



CY 2015
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:**

12 - 15 January / packet due 29 DEC
09 - 12 February / packet due 28 JAN
09 - 12 March / packet due 26 FEB
20 - 23 April / packet due 08 APR
11 - 14 May / packet due 29 APR
15 - 18 June / packet due 03 JUN

13 - 16 July/ packet due 01 JUL
17 - 20 August/ packet due 05 AUG
14 - 17 September/ packet due 02 SEP
19 - 22 October/ packet due 07 OCT
16 - 19 November/ packet due 04 NOV
07 - 10 December/ packet due 25 NOV

Updated 12 NOV 2014