



# Vermont Criminal Justice Council Certification Extension or Waiver Request

**During the 12-month period following provisional certification, an officer must satisfactorily complete a program of core and elective courses approved by the sponsoring law enforcement agency .**

**The 12 month period must include a minimum number of hours as established by the Council, but no fewer than sixty (60) hours, on performance of pertinent tasks observed and evaluated by a Council certified Field Training Officer who attests to successful completion of those tasks.**

**This form must be used for agencies obtaining certification waivers for law enforcement professionals that are in provisional status and need certification extensions or waivers outside of annual mandated requirements. Select below which waiver you are requesting.**

Last Name:	First Name:	MI:	DOB:
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Last 4 SS#:	Agency:
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Level of Certification:

**Level II or OOJ Certification Waiver** - Requests for additional time to complete requirements for provisional certifications or a request for a waiver on a mandated training to obtain an early non-provisional status.

Reason for Request:	Medical	FMLA	Military	Administrative	Other—Please explain:
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***This form must be accompanied by training documents including a completed course prescription, certificates or attendance records, FTO paperwork, and DOR's. A letter (or a written explanation below) must also accompany the request and must indicate why the candidate could not complete training within the provisional one-year time frame and/or any agency needs that should be considered upon review of the request.***

**To be filled in by Agency Head or Designee**

Name:	Date:
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Title:

Signature:

**VCJC Staff Use**

Approved Rejected By:	Date:
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Approved Time Frame for Completion:    30 Days    60 Days    90 Days    Other