

**Rule 15 – Certification Examination**  
**Basic, Provisional, Renewal**

*Effective **January 30, 2021** ~~July 1, 2018~~*

- (a) To be eligible to take the certification examination, an applicant must have completed and submitted to POST, as applicable, ~~either~~:
- (I) Form 1 - Application for Basic Peace Officer Certification; or  
Form 3 - Application for Provisional Certification; or  
Form 4 - Application for Renewal of Basic Certification; and
  - (II) A copy of their approved basic training academy diploma, or other evidence of successful completion; and
  - (III) A copy of their high school diploma, high school equivalency certificate or other evidence of successful completion of high school, **INCLUDING OFFICIAL COLLEGE TRANSCRIPTS OR COLLEGE DEGREE AS EVIDENCE THAT THE APPLICANT HAS MET THE HIGH SCHOOL COMPLETION REQUIREMENT**; and
  - (IV) A copy of their current first aid and cardiopulmonary resuscitation certification, or equivalents; and
  - (V) A copy of their current driver's license or state-issued identification card; and
  - (VI) If applicable, **A COPY OF THEIR OFFICIAL MILITARY DISCHARGE DOCUMENTS** ~~a copy of their DD214~~ **SHOWING CHARACTER OF SERVICE OTHER THAN DISHONORABLE CONDITIONS** ~~showing character of service~~ **PER § 24-31-301(5), C.R.S.**
  - (VII) A law enforcement agency check, ~~purchase order~~, certified check, money order, or electronic payment in the prescribed amount.
- (b) Certification examinations will be conducted by POST staff or POST approved designated proctor at academy locations. However, if the number of students sitting for the examination is four (4) or fewer, the students shall be required to take the examination at a location designated by POST.  
**ADDITIONAL EXAM DATES WILL BE OFFERED PERIODICALLY AT POST FOR INDIVIDUALS.**
- (c) Refunds of certification examination fees shall not be provided unless the examination is postponed or canceled or under such other exceptional circumstances as determined by the Director. Otherwise, non-refunded fees

may be credited to allow the applicant to take the next administration of the certification examination. Further credits or extensions shall not be permitted.

~~(d) — Any applicant failing perishable skill(s) in the academy has two years from their academy end date to retake and successfully complete the failed skill(s) and successfully complete the POST examination.~~

~~(I) — Any renewal or provisional applicant failing perishable skill(s) at a refresher academy and or/skill(s) examination has two (2) years from the date they last failed the skill(s) to successfully complete the failed skill(s) at a POST-approved Basic academy.~~

(d)(e) An applicant has a maximum of three attempts to pass the POST certification examination ***WITHIN TWO YEARS OF GRADUATING THE ACADEMY, OR WITHIN ONE YEAR OF BEGINNING THE PROVISIONAL OR RENEWAL PROCESS.*** Applicants taking the examination for a second or third time must pay the fee for the additional examination, and such examination shall not be comprised of the same questions that comprised the prior examinations. If an applicant cannot pass the certification examination after three attempts, ~~he or she~~ **THE APPLICANT** must retake and successfully complete **THE ACADEMIC PORTION OF A** basic training **ACADEMY** in accordance with Rule 10 at the discretion of the academy director and in coordination with POST.

(e)(f) Any protest or challenge to an examination or its administration must be made in writing within ten (10) days of the examination. The Director shall issue his decision in writing within twenty (20) working days. The decisions of the Director shall be final, unless appealed to the Board in accordance with Rule ~~3(b)~~ **5(c)**.

(f)(g) POST sets a passing score that reflects the level of knowledge and skills required for minimally competent performance as an entry-level Peace Officer in the State of Colorado. POST uses national testing standards in setting the passing score which falls on a test score scale that ranges from 0 to 100.