Using the Formatta Form:
Professional Certificate Application

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Chapter 1 – Introduction

The Nevada Commission on Peace Officers' Standards and Training (POST) is charged with keeping information on law enforcement agencies, courses, and officers throughout the state of Nevada. In order for officer's to be awarded professional certificates of all levels, agencies must apply for each certification for each officer that qualifies.

To make this process easy and efficient, POST has implemented an online software solution that allows entering applications for all the various levels of POST professional certifications to be approved and processed by POST.

What is Formatta?

It is user-friendly, electronic form filling software that will allow agencies to enter, save, and submit applications for professional certificates; which will be approved and processed by POST. Agencies will access the POST Formatta form via the Internet and download the Formatta Filler software, which enables them to fill out, save and submit forms for their officer's professional certificates. There are four steps to accomplish this; which are discussed in this document:

**1**   Download and install the Formatta Filler client software on the agency computer.

NOTE Step 1 is completed only one time per computer that will be used to submit Formatta forms.

2   Using your Internet browser, access the POST Formatta Available Forms web page.

3   Open the Professional Certificate Application form and log in.

4   Enter the officer's qualifications, attach required documents, and submit.

Using the Formatta Filler Software

As you work with the form, you can save work-in-progress and come back to it later for completion, or save a completed form for your records. From the **File** menu, select **Save As…** and give the form a unique file name so you can find it when you need to. You can also print the form by selecting **Print….** from the **File** menu and selecting your printer.
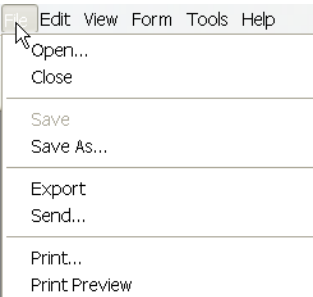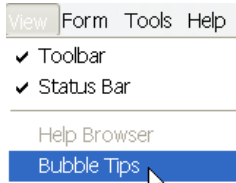
Bubble Tips

Bubble Tips are available for every field, checkbox, and button in the form. When you click in a field, select a checkbox, or click a button, an explanation will pop-up to assist you with the entry.
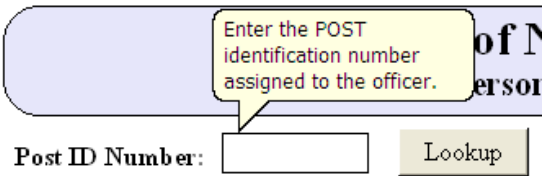
You can turn the Bubble Tips feature off and on by selecting **Bubble Tips** from the View menu.
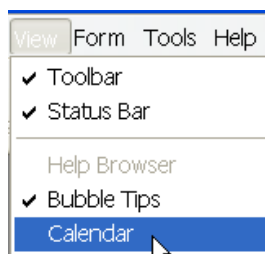
Pop-up Date Calendar

When you click into the Effective Date field, a calendar pops up allowing you to select a date. Use the arrows at the top to scroll through the months and years to select the correct date.

You can turn the Calendar feature off and on by selecting **Calendar** from the View menu.

Chapter 2 – Setting Up Your Computer

The first step in using the POST Formatta form, is for the agency to download and install the Formatta Filler client software on a local computer Downloading and installing the Formatta Filler software is required only once on any computer that will be used to submit Formatta forms to POST. This client software is for Windows operating systems.

Download the Formatta Filler Software

1   Open the web browser on your computer.

2   Enter http://eforms.post.state.nv.us/efm/catalog/publishedforms.jsp into the address bar.

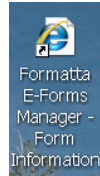You will see the following web page:
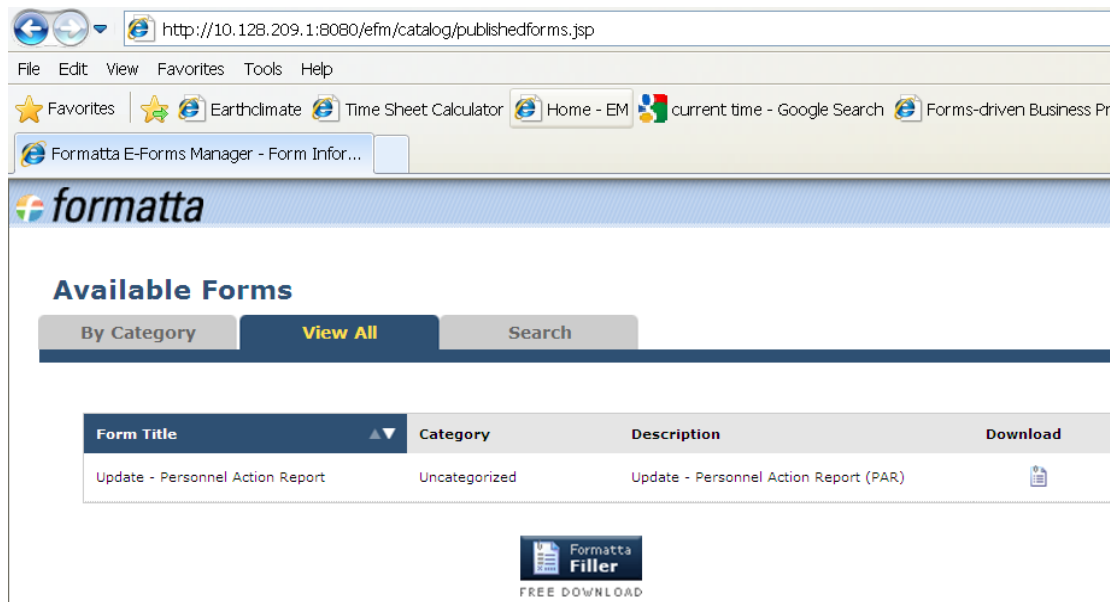
Add a Shortcut to your Desktop

3   Before downloading the software, right-click anywhere on the web page and from the menu, select to **Create Shortcut**; which will put a shortcut icon on your desktop so you can easily access this web page in the future.
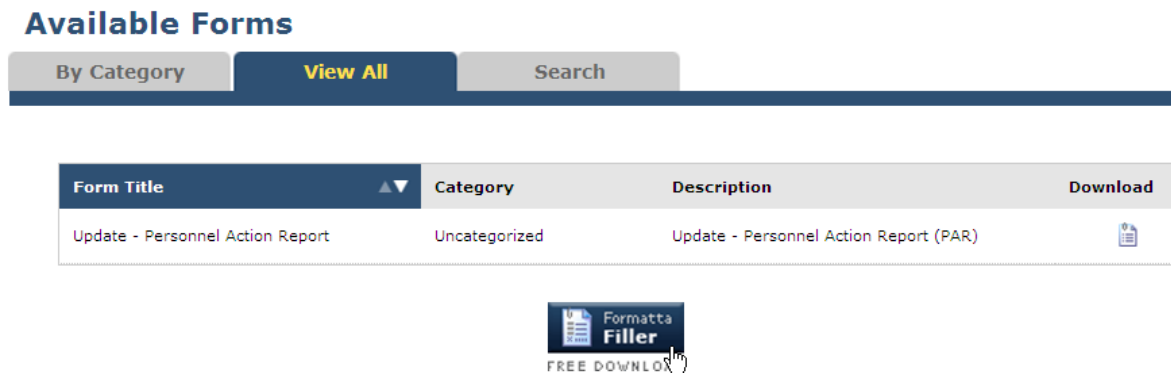
The shortcut on your desktop will look something like:

4   You can change the icon and rename it like any other shortcut on your desktop to make it easy for you to identify and quickly access the POST Formatta form.

Start the Download

1   From the *Available Forms* web page, click on the **Formatta Filler Free Download** button located in the middle of the page.
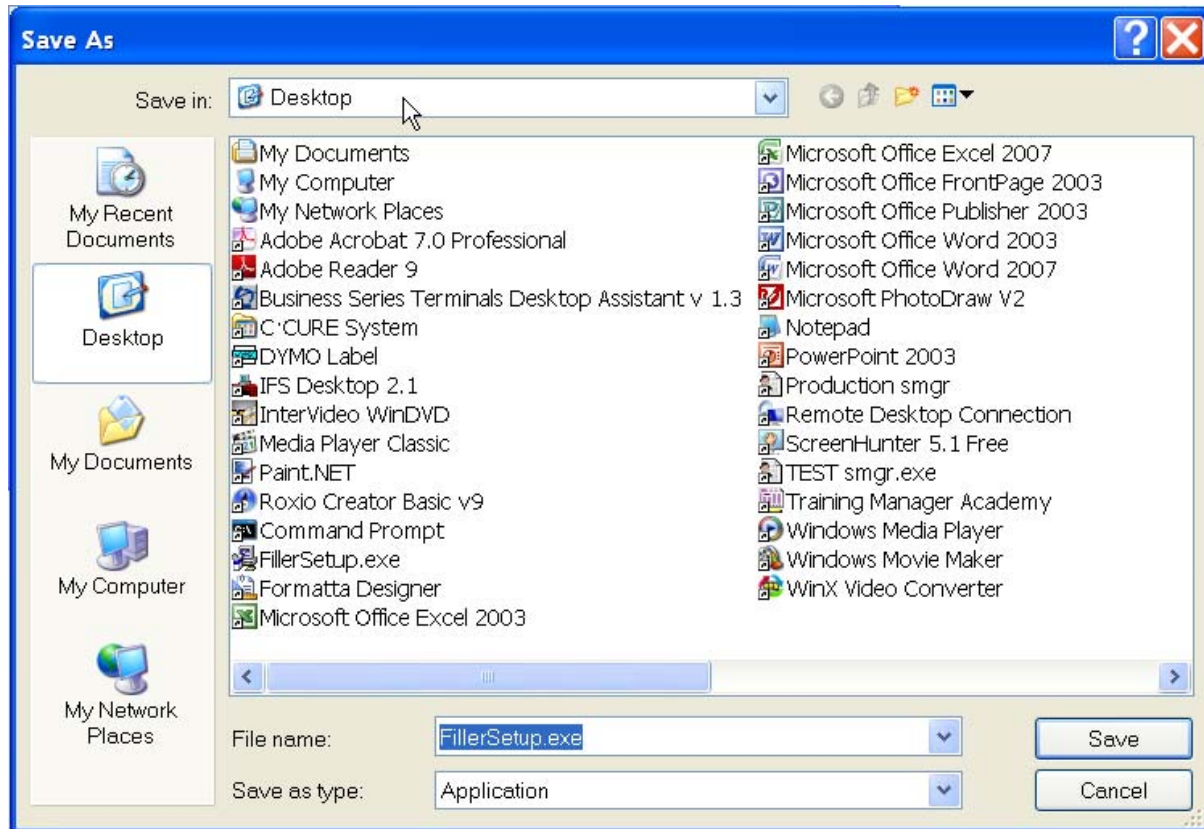

The *File Download – Security Warning* pop-up message appears (The following messages and dialogs are from installing on XP; which may be different if installing on Vista, Windows 7 or Windows 8).
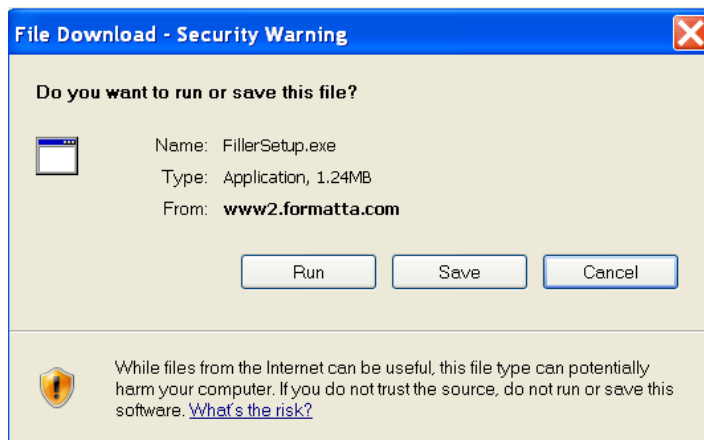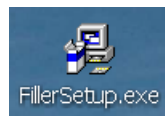

2   Click the **Save** button.

3   From the *Save As* dialog, save the FillerSetup.exe to your **Desktop** folder.

4   Once the download completes, find the **FillerSetup.exe** icon on your desktop.
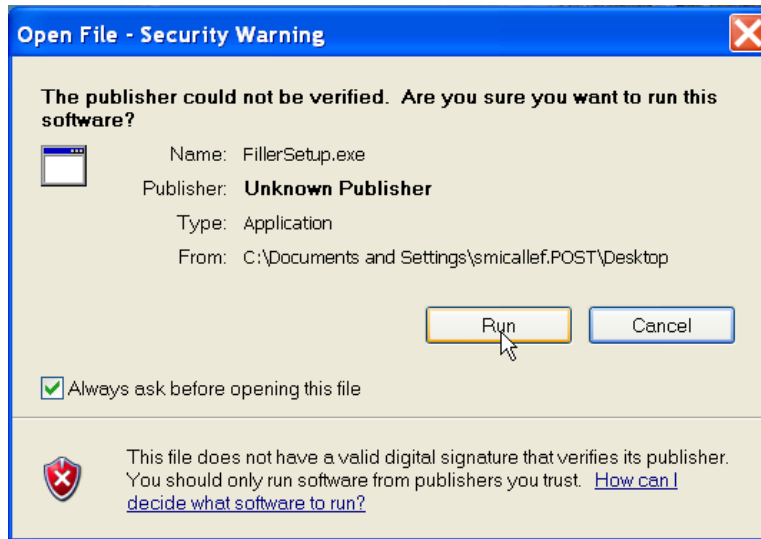

It should look something like this: .

Install the Formatta Filler Software

1   Close all programs that are running on your computer.

2   Double-click on the **FillerSetup.exe** icon to begin installing Formatta Filler software on your computer.

The *Open File – Security Warning* pop-up message appears.

3   Click the **Run** button

4   Follow the directions for installing the software on your computer.

5   Once the Formatta Filler software is successfully installed on your computer, you can delete the FillerSetup.exe from your Desktop folder.

# Chapter 3 - Using the Professional Certificate Application Form

After the Formatta Filler Software is successfully installed on your computer, you can open the Formatta form, Login, enter an officer's information, and submit the form to POST.
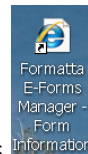
1   Double-click the shortcut you created on your desktop to access the POST Formatta Forms .

Or, open a web browser and enter http://eforms.post.state.nv.us/efm/catalog/publishedforms.jsp into the address bar.

2   Click the form icon under the *Download* heading to open the form.
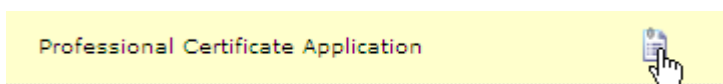
The request for you to Log in will appear.

3   In the **Username** field, enter your agency's POST assigned identification number. (This is a 4 digit number. It may be preceded by zero(s) to make the 4 digits required for the Username)

4   In the **Password** field, enter your agency's POST assigned password.

5   Click the **Submit** button.

The Professional Certificate Application form appears.

NOTE   Ensure all the information you enter is in correct sentence case. Use capital letters and lower case letters correctly. This will ensure the accuracy and integrity of the information in the POST database.

1   In the **POST ID Number** field, enter the PIN number of the officer for which the application is for and click the **Lookup** button. (The form cannot be submitted without clicking the Lookup button.)

> Enter the POST identification number assigned to the officer, then click the Lookup button.

State of Nevada – POST
Professional Certificate Application

Officer's Name

POST ID#　　29726　　[Lookup]　[_____]

The current name of the officer in the POST database displays.

State of Nevada - POST
Professional Certificate Application

Officer's Name

POST ID#　　29726　　[Lookup]　Micallef-Jones Shirley J

Select the Professional Certificate

2　Click the radio button of the Professional Certificate for which the application is for: Intermediate, Advanced, Supervisor, Management or Executive.

3　Then, from the adjacent pull-down, select the qualifications that the officer has met that satisfy the requirements for awarding the certificate.

Meets the following requirements:

○ Intermediate (NAC 289.240)　[_____ ▾]

Has an Intermediate Certificate and meets the following requirements:

○ Advanced (NAC 289.250)　[_____ ▾]

Meets the following requirements:

○ Supervisor (NAC 289.255)　[_____ ▾]

Has Advanced and Supervisor Certificates and meets the following:

○ Management (NAC 289.260)　[_____ ▾]

Has a Management Certificate and meets the following:

○ Executive (NAC 289.270)　[_____ ▾]

Note　Read the appropriate NAC section for the exact requirements for each certificate.

Attach the REQUIRED Documents

After selecting the certificate and the officer's qualifications, click the **Attachments** button and add the documents required. Make sure you attach the documents that are listed as required on the form for the certificate being applied for or the application will be denied and returned to you.

Note DO NOT attach certificates from POST certified courses. The course hours for POST courses are only those that are already in the POST database. Use the POST Training & Compliance Report to enter these courses for the officer before applying for the certificate

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The documents you attach can be in any file type such as TEXT (.txt), WORD (.doc), Adobe (.pdf), Images (.tif, jpg, bmp, etc.).

4   Click the **Attachments** button and the following dialog box appears.
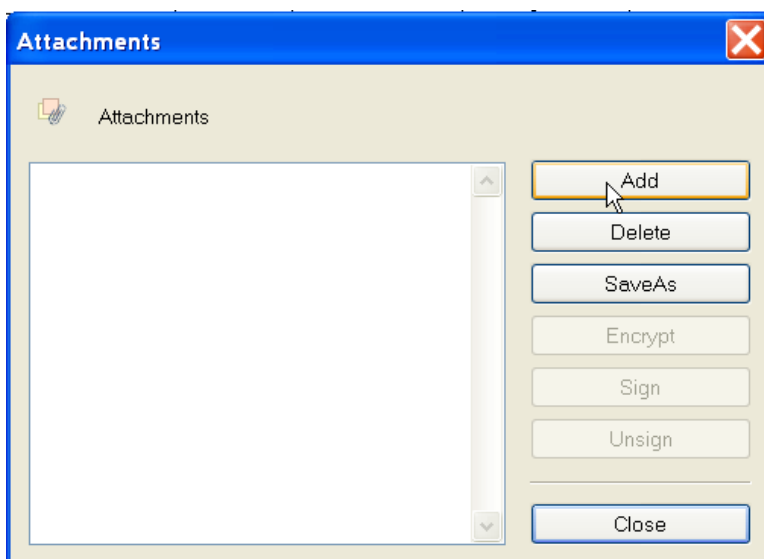
Click the **Add** button to browse your computer and select files that you want to send with this submission. Continue to click the Add button and select all the files to submit until the list is complete.

Note You can select a file and click the **Delete** button to remove it from the list or you can click the **SaveAS** button to save a copy of the file to a different location.

Additional Information or Comments

This field is optional and allows you to enter a short explanation or more information about the officer's qualifications or application.

Form Submission

This section of the form facilitates the form submission. Entry into all of the fields is **_mandatory_**. The form cannot be submitted and you will receive an error until the information is entered into these fields.

By electronically signing and submitting this form, you attest that the applicant meets the requirements for the certificate applied for as set out in the Nevada Administrative Code that is referenced next to the certificate selected.

Submitters Name: **Submitters Phone:**   **Submitters E-Mail:**

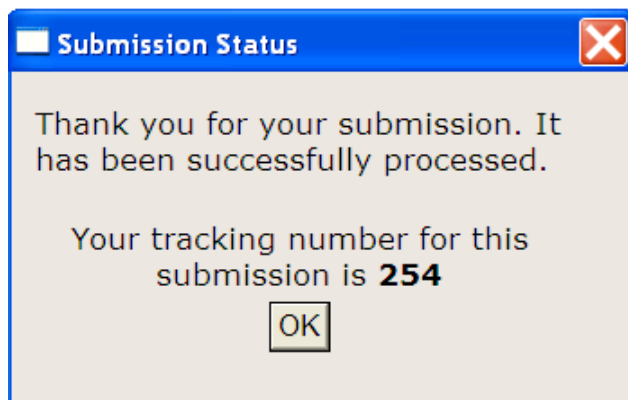( ) -

Reset Form   Submit

Submission number:

5 In the **Submitter's Name** field, enter your first and last name.

6 In the **Submitters Phone** field, enter a phone number including area code where you can be contacted. Enter only the numbers and it will be formatted for you.

7 In the **Submitters E-Mail** field, enter an email address where you can be contacted and the approval confirmation sent.

Reset Button: If you made a mistake and need to start over, Click the **Reset Form** button which will clear all of the fields. Don't click this button unless you really want to start over filling out the form.

8 After all of the officer's information is entered correctly, click the **Submit** button.

When the form is submitted successfully, the following **Submission Status** message appears displaying the tracking number assigned to the submission. This is a Formatta internal number generated automatically and is used for software administration purposes.

Submission Status

Thank you for your submission. It has been successfully processed.

Your tracking number for this submission is **254**

OK

9 Click **OK.**

The following "Thank You for your submission" confirmation message appears.

10 Click **OK** and you are returned to the completed form with the assigned **Submission number** displayed.

At this point, you can save the current form for your records, enter the PIN number for another officer and complete another form for submission, or exit from Formatta Filler completely.

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