



Regional Telecommunicator Academy Application
Recruit and Agency Information Form

Welcome to 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 ****new****
- If employee is a veteran, DD214 showing Discharge Status
- DOLCEE Form from TCOLE website ****new****

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
- 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 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: A. Is at least 18 years 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.	FAST/FACT Fingerprint Return	
8.	TCOLE Personal Status Report (Historical) A. The employee has not had a commission license denied by final order or revoked; B. Is not currently on suspension or does not have a surrender of license currently in effect.	
9.	DD-214 Form for Veterans (Discharge Status)	
10.	DOLCEE Form Signed and Notarized	

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.

DECLARATION OF LICENSING COURSE ENROLLMENT ELIGIBILITY

Texas Commission on Law Enforcement (TCOLE) Rule 217.1 requires a training provider to have on file (on or before the first day of the licensing course) documented proof that the student meets all eligibility requirements for licensure. Training providers conducting licensing courses for either their own personnel or independent students (not hired by an agency) must have all required documents on file and readily available for review. Training providers conducting licensing courses for personnel from other Law Enforcement agencies may, with the advice and consent of their Advisory Board, either maintain copies of the required documents from the employing agency or use this declaration document as proof of compliance with Rule 217.1.

TRAINING ACADEMY: _____ ACADEMY #: _____

EMPLOYING/APPOINTING AGENCY: _____

TRAINEE's NAME: _____ PID #: _____

The above-named person (check one): ☐ is currently hired as a police cadet; ☐ is currently hired as a telecommunicator or jailer with a temporary license; ☐ is currently licensed and hired by this agency as a peace officer, telecommunicator or jailer and seeking an additional licensed position within this agency. Furthermore, our agency already has on file documented proof that the above-mentioned individual meets all the minimum eligibility requirements for the license being sought (must attach completed TCOLE Law Enforcement Agency Checklist).

HIRING AGENCY ADMINISTRATOR SIGNATURE SECTION (Must be completed and signed by the agency head or designee.)

As head of the agency, or his/her designated representative, I am endorsing this official government record which certifies, subject to civil and criminal penalties, it has been completely filled out with true and correct information. I also attest that the applicant has met all the requirements for enrollment and licensure as required by Commission Rule 217.1 without exception. Our agency shall provide copies of all required eligibility documents to the enrolling academy or TCOLE representatives upon request.

Printed Chief Administrator's (or designee) Name & Title Signature of Administrator (or designee) Date

State of Texas
County of _____ Sworn and subscribed before me, this the ____ day of _____, 20____

Notary public in and for the State of Texas.
My commission expires ____/____/____

Notary Public's Signature Notary stamp/seal

APPLICANT SIGNATURE SECTION (This section must be completed and signed by the trainee.)

As the trainee, I am endorsing this official government record to certify, subject to civil and criminal penalties, that all its contents are true and correct. I also confirm that I currently meet all the requirements for enrollment as required by Commission Rule 217.1 without exception.

Printed Applicant's Name Signature of Applicant Date

State of Texas
County of _____ Sworn and subscribed before me, this the ____ day of _____, 20____

Notary public in and for State of Texas.
My commission expires ____/____/____

Notary Public's Signature Notary stamp/seal