*Kentucky Law Enforcement Council’s*

Training Extension Request

Extenuating Circumstances Only

*The following form must be completed by a supervisor or responsible party that oversees the training requirement for your agency. By providing this request, you are ensuring that all information is accurate.*

Date of Request: Click or tap to enter a date. Agency Name: Click or tap here to enter text.

Academy ID #: Click or tap here to enter text. *for* Name: Click or tap here to enter text.

1. This request is for a [ ]  POPS [ ] CSO [ ] TPS position.
2. Check the following course(s) an extension is needed:

[ ]  Basic Training [ ]  Annual In-service [ ]  Legal Updates [ ]  Basic Officer Skills

1. Is this related to Military Leave? [ ]  Yes [ ]  No
2. Is this related to Medical Leave or Worker’s Comp? [ ]  Yes [ ]  No If yes, please explain:

Click or tap here to enter text.

1. Why were they not able to complete training within the timeframe given? Click or tap here to enter text.
2. When are they scheduled to make up their missed training? Click or tap here to enter text.

Agency Head/Designee: Click or tap here to enter text. Title: Click or tap here to enter text.

Email: Phone Number: Click or tap here to enter text.

*Please type on the form and upon completion, submit this form to* *KLECS@ky.gov* *Do not print, PDF or scan back so we can respond back to you directly on the form.*

*THE FOLLOWING TO BE COMPLETED BY KLECS*

Has an extension been granted before? [ ]  Yes [ ]  No If yes, how many times? Click or tap here to enter text.

This request is Approved: [ ]  Yes [ ]  No, not an extenuating circumstance

Approval Effective Date: Click or tap to enter a date. to Click or tap to enter a date.

Training Delinquent Effective Date: Click or tap here to enter text.

If this request is for basic training, do they need to retest? [ ]  Yes [ ]  No

Do they need to sit out as a peace officer or telecommunicator for a year? [ ]  Yes [ ]  No

Click or tap here to enter text. Click or tap to enter a date.

Executive Director/Designee Date