



# Tips On How To Complete The F-22 And Obtain All Required Training Documentation

## 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)

### Initial Attempt

- Attempt to obtain all training history report and certificates from the agency(s) you are/were employed with.
- Verify the obtained documents and start completing the F-22 Police Reciprocity Verification Form.
- If not all requirements are met go to the next section below.

### More Documentation Required Than What Agency(s) Provided

- If you're unable to obtain all the training history and required documents that you need for verification from your agency you will then attempt to contact the Academy that you attended.
- Request all training history reports and certificates on file with that academy.
- With new documents verify what can be completed on the F-22 Police Reciprocity Verification Form.
- If there is any required training on the F22 that you have completed but it doesn't state it on any of your training history or certifications because it was covered in a course for example button may not be stated in your training history, but it was completed in control tactics. You will then request a memorandum on agency letterhead from that Academy For verification of that training. See example below

Officer Jones has completed the following training covered in the courses on the dates listed below

<b>Required Training</b>	<b>Course Completed Under</b>	<b>Date Completed</b>
<i>Bloodborne pathogens</i>	<i>Law Enforcement Medical Course</i>	<i>01/01/2024</i>
<i>Baton</i>	<i>Control Tactics</i>	<i>01/02/2024</i>

- If you are unable to
- If not all requirements are met go to the next section below.

### If You Are Unable To Obtain All Your Training Documents Or Clarification From Your Agency And Academy

- Contact the governing body of your state usually referred to as P.O.S.T or Training and Standards Council

### Missing Requirements Or Unable To Acquire All Needed Documents

- Contact the agency you are working with and inform them of the situation and send the completed F-22 Police Reciprocity Verification Form along with all documents you have.
- If not working with an Alaskan agency contact The Alaska Police Standards Council at [apsc@alaska.gov](mailto:apsc@alaska.gov) and inform them of the situation and send the completed F-22 Police Reciprocity Verification Form along with all documents you have

### All Requirements Are Met

- Submit the completed F-22 Police Reciprocity Verification Form along with all documents you have to the Alaska agency you are currently working with for review and submission to the Alaska Police Standards Council.
- If not working with an agency in Alaska, submit the completed F-22 Police Reciprocity Verification Form along with all documents you have to The Alaska Police Standards Council at [apsc@alaska.gov](mailto:apsc@alaska.gov)