



REQUEST FOR TRANSCRIPT
PD 187-160 (Rev. 12-17)

IMPORTANT

PLEASE READ ALL THREE PAGES

ATTENTION APPLICANTS:

In order for the Education, Training, Opportunities and Tracking Unit to properly process your request for an official or student copy of your transcript, the attached application must be completed. There is no fee for an official transcript to be sent to a school, agency or other institution. A student copy of the transcript will automatically be sent to your home address. Please note, official transcripts are for schools/agencies **ONLY**. **If you would like the official copy sent to your home in a sealed envelope, you must still include the name and address of the institution to which it will be given.** There is **no fee** imposed on requests for official or student copies of transcripts.

In addition, if you have completed any **In-Service Training (LISTED ON PAGE 3)** you must attach copies of the certificates received upon completing the course. **YOU MUST INCLUDE THESE COPIES** if you want the in-service courses and respective credits to appear on your transcript in addition to the credits received in recruit school. **ONLY** courses taught by the NYPD will be added to your transcript. If you were sent for training elsewhere by the NYPD, those courses will not be included. Members of the service will view their transcript in the Training Attendance Certification Transcript Integrated Collection System (TACTICS) for accuracy and completeness.

Requests are handled on a first-come, first-serve basis, no exceptions. The above process also applies to those who are no longer active members of the New York City Police Department.

NOTE: IF YOU OMIT ANY INFORMATION ON THE REQUEST FOR TRANSCRIPT APPLICATION (I.E. COMPANY NUMBER, APPOINTMENT DATE, ETC.), IT MAY DELAY THE PROCESSING OF YOUR APPLICATION OR CAUSE IT TO BE RETURNED TO YOU UNPROCESSED. PROCESSING TIME IS APPROXIMATELY 10 BUSINESS DAYS FROM THE DAY RECEIVED BY THE EDUCATION, TRAINING, OPPORTUNITIES AND TRACKING UNIT.

The application must be mailed to the following address:

**Candidate Assessment Center
Education, Training, Opportunities and Tracking Unit
235 East 20th Street
Room 833
New York, NY 10003**

**Education, Training, Opportunities
and Tracking Unit**
Phone: 718-312-4455
Fax: 718-312-5295



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Civilian Uniformed Outside Agency
(Check One Box)

Have You Previously Requested a Transcript or Letter From the Education, Training, Opportunities and Tracking Unit?
Yes No

If Yes, Approx. Date of Request _____

Name (Last, First) _____ Maiden _____ Training Academy: _____
NYCPD Transit Housing

Rank _____ Tax No. _____ SS No.* (Last 4 Digits) *(Full SS No. is needed if Tax No. not available) _____ DOB _____

Home Address (Include Apt. No.) _____ City _____ State _____ Zip _____

Home Phone No. _____ Command Phone No. _____ Command _____

Date Appointed _____ Date Left Agency _____ PA Company No. _____

Request for Student Copy Today's Date _____

Request for Official Copy *If requesting an official copy, you must still provide the name and address for the school or agency in the captions below. Do you want both copies of official transcripts sent to the home address listed above?
 Yes No

Send to: School/Agency _____ Attention of _____

Address _____ City _____ State _____ Zip _____

In-Service Course No. & Name	Date Attended	In-Service Course No. & Name	Date Attended	In-Service Course No. & Name	Date Attended
PAA		Coll Invest		Hom. Invest. Course	
Princ. of Mang. & Sup.		CIC		Intern. Invest. Course	
NYPD SSOC		Det. Bur. Interr.		MOI	
PCT I or PCT II		Emerg. Med. Tech.		Sci. of Fingerprint	
Advanced Nar.		Emerg. Med. Tech. Refr.		Sgt. Development Course	
Basic Methods of Sec.		Fund. of Auto Theft		Spec. Victims Invest.	
Char. Assess. Sect.					

The boxes to the left correspond to course listings on page 3. If you took any of these In-service courses, please provide us with a copy of the certificate. The Education, Training, Opportunities and Tracking Unit has very limited records.

INSTRUCTIONS:

If you omit information on this form, your application will be delayed for processing or returned to you unprocessed and your request will have to be resubmitted. There is no fee for official transcripts. Mail application and any applicable certificates to: Candidate Assessment Center, Education, Training, Opportunities and Tracking Unit, 235 East 20th Street, Room 833, New York, NY 10003. PLEASE NOTE: Processing time for this request is approximately 10 business days from the day received by Education, Training, Opportunities and Tracking Unit. SEE EXPLANATION OF IN-SERVICE COURSES ABOVE ON PAGE 3.

FOR OFFICIAL USE ONLY:

Date Received _____ Log/Serial No. _____

Mail Phone Reviewed By: _____ Date Sent _____ Initials _____
Walk-in Fax



Explanation of Captions for In-Service Courses on Page 2

REMINDER: You must submit copies of any certificates related to the courses listed below that you have attended. The courses listed below are the **ONLY** courses evaluated for college credit recommendations. **Not all courses listed are currently accredited.** The number of course hours and credits will vary depending on the year they were taught. For a detailed description of these courses, please visit the Web site of the accrediting agency, National CCRS, at www.nationalccrs.org.

CIVILIAN TRAINING

Police Administrative Aide Entry Level Training
(Formerly Police Administrative Aide)
210/265 hours (3, 6 or 7 Credits)

Principles of Management & Supervision
70 hours (2, 3 or 4 Credits)

NYPD School Safety Officer Course
*(Formerly Basic Course for Peace Officers without firearms:
 Also known as School Safety Recruit Training)*
360/560/511/595 hours (6, 8 or 26 Credits)

Police Communications Technician I;
 Police Communications Technician II
(Formerly Police Communications Technician)
385/210 hours (9 Credits)

IN-SERVICE TRAINING

Advanced Narcotics Investigation Course (HIDTA)
(Formerly Advanced Narcotics Training Seminar)
40 hours (3 Credits)

Basic Methods of Security
(Formerly Security Course for Crime Prevention Officers)
35-42 hours (1-3 Credits)

Character Assessment Section Basic Investigator Course
(Formerly Applicant Processing Division)
 Basic Investigator Course
70 hours (2 Credits)

Collision Investigation
(Formerly Accident Investigation)
70 hours (3 Credits)

Criminal Investigators Course
*(Formerly Basic Criminal Investigator's Course)
 (Formerly Criminal Investigation Course)*
70/105 hours (3 Credits)

Detective Bureau Interrogators Course
35 hours (3 Credits)

Emergency Medical Technician – Basic
*(Formerly Emergency Medical Technician –
 Defibrillation (EMT-D); Emergency Medical Technician)*
120/136/150.5/188 hours (4-11 Credits)

Emergency Medical Technician –
 Refresher Course
53/64 hours (3 Credits)

Fundamentals of Auto Theft Investigation
 Fundamentals of Motor Vehicle Theft Investigation
32 hours (2 Credits)

Homicide Investigators Course
(Formerly Homicide Investigations)
70 hours (3 Credits)

Internal Investigators Course
*(Formerly Basic Methods of Internal Investigations,
 Also known as Internal Investigations)*
70 hours (3 Credits)

Methods of Instruction
70/77 hours (3 Credits)

Science of Fingerprints
160 hours (1-3 Credits)

Sergeant's Development Course
(Formerly Basic Leadership Course)
177 hours (3 Credits)

Special Victims Investigator's Course
*(Formerly Sex Crimes Investigations)
 (Formerly Sex Crimes and Child Abuse Investigation Course)*
35 hours (2 Credits)