

Regional Telecommunicator Academy Application  
Recruit and Agency Information Form

Welcome to the RTA#007,

Thank you for your interest in the North Central Texas Council of Government's Regional Telecommunicator Academy (RTA). To enroll, please complete the following attached forms for academy eligibility.

- Recruit and Agency Information Form
- Agency Declaration and Certification Form
- Chromebook Recruit Agreement
- Recruit Declaration Form

TCOLE mandates, copies of the following forms MUST be received before registration is approved.

- TCOLE Personal History Statement (or Equivalent)
- Birth Certificate, Passport or Naturalization papers
- High School Diploma or GED
- TCOLE Form L1 - Licensee Appointment
- TCOLE Form L2 – Licensee Medical Condition Declaration
- TCOLE Form L3 – Licensee Psychological and Emotional Health Declaration
- FAST/FACT Fingerprint Return (If your agency doesn't participate in the FAST/FACT return program then a letter on agency letterhead stating this will be accepted)
- If employee is a veteran, DD214 showing Discharge Status

**Deadline to return documents is Friday, December 28, 2018, by 5 P.M.**

**ALL forms must be received before approval to attend the academy.**

**There will not be any acceptations. Only 25 seats available.**

Approved document delivery includes:

- Electronically via email to [lbaker@nctcog.org](mailto:lbaker@nctcog.org)
- Faxed to 817-640-7492 (please call before faxing)
- Mailed to Lysa Baker, Regional 9-1-1 Program, P.O Box 5888, Arlington, Texas 76005-5888
- Delivered in person to 600 Six Flags Drive, Suite 226, Centerport III, Arlington, Texas 76011

Save the Dates

- Orientation is Wednesday, January 9, 2019, from 10:00 a.m. to 12:00 p.m.
- RTA Class #007 begins Monday, January 14, 2019 to Friday, February 8, 2019 - 8:00 a.m. to 5:00 p.m.
- Graduation Ceremony is Friday, February 8, 2019, from 10:00 a.m. to 12:00 p.m.

If you have any questions, please contact the 9-1-1 Training Coordinator, Lysa Baker at [lbaker@nctcog.org](mailto:lbaker@nctcog.org) or 817-695-9205.

Sincerely,

Lysa Baker, CPE, RPL  
9-1-1 Training Coordinator

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| Recruit Information                                                   |                     |
|-----------------------------------------------------------------------|---------------------|
| Last Name:                                                            | First Name:         |
| Date of Birth:                                                        | Social Security #:  |
| PID:                                                                  | Mobile Phone #:     |
| Emergency Contact:                                                    |                     |
| Relationship:                                                         | Phone #:            |
| Any personal information the RTA Staff need to know:                  |                     |
| Agency Information                                                    |                     |
| Agency Name:                                                          | Agency Phone #:     |
| Supervisor Name:                                                      | Supervisor Phone #: |
| Supervisor Email:                                                     |                     |
| Designated Person to Receive Weekly Evaluations                       |                     |
| Name:                                                                 | Email:              |
| Designated Agency Representative to Present Certificate at Graduation |                     |
| Name:                                                                 | Email:              |
| Secondary Agency Representative to Present Certificate at Graduation  |                     |
| Name:                                                                 | Email:              |

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*This section is completed by the Recruits Agency Head or the Designee:*

I, \_\_\_\_\_  
(Agency Head or Designee) (Title)

of \_\_\_\_\_ request admission (for the above listed recruit)  
(Agency Name)

to the North Central Texas Council of Government's Regional Telecommunicator Academy. My signature confirms the recruit listed meets or exceeds Chapter 217.1, TCOLE Rules and Regulation for Minimum Standards for Enrollment and Initial Licensure.

I am including the following documents:

| #  | Document                                                                                                                                                                                                                          | Initial |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1. | TCOLE Personal History Statement (or agency equivalent)                                                                                                                                                                           |         |
| 2. | Birth Certificate, passport or naturalization papers identifying the employee is:<br>A. Is at least 18 years<br>B. Is a U.S. citizen                                                                                              |         |
| 3. | High School Diploma or general educational development (GED) test indicating high school graduation level                                                                                                                         |         |
| 4. | L1-T Telecommunicator Appointment Form                                                                                                                                                                                            |         |
| 5. | L-2 Licensee Medical Condition Declaration Form                                                                                                                                                                                   |         |
| 6. | L-3 Licensee Psychological and Emotional Health Declaration Form                                                                                                                                                                  |         |
| 7. | DD-214 Form for Veterans (Discharge Status)                                                                                                                                                                                       |         |
| 8. | TCOLE Personal Status Report (Historical)<br>A. The employee has not had a commission license denied by final order or revoked;<br>B. Is not currently on suspension or does not have a surrender of license currently in effect. |         |

\_\_\_\_\_  
Agency Head or Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Agency Head or Designee



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NCT9-1-1 Chromebook

The policies, procedures, and information within this document apply to the NCT9-1-1 Chromebook, also known as a computer, netbook, tablet, etc. The user agreement is provided to outline responsibilities associated with the efficient, ethical, and lawful use of technology resources.

I pledge to:

- Only access the Chromebook to which I am assigned.
- Maintain the Chromebook and its components in the training room and understand it may not leave the premise under any circumstance.
- Only use software rights granted to me as directed by RTA staff.
- Never download unauthorized software or visit unauthorized social media websites.
- Report any violations within my view or knowledge to RTA staff.
- Be accountable for and report any damages to the Chromebook (\$500.00 value).

As a recruit of the North Central Texas Council of Governments Regional Telecommunicator Academy, I pledge to abide by the Chromebook Recruit Agreement.

|                      |                                    |
|----------------------|------------------------------------|
| _____                | _____                              |
| Recruit Signature    | Agency Representative Signature    |
| _____                | _____                              |
| Recruit Name Printed | Agency Representative Name Printed |

**To Be Completed Day #1 with RTA Staff**

Chromebook Serial Number: \_\_\_\_\_

Chromebook Number: \_\_\_\_\_

Issuing Condition: \_\_\_\_\_

Recruit Signature: \_\_\_\_\_ RTA Staff Initials \_\_\_\_\_

**To Be Completed Day #19 with RTA Staff**

Returning Condition: \_\_\_\_\_

Recruits Signature: \_\_\_\_\_ RTA Staff Initials \_\_\_\_\_

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TEXAS COMMISSION ON LAW ENFORCEMENT STATUTES AND RULES HANDBOOK

|                |                         |
|----------------|-------------------------|
| Recruit Name:  | PID #:                  |
| Date of Birth: | Social Security Number: |

By signing below I confirm I am the recipient of the current version of the Texas Occupations Code, Chapter 1701 and Commission Rules. As a student I received the document at the time of admission and recognize its importance to any course that may result in the issuance of a license.

I attest I meet all requirements for enrollment and initial licensure as outline in the provided rule.

I am fully aware my application is a government document and, under penalties of perjury, I declare the foregoing information to be true and correct.

|                      |       |
|----------------------|-------|
| Recruit Signature:   | Date: |
| Recruit Name Printed |       |

Attachment

Texas Commission on Law Enforcement Statutes and Rules Handbook

Dated February 1, 2016.