



## RESERVE TRAINING



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

APPLICANT(S) WILL NOT BE ADMITTED UNTIL ALL OF THE REQUIREMENTS ARE MET. FAILURE TO PROVIDE THE INFORMATION IN A TIMELY MANNER MAY DELAY OR PREVENT THE ADMISSION OF YOUR APPLICANT.

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
2. Application for Training
3. Authority to Release Information Form
4. Four (4) Fingerprint cards (MUST BE COMPLETED IN FULL)
5. Medical Examination Report Form (MUST BE PERFORMED WITHIN TWELVE (12) MONTHS PRIOR TO THE START OF TRAINING)
6. Background Verification Form
7. Personal Character Affidavit Form
8. T.A.B.E. results (must be passed prior to training)
9. Copy of applicant's Birth Certificate
10. Copy of current Drivers License
11. Copy of High School Diploma or G.E.D.
12. Copy of applicant's CPR/First Aid certification
13. Copy of DD2-14 (Veterans only)
14. \$50 Certification Activation Fee (Fee due prior to completion of course)

#### **APPLICANTS FOR RESERVE TRAINING ARE REQUIRED TO FOLLOW THESE GUIDELINES:**

1. Prior to attendance, the agency shall furnish handgun training in the safe handling of weapons and the fundamentals of marksmanship from a Nebraska certified Firearms Instructor, and will complete the Nebraska state firearms qualification course during testing at the Nebraska Law Enforcement Training Center. Applicants shall be trained by a certified Human Factor System's (formerly known as PPCT) Instructor, following Human Factor Systems guidelines. Firearms Range training and Defensive Tactics training must be completed and the enclosed "verification form" (TC-095) returned to the Center.
2. NLETC utilizes an Internet method of delivering training for this program. This program consists of two units via the internet, plus two weekends at the Training Center, which includes face to face instruction and testing. You must submit your e-mail address to enable an online account. If you have any questions regarding the Reserve program, please contact the Training Coordinator at (308) 385-6030.

**35 DAYS PRIOR TO THE START OF THE ONLINE TRAINING ALL PAPERWORK, INCLUDING VERIFICATION OF FIREARMS AND DEFENSIVE TACTICS TRAINING MUST BE COMPLETED AND RETURNED TO THE ADDRESS BELOW**

Nebraska Law Enforcement Training Center  
3600 North Academy Road  
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