



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 and agencies only**. If you would like the official transcript sent to your home in a sealed envelope, you must still include the name and address of the school/agency or institution to which it will be given.

Active members of the service are requested to view a copy of their student transcript in the Training Attendance Certification Transcript Integrated Collection System (TACTICS) for accuracy and completeness prior to submitting a request. 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.

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 The above process also applies to those who are no longer active members of the New York City Police Department.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 this form your application may be delayed for processing or returned to you unprocessed and your request will have to be resubmitted. The request will be mailed to your home address unless otherwise noted. Processing time for this request is approximately 10 business days.

Applications may be submitted by email: TrainingRecords@nypd.org, fax: 718-312-5295, in person or by mail to the address listed below.

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

Education, Training, Opportunities and Tracking Unit
Phone: 718-312-4425 or 718-312-4455
Fax: 718-312-5295
Email TrainingRecords@nypd.org



REQUEST FOR TRANSCRIPT

PD 187-160 (Rev. 07-21)

Have You Previously Requested a Transcript or Letter from the Education, Training, Opportunities and Tracking Unit?

Yes No

Civilian Uniformed Outside Agency

(Check One Box)

If Yes, Approx. Date of Request _____

Name (Last, First)		Maiden	Training Academy:		
			NYCPD <input type="checkbox"/>	Transit <input type="checkbox"/>	Housing <input type="checkbox"/>
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 <input type="checkbox"/>			Today's Date		

***If requesting an official copy, you must 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

Request for Official Copy

Name of School/Agency		Attention of			
Address		City	State	ZIP	

In-Service Course Name	Date Attended	In-Service Course Name	Date Attended	In-Service Course Name	Date Attended
Police Adm. Aide/PAA		Collision Invest. Tech.		Firearm Instructor School	
Princ. of Mang. & Sup.		Crim. Inv. Course (CIC)		Fund. of Auto Theft	
NYPD School Safety		Det. Bur. Interr.		Internal Invest. Course	
PCT I or PCT II		Det. Bur. Homicide Inv. Course		Methods of Inst. (MOI)	
Advanced Narc Inv. (HIDTA)		Det. Bur. Special Victims Inv. Course		Science of Fingerprints	
Basic Methods of Security		ESU Emer. Medical Tech. Basic Course		Sergeant's Development Course	
Char. Assess. Sect. Basic Investigator Course		ESU Emer. Medical Tech. Refresher			

The boxes to the left correspond to course listings on page 3. If you took any of these In-service courses, and they **don't** appear on your student transcript, please attach a copy of the certificate with your application.

INSTRUCTIONS: If you omit information on this form, your application may be delayed for processing or returned to you unprocessed and your request will have to be resubmitted. There is no fee for official transcripts. **PLEASE NOTE:** Processing time for transcript requests 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.			
Email <input type="checkbox"/>	Mail <input type="checkbox"/>	Reviewed By		Date Sent	Initials
Walk-in <input type="checkbox"/>	Fax <input type="checkbox"/>				



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. 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)
210/265 hours (3, 6 or 7 Credits)

IN-SERVICE TRAINING

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

ESU NY State Emergency Med Technician Basic Course
*(Formerly Emergency Medical Technician – Basic:
 Emergency Medical Technician - Defibrillation (EMT-D);
 Emergency Medical Technician)*
120/136/150.5/188 hours (4-11 Credits)

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

ESU NY State Emergency Med Technician Refresher Course
(Formerly Emergency Medical Technician – Refresher Course)
53/64 hours (3 Credits)

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

Firearm Instructor School
97 hours (3 Credits)

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

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

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

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

Detective Bureau Homicide Investigators Course
(Formerly Homicide Investigators Course and Homicide Investigations)
70 hours (3 Credits)

Methods of Instruction
70/77 hours (3 Credits)

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

Science of Fingerprints
160 hours (1-3 Credits)

Detective Bureau Interrogators Course
35 hours (3 Credits)

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