



# TEXAS COMMISSION ON LAW ENFORCEMENT

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## Technical Assistance Bulletin

To: All Texas Law Enforcement Agencies Licensees  
From: Cullen Grissom, Credentialing, Field, and Education Services  
Regarding: **Requests for Waiver (Continuing Education)**  
Date: August 21, 2025

**Eligibility-** Statute and Rule allow the Executive Director to waive most requirements of Continuing Education (CE) under certain, narrowly defined circumstances. Those circumstances involve military deployment and extended medical leaves. Temporary illnesses, inconvenience, lack of knowledge, expense, poor planning, etc., are NOT circumstances where a waiver will be considered. Waivers must be requested BEFORE the end of the current training period (08/31/2025).

For a CE waiver, only a full-time military deployment of at least 1 continuous year, a military deployment that extends past the end of a training period, or a catastrophic illness/injury that keeps the licensee from active duty for at least 1 continuous year will result in a waiver. Once issued, the CE waiver will cover any Unit/Cycle or any other required time period in which the deployment/illness extends. Licensees who are allowed to work restricted or part-time duty are not eligible for CE waiver.

**Process-** To request a waiver, individuals appointed to an agency should have the agency submit a formal request explaining the circumstances to the Executive Director, on agency letterhead, signed by the agency head or their designee. The letter must be accompanied by either a copy of the military deployment orders, or a signed document from the health care provider (Doctor, Physician's Assistant, or Nurse Practitioner) indicating the dates the licensee was medically unfit for active duty.

Individuals not currently appointed must submit the same letter and documentation, however, an agency head signature and agency letterhead are not required. Please do not include any HIPAA protected diagnosis/treatment information in any of the correspondence.

All documents can be emailed to [credentialing.help@tcole.texas.gov](mailto:credentialing.help@tcole.texas.gov)

**ALERT hours-** Statute does not allow TCOLE to waive the 16 hours of ALERT training that is required of every peace officer in each training unit. Any peace officer who is granted a CE waiver will also receive a two-year training extension for ALERT hours. A licensee who receives an ALERT extension in the 2023-2025 training unit will have to complete any missing ALERT hours in the 2025-2027 training unit (a total of 32 ALERT hours between 2023 and 2027) unless they receive a subsequent waiver.

A sample letter format is attached below. In the case of a medical waiver request only, the doctor's signature, as completed below, may replace any required medical documentation:

Date:

RE: Request for Waiver of Continuing Education

Gregory Stevens, Executive Director  
Texas Commission on Law  
Enforcement 6330 East Highway 290, Suite 200  
Austin, Texas 78723-1035

Director Stevens,

The \*\*\*\*\* Department/Agency is requesting a waiver of continuing education for Name\*\*\*\*, PID # \*\*\*\*\*. The request is based on military deployment/catastrophic medical condition from Date \*\*\*\*\* , until Date \*\*\*\*\* (if a return to duty date cannot be established, indicate that the current circumstances will extend beyond the end of the continuing education training period). Documentation to support the military deployment/catastrophic medical condition is attached.

Respectfully,

Agency Head (or designee)  
\*\*\*\*\* Department  
Anywhere, TX 55555

If applicable- I, printed name, am the healthcare provider for the above licensee. I concur that the licensee is/was medically unfit to complete statutorily required continuing education from Date \*\*\*\*\* to Date \*\*\*\*\*.

Signature

Date