

Important: Only agency training managers/officers can submit the application for Career Level Certification (First Level, Middle Management and/or Executive) in the WSCJTC Acadis Portal.

An agency's training manager/officer cannot submit their own application.

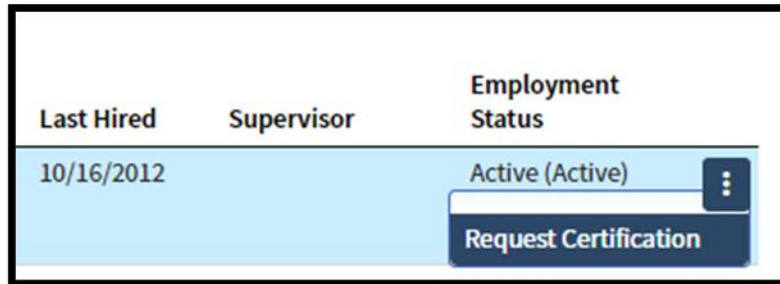
Requesting Career Level Certification in the WSCJTC Acadis Portal Opening Steps:

IMPORTANT: For these instructions, the “First Level Supervisor Certification” is being used as the example. Applying for Middle Management or Executive Level Certification has the same steps. Log in to the WSCJTC Acadis Portal: <https://wscjtc.acadisonline.com/>

Go to Personnel Tab > See a List of Personnel.

Go to the applicant's name and click the three buttons at the far right.

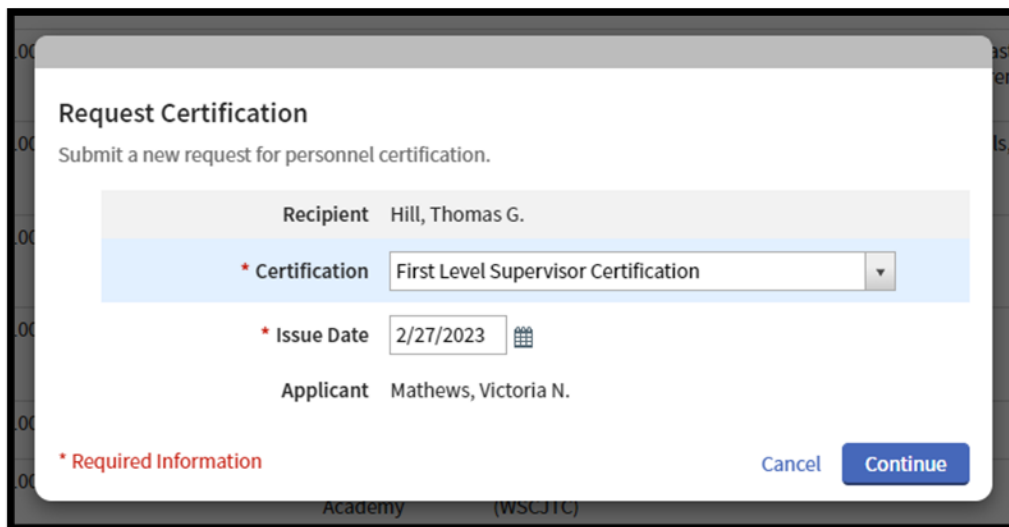
Choose “Request Certification”.



Last Hired	Supervisor	Employment Status
10/16/2012		Active (Active)

A dark blue button labeled "Request Certification" is positioned to the right of the "Active (Active)" status.

In the drop down, select either “**First Level Supervisor Certification**”, “**Middle Management Certification**” or “**Executive Certification**”. The issue date defaults to today's date, and you can leave it as the default.



Request Certification
Submit a new request for personnel certification.

Recipient Hill, Thomas G.

* Certification First Level Supervisor Certification

* Issue Date 2/27/2023

Applicant Mathews, Victoria N.

* Required Information

Cancel Continue

Click “Continue”.

You will land on the “1. Personal Information” page. There is NO need to make any changes to this page.

Click “Continue”.

The next page is “2. Guidelines” that outlines the guideline/requirements for the application process. Read through it carefully in the WSCJTC Acadis Portal.

IMPORTANT: For these instructions, the “First Level Supervisor Certification” is being used as the example. Guidelines for Issuance will be different for each certification.

Request Certification for First Level Supervision Certification

The Privacy Act of 1974 may apply to this form. [Additional Details](#)

- 1 Personal Information
- 2 Guidelines
- 3 Requirements
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GUIDELINES FOR ISSUANCE

Please review the following guidelines.

First Level Supervision Career Level Certification Requirements

To review all requirements of the First Level Supervision Career Level Certification, visit the [Career Level Certification webpage](#).

To apply for First Level Supervision Career Level Certification in the Acadis Portal the requirements are:

1. Fill out a text requirement, listing the current rank and promotion date in the text field provided on the next page.
2. Upload a single PDF file that includes:
 - o First Level Supervision CLC Application
 - o Organizational Chart (1 page, flow chart)
 - o All certificates and transcript records to support meeting the training requirements.
 - o Name the file **Last Name, First Name FLS YYYY** (Sample: Smith, Sam FLS 2023)

Details for completing requirement #2:

1. [First Level Supervision 40-hour Course #4127](#) must be completed within one year of first level promotion.
2. Successfully completed 40 hours of leadership electives within one year of promotion.
 - o All certificates and transcript records included in the application packet must have a completion date and number of hours.
 - o This training must be completed within four years of application submittal.
3. Serve in a first level supervisory position for at least 12 months.

Delete Request | Finish Later | Back **Continue**

Once you have read these guidelines you can either Delete Request, Finish Later, Go Back a page or Click Continue to start the application process.

Delete Request | Finish Later | Back **Continue**

To review all requirements of the First Level Career Level Certification, visit the [CLC webpage](#).

To apply for First Level Career Level Certification in the Acadis Portal the requirements are:

1. Fill out a text requirement, listing the current rank and promotion date in the text field provided on the next page.
 - a. Sample: Corporal, 12/1/2022
2. Upload a single PDF file that includes:
 - a. A completed Career Level Application
 - b. Organizational Chart (1 page, flow chart)
 - c. All certificates and transcript records to support meeting the training requirements.
 - d. Name the file 'Last Name, First Name FLS YYYY' (Sample: Smith, Sam FLS 2023)

The application can be downloaded from our website at <https://cjtc.wa.gov/certification/career-level-certification>

Important: Waivers are NOT allowed for the requirement.

For requirement #2, the certificate recipient will have to complete one mandated core class and 40 hours of elective courses.

- 4127 First Level Supervision
- 4250 21st Century Police Leadership (21 CPL)
- 4224 Police Leadership: The West Point Model
- 4222 Leadership in Police Organization
- Elective courses must be leadership/management related topics and can be provided by the WSCJTC, agency offered or vendor.

Note: *If using the 21st Century Police Leadership, Police Leadership: The West Point Model, or Leadership in Police Organizations course as the core course requirement then the 40 additional hours of leadership/management electives are not needed because those classes give 120 hours of training credit.*

Important: For requirement #2, certificate and transcript record requirements are:

1. All certificates and transcript records included in the application packet must have completion date and number of hours as one (1) .pdf.
2. This training needs to be completed within four years of application submittal.

When you're ready to continue, click "Continue".

The next page is "3. Requirements." This is where you upload the document and fulfill all the requirements for the certification.

Details on Updating Application Requirements with Screenshots

Requirement #1 – Free-Form Answer box > Enter the current rank and promotion date.

Example: Corporal, 12/1/2022

Request Certification for First Level Supervision Certification

The Privacy Act of 1974 may apply to this form. [Additional Details](#)

- 1 Personal Information
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REQUIREMENTS

Please acknowledge the fulfillment of the following requirements. To acknowledge or document the fulfillment of a requirement, click the corresponding "Update" link.

Requirement	Type	Fulfilled Date	Status
1. Enter applicant's CURRENT RANK & PROMOTION DATE.	Free-form Answer		Unfulfilled Update

Requirement Steps:

1. Enter the current rank.
2. Enter the promotion date.
3. Follow the example below.

Sample: Corporal, 12/1/2022

Important: Waivers are NOT allowed for the requirement.

Free-form Answer

* 1. Enter applicant's CURRENT RANK & PROMOTION DATE.

Requirement Steps:

1. Enter the current rank.
2. Enter the promotion date.
3. Follow the example below.

Sample: Corporal, 12/1/2022

Important: Waivers are NOT allowed for the requirement. [?](#)

Once the answer is typed in the box, you MUST choose the second choice here before you submit it. Otherwise, it will remain unfulfilled.

FULFILLMENT

I want to finish later

The requirement has been met or exceeded (requires information above)

Request waiver (requires clarifying comments above)

Requirement #2 – Upload a Document > Attach a single PDF that includes:

- a. First Level Supervision CLC Application
- b. Organizational Chart (1 page, flow chart)
- c. All certificates and transcript records to support meeting the training requirements.
- d. Name the file ‘Last Name, First Name FLS YYYY’ (Sample: Smith, Sam FLS 2023)

Click “Update”.

REQUIREMENTS

Please acknowledge the fulfillment of the following requirements. To acknowledge or document the fulfillment of a requirement, click the corresponding "Update" link.

Requirement	Type	Fulfilled Date	Status
1. Enter applicant's CURRENT RANK & PROMOTION DATE.	Free-form Answer		Unfulfilled Update

Requirement Steps:

1. Enter the current rank.
2. Enter the promotion date.
3. Follow the example below.

Sample: Corporal, 12/1/2022

Important: Waivers are NOT allowed for the requirement.

Click "Attach a Document"

Document

REQUIREMENT

2. Upload a single PDF file that includes:

- a. First Level Supervision CLC Application
- b. Organizational Chart (1 page, flow chart)
- c. All certificates and transcript records to support meeting the training requirements.
- d. Name file Last Name, First Name FLS YYYY (Sample: Smith, Sam FLS 2023)

Important: Waivers are NOT allowed for the requirement.

DOCUMENTATION OF FULFILLMENT

Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.

[Attach a document](#) | [Provide other clarifying comments](#)

Click "Choose File", search for the file and upload.

Attach Document(s)

Select an existing document or upload a new one.

<input type="checkbox"/> * Description	* File	Uploaded
<input checked="" type="checkbox"/> Smith, Sam FLS 2023	<input type="button" value="Choose File"/> Smith, Sam FLS 2023.pdf	

This document contains one or more Social Security Numbers and should be restricted.

[Attach another document](#)

Attach document and click "Attach".

Once it is upload, you will find the file here:

DOCUMENTATION OF FULFILLMENT

Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.

Documents

- Smith, Sam FLS 2023
[Attach or change documents](#)

Once the document is attached, you MUST choose the second choice here before you submit it. Otherwise, it will remain unfulfilled.

FULLMENT

- I want to finish later
- The requirement has been met or exceeded (requires information above)
- Request waiver (requires clarifying comments above)

The next page 4. Affirmation

By submitting the application on behalf of the applicant, you affirm that to the best of your knowledge, there has not been any basis for disqualification listed under RCW 43.101.105 (2) during the applicant's pre-employment background and employment. If there have been charges or convictions, the Certification Division will be notified for further review.

APPLICANT AFFIRMATION

By submitting the application on behalf of the applicant, you affirm that to the best of your knowledge, there has not been any basis for disqualification listed under RCW 43.101.105 (2) during the applicant's pre-employment background and employment. If there have been charges or convictions, the Certification Division will be notified for further review.

All requirements for this certification or license have been met, and the applicant attests that the above statements are true

Not all requirements for this certification or license have been met by the recipient

CRIMINAL OFFENSE DECLARATION



The recipient has NOT been charged with or convicted of a criminal offense*

The recipient has been charged with or convicted of a criminal offense*

* excluding minor traffic violations and criminal offenses expunged by a court

When you're ready to submit, click "SUBMIT".

Please note incomplete or inaccurate application packets will be denied and the application process will need to start over again. This denial will remain on the applicant's permanent record.

 Once submitted, this application is final and cannot be edited. 

[Delete Request](#) | [Finish Later](#) | [Back](#) [Submit](#)

If you have questions about the application and/or requirements, please contact the Career Level Certification program at atd@cjtc.wa.gov.

If you are having technical difficulties, please contact the WSCJTC Help Desk at lms@cjtc.wa.gov.