



# N.L.E.T.C. APPLICATION PROCEDURES/ADMISSION REQUIREMENTS FOR BASIC TRAINING



APPLICANT(S) WILL NOT BE ADMITTED UNTIL ALL OF THE REQUIREMENTS ARE MET. FAILURE TO PROVIDE ALL OF THE INFORMATION BY THE PROCESSING DEADLINE WILL DELAY OR PREVENT THE ADMISSION OF YOUR APPLICANT INTO THE REQUESTED BASIC.

Below is a list of forms/information that **MUST BE COMPLETED AND/OR RETURNED TO THE TRAINING CENTER** for application into the above named training.

- 1. [Personnel Change In Status Report Form](#) (TC-001)
- 2. [Application for Training](#) (TC-914)
- 3. [Authority to Release Information Form](#) (TC-006)
- 4. Four (4) Fingerprint cards (MUST BE COMPLETED IN FULL)
- 5. [Background Check Waiver Form](#) (TC-918)
- 6. [Medical Examination Form](#) (TC-005) (MUST BE PERFORMED WITHIN TWELVE (12) MONTHS PRIOR TO THE START OF TRAINING)  
[Medical Instructions](#)
- 7. [Background Verification Form](#) (TC-915)
- 8. [Personal Character Affidavit Form](#) (TC-913)
- 9. T.A.B.E. results (must be passed prior to training)
- 10. Copy of applicant's Birth Certificate
- 11. Copy of current Drivers License
- 12. Copy of High School Diploma or G.E.D.
- 13. [Employment Verification Form](#) (TC-084)
- 14. Copy of applicant's CPR/First Aid certification
- 15. National Incident Command Systems (NIMS [100](#), [200](#) & [700](#)) online training (completed prior to Graduation)
- 16. Copy of DD-214 (Veterans only)

Invoices will be provided for the \$135 Material Fee and the \$50 Certification Fee. **Please do not mail your check prior to receiving an invoice.** Also, a Form 13 must be on file with the training center or sales taxes will be charged.

If you are using an older version of the above forms, please discard and begin using the new form.

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**IF YOU ARE APPLYING FOR BASIC TRAINING, THE FOLLOWING APPLIES TO YOU:**

If you are unable to send the above paperwork in immediately, agencies may request a Basic slot in writing. TELEPHONE CALLS WILL NOT BE ACCEPTED. Letters of request do not guarantee a slot will be given to a department if a Basic class has already been filled and/or paperwork is not received in the prescribed time frame.

**PLEASE RETURN ALL REQUESTED FORMS/INFORMATION TO THE ADDRESS BELOW.**

Nebraska Law Enforcement Training Center  
3600 North Academy Road  
Grand Island, NE 68801

If you have any questions please contact the Training Center for assistance, (308) 385-6030.