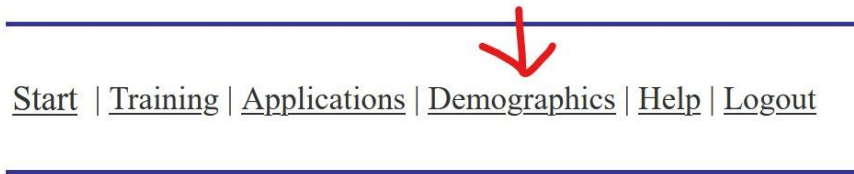


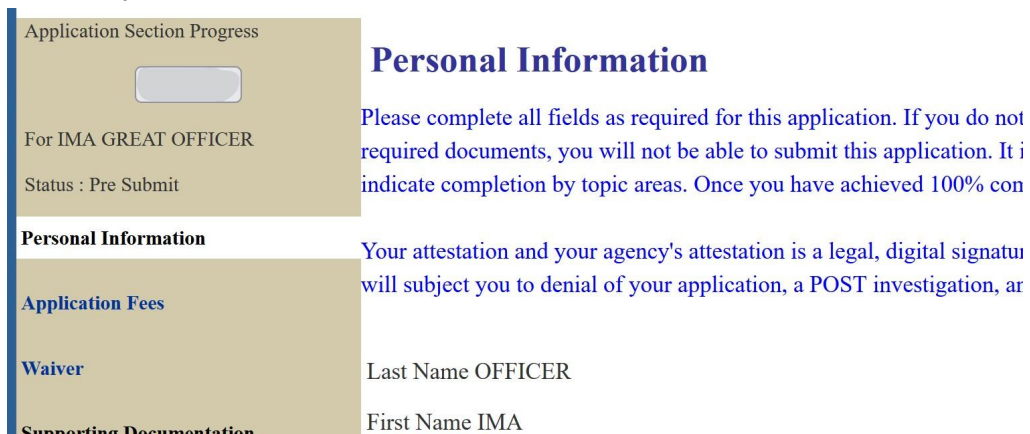
1. Log into the [POST Data Gateway](#).
2. Click on Demographic to pull up your POST record.



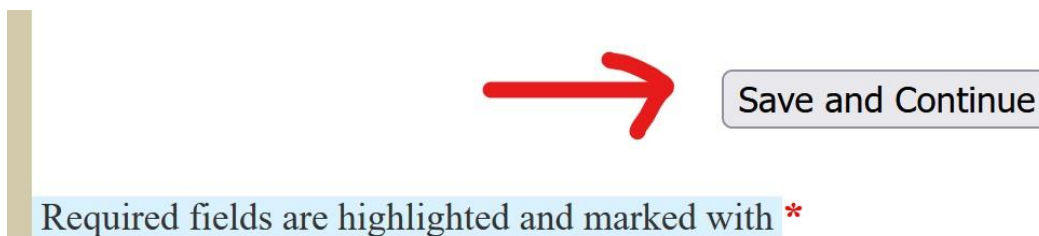
3. Scroll down to your Training History and click on the Apply for Waiver button.



4. Verify your personal information at the beginning of the application and make any necessary corrections.



5. Click the Save and Continue button.



6. On the first Training Waiver page, select which Waiver Type you are requesting.

Waiver Types

- **20 Hours** - Select **20 Hours** if you did not get the required 20 hours of training during the calendar year.
- **Firearms Requalification** - Select **Firearms Requalification** if you did not get the required Firearms Requalification training (1 hour) during the calendar year.
- **Use of Deadly Force** - Select **Use of Deadly Force** if you did not get required Use of Deadly Force training (1 hour) during the calendar year.
- **Community Policing** - Select **Community Policing** if you did not get the required Community Policing training (2 hours) during the calendar year.
- **De-escalation** - Select **De-escalation** if you did not get the required De-escalation training (1 hour) during the calendar year.

7. Also on the first Training Waiver page, you will make a selection from the Fees dropdown menu. Not all waiver situations will incur a fee. Select the option that best fits your situation.

Waiver Fees


- **Medical Reason (No Fee)** - Select **Medical Reason** if a medical reason prevented you from completing your required annual training. You must make up any training you missed before the waiver application is approved.
NOTE: A licensed physician or osteopath must provide an explanation of the medical reason and clearance for you to return to work.

- **Employed <3 mos. (92 days) (No Fee)** - Select **Employed <3 mos. (92 days)** if you worked less than 3 months (92 calendar days) during the calendar year. No training has to be made up.
- **Military Leave (No Fee)** - Select **Military Leave** if you were on active duty with the military during the calendar year and this military service prevented you from getting your required training. No training has to be made up.
Note: A copy of your military orders or DD214 must be provided as proof of active duty military service during the calendar year.
- **Employed <12 mos. (avg 2 hrs/mo.) (No Fee)** - Select **Employed <12 mos. (avg 2 hrs/mo.)** if you worked less than 12 months during the calendar year and the average completed hours is 2 hours per month. You must have completed your Firearms Requalification and the Governor's Initiative courses (use of deadly force, de-escalation, and community policing) within the calendar year or you will need to make up these required courses before the waiver will be granted.
- **Career Retirement (No Fee)** - Select **Career Retirement** if you "Career Retired" during the calendar year. Career retirement means you are no longer working in law enforcement and you have career retired from the law enforcement field. The agency you retired from must list your employment status as a "career retirement" in the POST Data Gateway.
- **1st Request (\$200 Fee)** - Select **1st Request** if you worked the entire calendar year, did not get your required training, and none of the above selections apply. A \$200 processing fee is required and you must make up any missed training before your waiver will be approved. A first request for a waiver can be approved at the staff level of the Council, per Council guidelines.
- **2nd Request (\$400 Fee)** - Select **2nd Request** if you worked the entire calendar year, did not get your retired training, none of the above selections apply, and you have previously had to pay a processing fee for a waiver application. A second waiver request requires you to appear before the next available Training Standards Committee meeting of the Council. At this meeting, you will explain to the Council why you did not complete your required training and the Council will vote to grant or deny your waiver request.

8. Click the \$50 Rush Processing Fee checkbox IF you need your **1st Request** waiver application processed faster. This non-refundable fee guarantees your application will be processed in no more than two (2) business days for complete and approved **1st Request** waivers ONLY. Then click Save and Continue.

Fees *

\$50.00 RUSH Processing Fee [non-refundable] Guarantees processing in no more than two (2) business days for complete and approved 1st waiver requests ONLY.



9. On the second Training Waiver page, you will provide additional information and an explanation.

- The information you provide is dependent on your waiver type.
 - **20 Hours** - If you did not complete your **20 Hours** of training during the calendar year, you must identify the year or years from the pull down menu (#1 in the image) and enter the number of hours NOT COMPLETED during each calendar year identified (#2 in the image). Click the Enter Year and Hours button after each year/hour entry.

Training Waiver

IMPORTANT NOTE: Training Hours must be made up prior to submission of the waiver request form.

20 Hours List Years and number of hours not completed for annual requirement.

Year	Hours
2020	1
2019	5

Enter Year and Deficient Hours * 2022 ▾ Hours * Enter Year and Hours

- **Firearms Requalification** - If you did not complete your **Firearms Requalification** during a calendar year, you must identify the year or years you are deficient, using the pull down menu. Click Select Year after each year entry.

Firearms Requalification List years not completed

No years selected

Select a Year for Firearms Requalification * 2022 ▾ Select Year

- **Use of Deadly Force** - If you did not complete your **Use of Deadly Force** training during a calendar year, you must identify the year or years you are deficient, using the pull down menu. Click Select Year after each year entry.

Use of Deadly Force List years not completed

No years selected

Select a Year for Use of Deadly Force * 2022 ▾ Select Year

- **Community Policing** - If you did not complete your **Community Policing** training during a calendar year, you must identify the year or years you are deficient, using the pull down menu. Click Select Year after each year entry.

Community Policing List years not completed

No years selected

Select a Year for Community Policing * 2022 ▾ Select Year

- **De-escalation** - If you did not complete your **De-escalation** training during a calendar year, you must identify the year or years you are deficient, using the pull down menu. Click Select Year after each year entry.

De-escalation **List years not completed**

No years selected

Select a Year for De-escalation *

- You are required to provide an explanation for each year you did not get your required training.
NOTE: You should be accurate and candid in your explanation, with the understanding the application is subject to Open Records Requests and the explanations are reviewed/discussed in open meetings.
- Click the Update Explanation button when you have entered all data on this screen.
- Click the Next Step button that appears in the lower left of your screen.
- If a fee is required, the Application Fees section needs to be filled out and a copy of the receipt must be uploaded before you attest the waiver application.

10. On the Candidate Attestation page:

- a. Read the statement and then click the Submit and Continue button to attest the information is complete and correct to the best of your knowledge.
 - The Return for Corrections section is for correcting information after you have already submitted your waiver request. Disregard this section if you are working on your initial submission.

Application Section Progress

C050591

For IMA GREAT OFFICER

Status : Pre Submit

Personal Information

Application Fees

Waiver

Supporting Documentation

Confirmation

Attestation

Approval Information

Candidate Attestation

I have personally reviewed this application regarding ALL INFORMATION provided by me. I attest and affirm that the information provided in this application is complete and correct to the best of my knowledge.

Application to be completed on January 13, 2023 at 9:17 am

-- or --

Return for corrections

Reason for Return*

Required fields are highlighted and marked with *

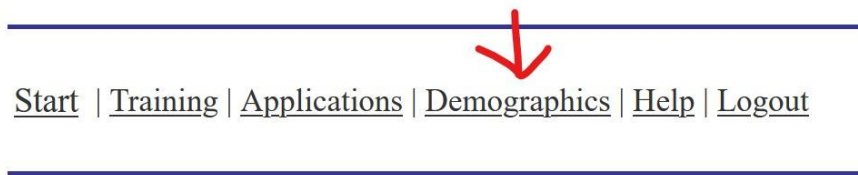
- b. Notify the POST Data Gateway agency administrator for your current employer so they can complete the Agency Attestation.

The screenshot shows a web form for the POST Data Gateway. On the left is a vertical navigation menu with the following items: Personal Information, Application Fees, Waiver, Supporting Documentation, Confirmation, and Attestation (which is highlighted). The main content area shows: 'Candidate Attestation Performed on January 13, 2023 at 12:20 pm', 'Agency Attestation not yet performed.', and 'Affiliated agency will have the ability to attest upon application completion and candidate attestation.' Below this is a timestamp 'January 13, 2023 at 12:31 pm' and a 'Submit and Continue' button. A note at the bottom states 'Required fields are highlighted and marked with *'.

- If you are not currently employed, contact the POST Council Help Desk at 770-732-5604 or helpdesk@gapost.org to complete the Agency Attestation.
- c. Provide any needed supporting documentation (e.g. a Physician’s letter for a medical waiver, military orders or a DD214 for a military waiver) to the POST Data Gateway agency administrator for your agency. The agency administrator can assist you with uploading your documents.
- If you are not currently employed, contact the POST Council Help Desk at 770-732-5604 or helpdesk@gapost.org to assist you with uploading your documents.

What’s next?

1. After Candidate Attestation and Agency Attestation has been completed, your application for a waiver will be placed in queue for processing. Applications are processed in order of receipt.
2. If your application has errors or the person processing your request needs more information, you will receive an email notification that your waiver application has been placed in an Awaiting Corrections status.
3. Log into the [POST Data Gateway](#).
4. Click on Demographic to pull up your POST record.



- 5. Scroll down to the Applications for Training Waiver section and click on the Application button.

Applications for Training Waiver



Action	Fees	Status	Training Years
Application	Employed < 3 mos. (92 days) Request - \$0.00	Awaiting Corrections	2020 2019 2022

- 6. Click on Approval Information in the left side menu to see comments regarding what needs to be corrected or answered. Make any needed corrections to your application. Answer questions in the Action field and click the Add Record button.

Application Section Progress

For IMA GREAT OFFICER

Status : Awaiting Corrections

Personal Information

Application Fees

Waiver

Supporting Documentation

Confirmation

Attestation

Approval Information

Approval Information

Date	Time	User	Action
January 13, 2023	12:20 pm	IMA OFFICER	Candidate Attested
January 13, 2023	12:31 pm	GENA ADAMS	Agency/Academy Attested
January 13, 2023	12:31 pm	GENA ADAMS	All missed training must be made up.

Action *

Required fields are highlighted and marked with *

- 7. Click Attestation in the left side menu to reattest your application.

Application Section Progress

C050591

For IMA GREAT OFFICER

Status : Pre Submit

Personal Information

Application Fees

Waiver

Supporting Documentation

Confirmation

Attestation

Approval Information

Candidate Attestation

I have personally reviewed this application regarding ALL INFORMATION provided by me. I attest and affirm that the information provided in this application is complete and correct to the best of my knowledge.

Application to be completed on January 13, 2023 at 9:17 am

-- or --

Return for corrections

Reason for Return*

Required fields are highlighted and marked with *

How Do I Apply for a Waiver in the Georgia POST Data Gateway?

Page 8 of 8

8. Notify your agency administrator that your application is ready for them to reattest.

The screenshot shows a web application interface with a left-hand navigation menu and a main content area. The navigation menu includes the following items: Personal Information, Application Fees, Waiver, Supporting Documentation, Confirmation, and Attestation. The 'Waiver' section is currently selected. The main content area displays the following information: 'Candidate Attestation Performed on January 13, 2023 at 12:20 pm', 'Agency Attestation not yet performed.', and 'Affiliated agency will have the ability to attest upon application completion and candidate attestation.' Below this, there is a timestamp 'January 13, 2023 at 12:31 pm' and a 'Submit and Continue' button. A note at the bottom of the main content area states 'Required fields are highlighted and marked with *'.

- If you are not currently employed, contact the POST Council Help Desk at 770-732-5604 or helpdesk@gapost.org to complete the Agency Attestation.
9. Once your Candidate Attestation and Agency Attestation has been completed, your application will be returned to processing. You will be notified if your waiver request has been approved.