

## **TDCJ TRAINING IMPORTANT! PLEASE READ**

**Individuals who completed the Texas Department of Criminal Justice (TDCJ) correction training, may apply to take the county corrections exam. All applicants must meet all of the statutory licensing requirements of the State of Texas and the rules of the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE). (See Texas Occupations Code and Commission Rules, available on TCLEOSE website; [www.tcleose.state.tx.us](http://www.tcleose.state.tx.us).)**

All applicants will be subject to a search of the National Decertification Database (NDD), NCIC/TCIC, and National Criminal History Databases to establish eligibility.

U.S. citizenship is a requirement to be licensed as a county jailer in Texas

Under Occupations Code Chapter §1701.310(e), employees of TDCJ who have completed the TDCJ corrections training program must apply to take the licensing exam for corrections officer prior to being appointed as a part-time county jailer.

### **TDCJ Required Documents to Accompany the Application:**

1. A certified or notarized copy of the basic training certificate issued by TDCJ; (If training hours are not indicated on certificate, include a letter from TDCJ verifying number of hours in the course.)
2. A certified or notarized copy of ID issued by TDCJ;
3. A notarized statement from the TDCJ revealing any disciplinary action(s) that may have been taken against any license or certificate issued by that agency or any pending action;
4. A passport-sized color photograph (head and shoulders with a plain background), signed with your full signature on the back of the photograph;
5. A copy of all your military discharge(s) (DD-214) (if applicable), all must be under honorable or general-under-honorable conditions;
6. Attach a certified check or money order in the amount of \$150 (the application fee is non-refundable and is assessed to cover the cost of reviewing and processing your application).

### **Preparation for the Licensing Examination**

The latest "Texas" editions of the following references are suggested reading.

#### County Corrections

1. Code of Criminal Procedure
2. Penal Code
3. Health and Safety Code
4. Jail Standards

Texas statutes may be found online at [www.statutes.legis.state.tx.us](http://www.statutes.legis.state.tx.us).

## **Possible sources for the reference material:**

Public libraries  
College bookstores  
West Publications (800) 328-9352  
Sterling Publications (210) 438-7110  
Lexis-Nexis (800) 833-9844  
Texas Commission on Jail Standards (512) 463-5505

A guide to taking the test is on the Commission website at [www.tcleose.state.tx.us](http://www.tcleose.state.tx.us). Under "Areas of Interest" click on "Training Coord. Corner" where the overview is listed as "Overview for Texas Peace Officer Licensing Examination."

The "Basic County Correction" outline is on the Commission website. Click on "Courses, Surveys & Reports," "Courses," "Instructor Outlines."

## **Notice**

You must complete the application, attach the non-refundable \$150 fee plus the required documents, have it notarized, and mail it back to the Commission. If you are qualified, your endorsement, allowing you to test, will be mailed. The endorsement expires in 180 days from the date of issue. According to Commission rule §219.1(d)(2), the endorsement cannot be extended.

You may test at the Commission headquarters in Austin, or at any of the Commission's authorized test sites. The Austin office offers the licensing examination on Mondays, Wednesdays, and Fridays at 8:00 a.m. Testing space is limited, therefore you must call ahead to schedule a time to take your exam.

Other Commission-approved test sites are located throughout the state. To schedule an appointment to take the test at one of these sites, you must contact them individually for instructions and make arrangements to remit any additional fees.

Remember, you must present a valid endorsement and a state or federally issued photo identification card at the time that you appear to take the examination.

A list of test sites can be found on our website at [www.tcleose.state.tx.us](http://www.tcleose.state.tx.us) under "agency publications."

If you have any questions, please call (512) 936-7700.



**TEXAS COMMISSION ON LAW ENFORCEMENT  
OFFICER STANDARDS AND EDUCATION**  
 6330 E. Highway 290, STE. 200  
 Austin, Texas 78723-1035  
 Phone: (512) 936-7700  
<http://www.tcleose.state.tx.us>



**Exam Endorsement Application  
TDCJ Training**

Return this application with a non-refundable fee of \$150 (money order or cashier's check) payable to the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE). All documents must accompany this original notarized application.

**Please type or print all information.**

Date: \_\_\_\_\_ U.S. Citizen  Yes  No

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Suffix: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Race / Ethnicity:  American Indian or Alaskan Native  Asian  Black  Hispanic  Multicultural  White

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_  High School Diploma  GED

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

- (5112) TDCJ training.** (Documents must bear original certification seals or stamps)
- A certified or notarized copy of the Basic Training Certificate from TDCJ;
- A certified or notarized copy of ID from TDCJ;
- A notarized statement from the current employing agency revealing any disciplinary action(s) that may have been taken against any license or certificate issued by that agency or any pending action;
- A passport-sized color photograph (head and shoulders), signed with your full signature on the back of the photograph;
- A copy of all your military discharge(s) (DD-214) (if applicable); all must be under honorable or general-under-honorable conditions;
- Certified check, or money order in the amount of \$150.

On signing this document I understand that I will have to meet the requirements of Commission rule §217.1 for licensure. I am fully aware that this application is a government document and, under penalties of perjury, I declare the foregoing information to be true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Sworn to and subscribed before me, this the \_\_\_\_\_ day of \_\_\_\_\_,

Notary public in and for, State of \_\_\_\_\_  
My commission expires \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Notary Seal or Stamp

\_\_\_\_\_  
Signature of Notary