



# F-22 POLICE RECIPROCITY VERIFICATION FORM INSTRUCTIONS

## Required Documentation

- Academy Certificate(s)
- Academy Individual Training Report
- Academy Syllabus with Clarification of each subject taught (Version Specific to the Academy dates you attended)
- Agency Individual Training History Report(s) from all Agencies employed
- All Certificates (Pertaining to the required topics for verification)

If any of these are not able to be provided please state why in the notes section

## Instructions

Please complete the verification form below using the listed instructions.

- If you have completed the listed training and can verify it in the documents you are submitting, mark the met box with a check mark.
- Note what document (**name of the document should be the name of the document you created to send**

**Example**  My Academy 2023 Syllabus.pdf 840 KB **not the documents inside as one file may have more than**

**one document in it).**

- Notate what page the verification can be found based on the file you listed. For example in PDF there should be a number on the side that shows what page the file is open to. See the example shown. Enter this in the page section on the checklist
- In the Title box list the where it references the required topic. On the file you are going to submit, highlight the notated training in the documentation. See the example below for someone who is verifying bloodborne pathogens. Note it is bloodborne pathogens that is highlighted not the main course title. The highlighted portion should have the a form of the name of the required training. This will make verification smoother and responses in a more timely manner.

### First Responder

*Courses: Officer Emergency Medical Care Course (36 hours); Bloodbourne Pathogens Training (2 hours); Right-to-Know Laws/Hazardous Materials (2 hours); Suicide Awareness Training (2 hours)*

Example of completed topic on the checklist

Bloodborne pathogens	<input checked="" type="checkbox"/>	My Academy 2023 Syllabus	2	Bloodborne Pathogens Training	<input type="checkbox"/>
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- If there is any training that you have completed, but it is not physically stated within your documentation for example baton, this is something that is commonly covered within defensive tactics/ control tactics, but it isn't always mentioned in the syllabus or training documents. If this is the case you will need to get a letter from your department or Academy on agency letterhead stating that you completed the listed training, what training it was completed in, and when it was completed.

Example: On agency Letterhead

*To whom it may concern,*

*Officer Johnson, Clyde completed Baton training. It was covered in Control Tactics on 10/10/2024.*

- Once you have completed the checklist and highlighted all of your training in your documentation you will send the checklist and the documentation for verification to your agency if you are currently working with one or if you're individually requesting reciprocity verification you will send it to [apsc@alaska.gov](mailto:apsc@alaska.gov) Please see example below.



 POLICE RECIPROCITY VERIFICATION FORM F22.pdf 1 MB  My Academy 2023 Syllabus.pdf 75 KB



# F-22

## POLICE RECIPROCITY VERIFICATION FORM

Alaska Police Standards Council  
 PO Box 111200  
 Juneau, AK 99811-1200  
 Ph: 907 465-4378  
 Email: APSC@alaska.gov

Name (Last, First, Middle )	E-mail:	Personal Phone:
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LAW ENFORCEMENT EXPERIENCE:	DATES OF EMPLOYMENT		POSITION TYPE	FILE NAME OF DOCUMENTS ATTACHED FOR VERIFICATION:	
Agency (List most recent agency first)	From	To	<small>Position Type Example: Police Probation, Commercial Vehicle Enforcement</small>	1.	6.
				2.	7.
				3.	8.
				4.	9.
				5.	10.

**INSTRUCTIONS:** The courses listed below are mandatory for reciprocity. Check the met check box for each training you have completed and have verification. Notate what the file name is in the document box, the page the verification is on, and title of verification that relates to the topic required. This will then be verified by the APSC staff. **You only need to verify required training one time and highlight in your documents one time. See instructions**

TRAINING REQUIRED FOR RECIPROCITY APPLICANT SECTION						APSC
Topic	Met	Document	Pg	Title		Verified
<b>Use of force</b>						
Bloodborne pathogens						
Classroom and practical EVOC						
Constitutional law, civil rights, disability awareness						
Control Tactics						
CPR/Basic first aid/AED						
<b>Criminal investigations</b>						
• Controlled substances						
• Crimes against minors						
• Sex crimes and human trafficking						
Criminal justice system						
Criminal law and procedure						
Crime scene investigation						
Cultural diversity						
Disability Awareness & working w/ those w/ Disabilities						
Domestic violence 12 hours						
DUI/FST/Use scientific instrument to determine BrAC						
Electronic evidence and identity theft						
Emotional survival, police stress, and trauma						
Ethics						
<b>Firearms</b>						
• Classroom instruction						
• Handguns, practical instruction						
• Handguns, practical instruction, low-light ops						
• Long guns, practical instruction						
• Long guns, practical instruction, low-light ops						
Hazardous materials						
Interview and interrogation						
Juvenile law and procedures						
Mental Health Issues						
Patrol procedures						
<b>Police tools</b>						
• TASER						
• OC						
• Handcuffs						
• Baton						
• Radar						
Professional communication						
Radio procedures						
Report writing						
Search and seizure and search warrants						
Social media						
Traffic law & stops/practical scenarios/accident inv.						

Minimum Of 650 Hour Academy Requirement Met: Y N	Academy Hours	Training Hours In Domestic Violence	Total Training Hours
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I swear and attest that the information submitted on this form is true and correct. I acknowledge the information contained on this form will be used by the council for purposes of determining my eligibility for reciprocity under **13 AAC 85.050** and **13 AAC 85.060**.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

