

## Frequently Asked Questions and Answers

If you do not find the answers to the questions you have, please e-mail Trish Carson at [trish.carson@wyo.gov](mailto:trish.carson@wyo.gov)

### **Questions regarding training hours.**

**Q:** I took a training course outside of Wyoming that does not appear on my training record. What should I do?

**A:** If the course was out-of-state, send P.O.S.T. a copy of your certificate. It should include the name of the course, your name, total number of hours, date of completion, and location of the course. If your certificate does not include these things, please also send us a copy of the itinerary.

**Q:** I took a Wyoming POST certified training course that does not appear on my training record. What should I do?

**A:** Call the instructor or the coordinator of the course and ask them if the roster was turned in. Your training record will be updated once we receive the roster. If the roster was turned in, please contact our office. We will pull the roster and look for your name. If your name does not appear on the roster and you were in the class, we will need a letter from the instructor verifying you were there and your training record will be updated.

**Q:** I am short of hours to become recertified and my certificate is about to expire. I need more time to get the additional hours. What can I do?

**A:** Ask your chief or your sheriff to write a letter to the POST director requesting an extension of time in order for you to get the hours you need to become recertified. Based on your eligible circumstances, if the request is approved, you may be given up to an additional 90 days.

**Q:** How can I request a copy of my POST training record?

**A:** All training records are sent to agency training officers or administrators in April and again in September each year. When requested, an individual training record can also be sent to you by e-mail, by fax, or it can be mailed.

**Q:** I need training hours. Does your office provide a list of available training?

**A:** Please go to our website <http://attorneygeneral.state.wy.us/post.htm> You will see a link to Wyoming P.O.S.T. Certified Training Courses available in Wyoming only. P.O.S.T. does not provide listings of courses given outside of Wyoming.

**Q:** I am an active Wyoming POST certified officer/dispatcher. I've taken on-line and other non-traditional media courses as part of my training requirements to become recertified. How many of those hours are applicable towards my next certification?

A: Only half of your training requirements in any given period may come from on-line or other non-traditional media courses. The rest must come from a classroom environment. However, all training obtained will be added to your training record. Please see **Certification Level Advancements** on the POST website for a flow chart of training requirements.

### **Questions regarding certification.**

Q: I just received my advanced/professional certification. When can I expect a pay increase.

A: Not all departments base an officer's pay on certification levels. Please call your human resource department.

Q: What is the minimum age requirement to become an officer in Wyoming? Wyoming Statutes require the applicant to be an adult.

A: Most departments require an applicant to be 21. Please contact the hiring agency to find out what their requirements are.

Q: I work on federal land at a federal police agency in Wyoming. Can I become Wyoming POST certified?

A: You may become Wyoming POST certified if you work at a Wyoming law enforcement agency as a reserve officer, or if you work for a Wyoming law enforcement agency as a full-time officer. Please contact our office for more information.

### **Questions regarding Entry Level Exams**

Q: I'm already certified in another state. Do I still have to take the entry level exam?

A: If the hiring agency requires it, yes, you still need to take the exam. Please contact our office to schedule a date. We offer the exam Monday through Friday most of the time, either at 9:00 a.m. or 2:00 p.m. The cost is \$35.00 payable by cash only. No credit cards or debit cards accepted.

Q: I'm already certified in Wyoming. Do I still have to take the entry level exam to work for a different department?

A: If the hiring agency requires it, yes, you still need to take the exam. Please contact our office to schedule a date. We offer the exam Monday through Friday most of the time, either at 9:00 a.m. or 2:00 p.m. The cost is \$35.00 payable by cash only. No credit cards or debit cards accepted.

Q: Is there a waiting period to retake the entry level exam if I fail, and how many times can I take it?

A: There is no waiting period to retake the entry level exam and you may take it as many times as you wish at \$35.00 cash per exam.

Q: How long does the entry level exam take? Is there a study guide for the exam?

A: The entry level exam takes about 2 hours. The exam tests your basic skills and is made up of math, spelling, grammar, writing skills, and punctuation. It is much like a high school proficiency exam. There are no study guides for this exam.

Q: Is the entry level exam a requirement for POST certification?

A: The entry level exam is not a requirement for POST certification. It is however a requirement at some hiring agencies. Please inquire at the agency you are applying to if it is a requirement.

Q: Is the entry level exam a requirement for acceptance into the academy as a pre-service applicant?

A: Yes. WLEA requires all of its applicants to take and pass the entry level exam if you are a pre-service applicant.