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# TEXAS COMMISSION ON LAW ENFORCEMENT

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## Technical Assistance Bulletin

To: All Texas Law Enforcement Agencies/Contract Training Providers/Licensees  
From: Michael Antu/Director, Special Services and Enforcement  
Regarding: **A-5, Student Separation from Basic Licensing Course (Academy)**  
Date: August 09, 2019

Students in Commission basic licensing courses are occasionally separated from the course prior to graduation for a variety of reasons- poor grades, policy violations, arrests, voluntary withdrawal, etc. When this occurs, the Academy Training Provider is required to submit an A5 Form, through TCLEDDS (the Commission database) as a record of the failure to complete the course. Prior to beginning a licensing course, every academy should examine an applicant's Commission Personal Status Report to determine if the applicant has been separated from a previous academy. If so, contact should be made with the previous academy to determine eligibility for the current academy. An A5 is not intended as a bar to academy attendance, just an indicator of prior academy attendance that a current training provider should review.

The A5 should only be submitted if the separating student has **NOT YET BEEN ISSUED AN EXAM ENDORSEMENT** and the roster for the academy containing that student's name have **NOT BEEN SUBMITTED**.

Many academies choose to complete more than the minimum required curriculum for their academies, reporting the additional hours under other roster(s) as part of an academy "addendum." Those same academies sometimes pass the student for the academy roster, and then fail them during the addendum, once again for a variety of reasons. Under this circumstance, the A5 **SHOULD NOT BE COMPLETED**. The A5 is for failure to complete the Commission required curriculum only, not for failure to meet some other local academy requirement. A student who completes the Commission required curriculum, is endorsed for the state exam, and passes the exam, is eligible for appointment/licensure at any approved law enforcement agency, even if they failed courses in the addendum or were separated for any other reason.