



CY 2014
UPL Certification Requirements and ASIST Training -
Course Dates:



Class size limited to the first 18 applicants

Time: 0800 – 1600 / Location: BLDG 38704

UPL packets will be submitted to the ASAP office for consideration for the UPL course. Course slots may not be reserved until complete packet is accepted:

- a. National Criminal Records Background Check conducted and completed by the CID, is **Required**.
- b. Completed Commander's Verification form documenting the completion of the course-work required in Phase I which is located on the UPL CTP disc. (**This is 40 hours worth of training**)
- c. Coursework (Participant Practical Guide) and (**DTP Lite**) is required to be **completed** within 30 days of request.
- d. Additional Duty Orders (**dated the last day of certification and expiration date 18 months later**)
- e. Request for ADCO background screening. This screening will be conducted by ASAP personnel specifically for alcohol and drug incidents only.
- f. ASIST Training is now required for all UPLs. ASIST Training and Certification will be the first two days and UPL certification the last two days. (**ASIST – Mon & Tues; UPL – Wed & Thurs.**)
- g. If ASIST trained and certified, provide a copy of certificate. (**Will not be required to attend training first 2 days**)
- h. UPL Candidate must bring the UPL Disc to Certification on the last 2 days of class
- i. Classroom training and last day packets will be accepted listed below:

13 - 16 January / packet due 08 JAN
10 -13 February / packet due 27 JAN
10 - 13 March / packet due 24 FEB
21 - 24 April / packet due 07 APR
12 - 15 May / packet due 28 APR
09 - 12 June / packet due 27 MAY

14 - 17 July/ packet due 30 JUN
18 - 21 August/ packet due 04 AUG
15 - 18 September/ packet due 01 SEP
20 - 23 October/ packet due 06 OCT
17 - 20 November/ packet due 03 NOV
01 - 04 December/ packet due 17 NOV

Updated 12 NOV 2013