________________________________________

Personal data  
Social Security number ____________________________ Email address ______________________________

Last name ______________________ First name ______________________ Middle name __________________

(last full legal name)

Street address ____________________________________________________________

City ___________________________ State _____________________ ZIP code__________________________

Home phone _______________________________ Cell phone ________________________________

Business phone _______________________________ Date of birth ______________________________

List any other names you have ever used (officially or unofficially, including nicknames, maiden names, married names and abbreviations):
____________________________________________________________________________________
____________________________________________________________________________________

Are you a citizen of the United States? ☐ Yes ☐ No
Were you naturalized? ☐ Yes ☐ No

If yes, provide certified copy of naturalization certification.

Military service: Branch __________________ Dates of service _____________ Date of discharge____________

Are you a member of the National Guard? ☐ Yes ☐ No

If yes, what state? __________________

List all driving citations or summons you have received within the past 10 years, beginning with the most recent:

<table>
<thead>
<tr>
<th>Month/Year</th>
<th>Charge</th>
<th>Issuing agency/City/State</th>
<th>Disposition</th>
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Driver’s license number __________________________________________ State issued __________________

Education  
High school attended ________________________________________ Graduation date __________________

Address ________________________________

College or university attended __________________________________ Graduation date __________________

Address ________________________________
Criminal history
Have you ever been arrested, charged, questioned, accused, warned or detained for any offense or alleged violation or any statute, ordinance, law, regulation by any civil or military authority, either in this country or any other country? (NOTE: You must list all arrests, regardless of their eventual outcome. Arrests do not “go away.” While an arrest record will not automatically disqualify an applicant, a failure to list an arrest will result in an immediate disqualification for an applicant or a dismissal for a student who has begun the program.) □ Yes □ No

<table>
<thead>
<tr>
<th>Date</th>
<th>Charge</th>
<th>City/State</th>
<th>Arresting agency</th>
<th>Disposition</th>
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Employment (law enforcement agency)
Employed by ________________________________
Address ________________________________
City __________________ State ___________ ZIP code _______________
Chief or sheriff’s name ________________________________
Agency phone ____________________________________ Agency fax ________________________________
Rank ___________________________ I am employed full time _____ or reserve ______
Date employed by current employer ________________________________

(Other employment)
Employed by ________________________________
Address ________________________________
City __________________ State ___________ ZIP code ________________
Supervisor’s name ___________________________ Employer phone ________________________________
I am employed full time _____ or part time _________ Date employed by current employer ______________

Were you dismissed, fired or asked to resign by this employer? □ Yes □ No
If yes, employer’s name ________________________________ Date of dismissal ________________
Reason for dismissal ________________________________
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Other Details</th>
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<tbody>
<tr>
<td>Employed by _______________________________________________________________________________</td>
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<td>Address ___________________________________________________________________________________</td>
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<tr>
<td>City ____________________________________ State _____________________ ZIP code_________________</td>
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<tr>
<td>Supervisor’s name _______________________________ Employer phone __________________________</td>
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<tr>
<td>I am employed full time _____ or part time ______________ Date employed by current employer ___________</td>
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<tr>
<td>Were you dismissed, fired or asked to resign by this employer? □ Yes □ No</td>
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<tr>
<td>If yes, employer’s name ___________________________________________ Date of dismissal ___________</td>
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<td>Reason for dismissal ________________________________________________</td>
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<td>Employed by _______________________________________________________________________________</td>
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<td>Address ___________________________________________________________________________________</td>
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<td>City ____________________________________ State _____________________ ZIP code_________________</td>
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<td>Supervisor’s name _______________________________ Employer phone __________________________</td>
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<tr>
<td>I am employed full time _____ or part time ______________ Date employed by current employer ___________</td>
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<td>Were you dismissed, fired or asked to resign by this employer? □ Yes □ No</td>
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<td>If yes, employer’s name ___________________________________________ Date of dismissal ___________</td>
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<tr>
<td>Reason for dismissal ________________________________________________</td>
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<tr>
<td>Have you ever been dismissed, fired or asked to resign by any employer? □ Yes □ No</td>
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<tr>
<td>Have you ever been denied entry into another academy in Missouri or any other state? □ Yes □ No If yes, what academy, and what was the reason?</td>
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<tr>
<td>Have you ever been admitted and then dismissed from another academy in Missouri or any other state? □ Yes □ No If yes, what academy, and what was the reason?</td>
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<td>I certify that the information I have supplied in this application packet is factual to the best of my ability.</td>
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<td>Signature ___________________________________________________________ Date ____________________________</td>
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Dear Prospective Student:

When filling out the Legal Questionnaire please list any arrest on the form. The form specifically asks “Have you ever been arrested for, or charged with, any criminal offense?” This means exactly that, have you been arrested, even if the charges were dropped. These things will still show up on the Criminal Background check that is done when you are fingerprinted. If you have an arrest and/or conviction listed, we **must** have the following items included with your application packet.

1. **Certified** copy of the police report, including narrative.
2. **Certified** copy of the court record, **including disposition**.
3. Narrative stating the details of the arrest in your own words.

We must have the above listed items for anything you have listed on the form. You will also need to call our office and make an appointment with our Director, John W. Worden. Do not try to schedule an appointment with the Director until your packet is complete. The Director will then decide if the form and these items will be sent to the Department of Public Safety for review and approval or denial. We cannot process your application for the class until we have that approval.

If you have never been arrested, then just have the form notarized and return it to us. You will not need an appointment with the Director. If you have any questions, please call before mailing your paperwork in. Thank you.

Sincerely,

Debbie Sorrell  
Academy Coordinator
Instructions:

- All basic training applicants shall complete this questionnaire prior to being admitted into a basic training course.
- If the applicant indicates “yes” to the question listed below, submit the questionnaire to the POST Program for review prior to admitting the individual into a basic training course.
- Maintain a copy of the completed questionnaire and submit it along with the individual’s Peace Officer License Application.

Licensed Basic Training Center: ____________________________________________________________________

Applicant’s Name: __________________________________________   DOB: ______________________________

Social Security Number: ________________________     Daytime Telephone Number: ________________________

Home Mailing Address________________________________________________________________________________________

Have you ever been arrested for, charged with, or committed any criminal offense? (§ 590.080.1(2), RSMo)

☐ YES *  ☐ NO

*If yes, describe the offense(s) below. If needed, you may attach additional pages.

<table>
<thead>
<tr>
<th>Date</th>
<th>Charge/Offense</th>
<th>City/County/State</th>
<th>Misd/Felony/Ordinance</th>
<th>Disposition</th>
<th>Arresting Agency</th>
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Before signing and submitting the notarized questionnaire, please feel free to discuss any questions you might have with a representative of the POST Program by calling (573)751-3409.

I am aware that causing a material fact to be misrepresented for the purpose of obtaining a peace officer license issued pursuant to Chapter 590 RSMo, is a Class B Misdemeanor.

Signature of Applicant: ___________________________________________   Date: ______________________________

Subscribed and sworn to before me this _______ day of ______________________, 20__. I am commissioned as a notary public within the county of _______________, state of ________________________, and my commission expires on _______________, 20__.

NOTARY PUBLIC

*POST USE ONLY*

Based on the information provided, the above listed applicant is eligible for licensure.

POST Program Representative: _______________________________   Date: _______________________________
I, __________________________________ hereby authorize any individual, organization, court, or law enforcement agency to release any and all records related to my prior law enforcement training and certification or licensure; any and all records related to any criminal or internal investigation conducted on me; and any and all pre-employment application or employment records pertaining to me, to the Missouri Department of Public Safety’s Peace Officer Standards and Training Program for the purpose of obtaining or retaining a peace officer license.

A copy of this authorization will be considered as effective and valid as the original and shall not expire.

__________________________________________  __________________________
Signature of Applicant or Licensee                              Date

Subscribed and sworn to before me this _________ day of ______________________, 20___. I am commissioned as a notary public within the county of ______________, state of ________________________, and my commission expires on _______________, 20___.

__________________________________________
NOTARY PUBLIC
Uniform Order Form
Class A Certified Basic Law Enforcement Training Academy

Return this form five weeks prior to class in order to guarantee uniforms will be ready the first week of class.

You will be issued two (2) BDU pants, two (2) short sleeved polo shirts, one (1) belt, two (2) pair shorts, two (2) short sleeved t-shirts. You may purchase additional uniform items or other LETI logo clothing (sweatpants, long sleeved t-shirts, long sleeved polos, ball caps, sweatshirts - both crew neck and hoodie.)

Please give exact measurements for each piece of clothing. Use a tape measure for accurate measurements to ensure a good fit. The pants are black BDUs and the shirts are polo style. Use the following information to select your pants and shirt sizes.

**BDU Waist Sizes:**
- Small: 27” to 31” waist
- Medium: 31” to 35” waist
- Large: 35” to 39” waist
- XLarge: 39” to 43” waist
- XXLarge: 43” to 47” waist

**BDU Length Sizes:**
- Short Length: under 29 ½” inseam
- Regular Length: 29 ½” to 32 ½” inseam
- Long Length: over 32 ½” inseam

**Polo Shirt Sizes:**
These come in small through XXXLarge and are 100% preshrunk cotton. They will be short sleeved with a collar.

---

**LETI Uniform Order Form**
Class A Certified Basic Law Enforcement Training Program

<table>
<thead>
<tr>
<th>Student Name:</th>
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<tbody>
<tr>
<td>Name to appear on name tag: (first &amp; last)</td>
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<tr>
<td>BDU Waist size:</td>
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<tr>
<td>BDU Length size:</td>
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<td>Belt size:</td>
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<td>Polo Shirt size:</td>
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<td>T-Shirt size</td>
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<tr>
<td>Shorts size:</td>
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Missouri Peace Officer License Application
Last Revised 01.01.2016

LICENSED TRAINING CENTER INFORMATION

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<tr>
<th>Training Center Name</th>
<th>Contact Name</th>
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<tr>
<th>Contact’s E-mail Address</th>
<th>Phone Number</th>
<th>Fax Number</th>
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APPLICANT INFORMATION

<table>
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<tr>
<th>Name (Last, First, Middle)</th>
<th>E-Mail Address</th>
<th>Social Security Number</th>
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<th>Mailing Address</th>
<th>City</th>
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<th>Zip Code</th>
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<th>Telephone Number</th>
<th>Date of Birth</th>
<th>Age</th>
<th>Gender</th>
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Male
Female

ATTESTATION BY APPLICANT

Have you previously applied for admittance into any other a basic law enforcement academy?  
Yes  No  If yes, please indicate the name of the training center and the state in which it was located: __________________________

I am aware that causing a material fact to be misrepresented for the purpose of obtaining a peace officer license issued pursuant to Chapter 590 RSMo, is a Class B Misdemeanor.

______________________________  _________________________
Signature of Applicant  Date

PLEASE ATTACH ALL DOCUMENTS LISTED BELOW IN THE ORDER THAT THEY ARE REQUESTED.

1. Copy of High School Diploma, GED, or Degree from an accredited college or university.
2. Proof of United States Citizenship: Birth Certificate, Passport, or Naturalization Documentation. If name has been changed, include marriage license, divorce decree, or legal name change documentation.
4. Photocopy of the applicant’s current state issued driver’s license.

ADDITIONAL INFORMATION REQUIRED FROM CERTAIN TRAINING CENTERS

In addition to the three items listed above, the following items are required from the Missouri State Highway Patrol, the Missouri Department of Conservation, the St. Louis City Police Department, the Kansas City Police Department, and the Springfield Police Department:

1. Agency ORI: _________________________________
2. Date Applicant will be Commissioned by your department, unless individual is an open enrollment applicant: _____________________

SEND THIS FORM AND ATTACHMENTS TO POST

Missouri Department of Public Safety
Peace Officer Standards & Training (POST) Program
P.O. Box 749
Jefferson City, MO  65102

Phone: (573) 751-3409
Fax: (573) 751-5399
Email: post@dps.mo.gov
Website: www.dps.mo.gov/post

FOR POST USE ONLY:

POST Test Date: ________________  Proof of U.S. Citizenship:_______
Graduation Date: ________________  Diploma/Degree: _____________
IADLEST Check: ________________  Legal Questionnaire: __________
Basic Training Hours: ____________  SID#: _____________________
Processed by: ___________________  Reviewed by: __________________
Program Manager Approval: ____________  Date: ________________
Exam Score: ________________  License #: __________________