



TEXAS COMMISSION ON LAW ENFORCEMENT

Technical Assistance Bulletin

To: All Texas Law Enforcement Agencies Licensees
From: Cullen Grissom, Credentialing, Field, and Education Services
Regarding: **Requests for Waiver/Extension (Continuing Education)**
Date: May 27, 2023

Eligibility- Statute and Rule allow the Executive Director to waive the 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 or extension will be considered. Waivers/extensions must be requested BEFORE the end of the current training unit (08/31/2023).

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.

An 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

John Beauchamp, Interim Executive Director
Texas Commission on Law
Enforcement 6330 East Highway
290, Suite 200
Austin, Texas 78723-1035

Interim Executive Director Beauchamp,

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