



Kim Vickers  
Executive Director

# TEXAS COMMISSION ON LAW ENFORCEMENT

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## Technical Assistance Bulletin

To: All Texas Law Enforcement Agencies/Contract Training Providers/Licensees  
From: Kenny Merchant/Director, Credentialing and Field Services  
Regarding: **Proficiency Certificates**  
Date: August 30, 2019

Proficiency Certificates are Commission awarded acknowledgements of a licensee's level of training and experience. They are not mandatory, but are highly desirable as they recognize expertise in your chosen field- something that can be very useful in such areas as finding future employment, courtroom testimony, etc. The specific training required for Certifications is, for the most part, addressed in the Occupations Code as statute, which means it is not flexible.

There are currently 4 levels of Certification for Peace Officers, Jailers, and Telecommunicators- Basic, Intermediate, Advanced, and Master- each with increasing requirements of training and service time. It is a combination of the following 4 factors that determine eligibility for Certification:

1. Service time- this is accrued appointed service time. Unappointed time does not count, nor can you "double-up" on time by being appointed to 2 agencies at the same time.
2. Total training hours- this is a combination of the training hours recognized by TCOLE, as well as your completed college hour calculation (college hours x 20).
3. Completed college degrees/Prior military service- completed degrees at accredited colleges/universities (see Rule 211.1(a)(3) for a definition of Accredited College) or prior military service.
4. Completion of specific courses.

In order to assist in your pursuit of Proficiency Certifications, the Commission has provided charts on the website- <http://www.tcole.texas.gov/content/proficiency-certificates>, that list the requirements for Certifications. Please read the requirements carefully, as only exact matches to the listed requirements are accepted. The charts list both the primary and equivalent courses required, either of which is acceptable. In most cases, the required course only needs to be completed once during a career (the exception being the Federally required TDD/TTY for Telecommunicators). The most common pitfall of Certification is taking a course that sounds like it may be acceptable, without having confirmed that it is.

Other pitfalls in the Certification process are:



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1. Working toward Intermediate Certification without having earned Basic Certification. Basic Certification is not automatic on receipt of your Basic License. There are still requirements to be met by the licensee and their appointing agency to earn the Basic Certification.
2. Utilizing “old” Proficiency Charts as checklists. The Legislature has updated Certification requirements consistently over the last few sessions, so be sure you are referring to the current Chart.
3. Confusing Proficiency Certification requirements with Legislatively Mandated Training necessary to keep a license Active. The former are not mandatory, the latter are. Some courses may meet both requirements, some may not. Look at the two, separately, to be sure.
4. Misunderstanding the 40hr Crisis Intervention Training (course 1850) required by Peace Officer Intermediate and Advanced Certification. Previous versions of the CIT (3840, 3841, 3842, and 3843) and the Mental Health Officer course (4001) are not acceptable equivalents.
5. Failing to ask the Commission if there is any doubt- we are more than glad to assist with legitimate questions, but would prefer that YOU take the initiative by examining your training history and the Proficiency Charts, first- don’t just default to us as the easiest method.