



State of Georgia  
Peace Officer Standards and Training Council  
Career Development Program

Application for Award  
of  
**P.O.S.T.**  
**Management Certificate**

**General Instructions for Application Completion**

1. Please read all instructions carefully and complete all appropriate blocks.
2. An official copy of your college transcript must be attached to this application in a sealed envelope.
3. Sign and date the application in the spaces provided.
4. Your Agency Head must sign and date the application.

NOTE: If the agency head is the applicant, the next person in their chain of command signs as agency head.

**\*\*\* Management Certificate Requirements \*\*\***

This application should **NOT** be submitted unless the officer and authorizing agency officer are satisfied the applicant has met **ALL** requirements. **INCOMPLETE APPLICATIONS WILL NOT BE EVALUATED.**

At a minimum an applicant must:

- (1) Currently hold a management position and have done so for at least one year prior to certification. A management position is defined as one where the holder occupies a management position in a law enforcement agency which falls between the supervisor and the executive. This position typically involves planning, organizing, public relations, discipline, and general administrative work.  
**Determination will be based on job function, not position title, and attestation of agency head.**
- (2) Possess 90 college or 60 semester hours from an accredited **accredited college or university, as defined in POST rule 464-2(t).**; and
- (3) Complete the 120 hour "P. O. S. T. Management Development Course" or one of the other Management courses listed in this application.

**Mail to:**  
Peace Officer Standards & Training Council  
P.O. Box 349, Clarkdale, GA 30106

revised (12/09)



**Georgia Peace Officer Standards & Training Council**  
**Application for Management Certification**

Personal Data (Please type or print legibly.)	
Last Name	Suffix (Jr, Sr, II, III, etc.)
First Name	
Middle Name	
SS#	Date of Birth
RACE	SEX/GENDER
Street	Apt #
City	State
Zip Code	PHONE# (AREA CODE) - NUMBER

EMAIL ADDRESS

**Agency Information**

Name of Current Employing Law Enforcement Agency:

Date Employed as a Peace Officer with your present agency (mm/dd/yyyy):

Current Rank/Title with your present agency:

Date Promoted to Present Rank/Title with your present agency (mm/dd/yyyy):

Briefly describe your current management duties and responsibilities:

**Law Enforcement Employment History**  
 List all previous law enforcement employment as a full-time paid peace officer.

Name of Agency:	
Highest Rank or Title with the Agency:	
Dates of Employment: Employed From (mm/yyyy):	Employed To (mm/yyyy):
Name of Agency:	
Highest Rank or Title with the Agency:	
Dates of Employment: Employed From (mm/yyyy):	Employed To (mm/yyyy):
Name of Agency:	
Highest Rank or Title with the Agency:	
Dates of Employment: Employed From (mm/yyyy):	Employed To (mm/yyyy):
Name of Agency:	
Highest Rank or Title with the Agency:	
Dates of Employment: Employed From (mm/yyyy):	Employed To (mm/yyyy):

**College Credit**

An official copy of your transcript must be attached to this application. **Transcript must be sent in the original, unopened envelope, provided by an accredited school.** Use web site [www.chca.org](http://www.chca.org) to check accreditation.

**List Names of College or University Attended Below:**

College/University:	
Attended From (mm/yyyy):	To (mm/yyyy):
Semester Units Completed:	If on Quarters - Quarter Units Completed:
Degree Received:	
College Major:	



**Georgia Peace Officer Standards & Training Council**  
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College/University:	
Attended From (mm/yyyy):	To (mm/yyyy):
Semester Units Completed:	If on Quarters - Quarter Units Completed:
Degree Received:	
College Major:	
College/University:	
Attended From (mm/yyyy):	To (mm/yyyy):
Semester Units Completed:	If on Quarters - Quarter Units Completed:
Degree Received:	
College Major:	

**Training**

Attach copies of diplomas or certificates of completion for the **MANAGEMENT CERTIFICATION** course(s). **DO NOT SEND ORIGINALS. Highlighted POST Training profile accepted in lieu of certificates.**

Course completion documentation for one of the following **must be attached** to this application:

- 120 Hour P.O.S.T. Management Development Course (CAN04G)  
Date Course was completed:  
Sponsor of the Course:  

**Or**
- Carl Vinson Institute - Management Development Course (120 Hours)  
Date Course was completed:  
Sponsor of the Course:  

**Or**
- Command College PMP Program (160 Hours)  
Date Course was completed:  
Sponsor of the Course:  

**Or**
- FBI National Academy (approximately 320 Hours)  
Date Course was completed:  
Sponsor of the Course:  

**Or**
- IACP Leadership in Police Organizations Course (approximately 120 Hours)  
Date Course was completed:  
Sponsor of the Course:



**Georgia Peace Officer Standards & Training Council**  
***Application for Management Certification***

**Acknowledgement & Agency Head Authorization**

Applicant's P.O.S.T. Certification or Registration Number:

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Signature of the Applicant

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Date

I recommend awarding the **Management Certificate**. I attest that the applicant has completed a period of satisfactory service of no less than four (4) years, currently holds a Management position, has held this Management position for at least one year prior to certification, and has been employed in compliance with the minimum standards set forth in the Peace Officer Standards and Training Act.

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Signature of the Agency Head

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Date

\_\_\_\_\_  
Print Name of Agency Head

\_\_\_\_\_  
Title of Agency Head