

HOW TO REQUEST TESTING

This demonstration is for police officers which go through all phases of testing but telecommunicators and court security officers are completed the same way but you won't choose the events that are not required for your type of applicant.

From your dashboard click on Precert Testing.

The screenshot shows the LETRS Dashboard [Test Environment]. The left sidebar contains a navigation menu with the following items: Dashboard, Organization, Person, Workflow, Forms, Precert Testing (highlighted with a red arrow), Personnel Changes, Form Q, Help, and POPS. The main content area displays a table with one entry:

Organization	Georgetown P.D.
Training Hours	0.00
Showing 1 to 1 of 1 entries	

Below the table, there are two expandable sections: "Officer" and "Georgetown P.D. Training Location". The "Officer" section shows details for the entry, and the "Georgetown P.D. Training Location" section shows details for the training location, including fields for Address, County, Phone, Active Employees, InActive Employees, and Primary Contact.

Then click on create a new test request

The screenshot shows the LETRS Pre-Certification Test Requests page. The left sidebar contains a navigation menu with the following items: Dashboard, Organization, Person, and Workflow. The main content area features a large blue button labeled "Create a new Test request" (highlighted with a red arrow), a search bar labeled "Search Pre-Certification Test Requests", and a "Show 10 entries" dropdown menu.

If you are hiring someone that you have never tested before you will click on This is a new hire, if you are hiring someone that is currently employed with your agency but needs to test again you will click on Existing employee

The screenshot shows the LETRS Request Pre-Certification Testing [Test Environment] page. The left sidebar contains a navigation menu with the following items: Dashboard, Organization, and Person. The main content area features a question: "Is this a new hire or an existing employee?". Below the question are two blue buttons: "This is a new hire" (highlighted with a red arrow) and "Existing employee".

You will need to enter the mandatory fields for your applicant then click continue. Mandatory fields are denoted by the red asterisk *.

LETRS Request Pre-Certification Testing [Test Environment] ?

Applicant Details << Back To Search

First Name * Last Name * Middle Name

Suffix SSN (No Dashes) * Date Of Birth * Gender *

Continue

You will then need to pick what type of position they will be applying for.

LETRS Request Pre-Certification Testing [Test Environment] << B

Applicant Details << B

First Name * Last Name * Middle Name

Suffix SSN (No Dashes) * Date Of Birth * Gender *

Continue

Position Applicant is applying for *

Choose...

Other

DOC Peace Officer(KRS15.382)

Special Deputy(KRS 70.045)

SRO (KRS 158.4414)

SRO-SLEO (KRS 61.902)

Telecommunicator(KRS 15.530)

You will need to affirm that all pretesting qualifications have been met. These are the same as what was on the old Form A.

LETRS Request Pre-Certification Testing [Test Environment] ?

Applicant Details [<< Back To Search](#)

First Name * Last Name * Middle Name

Suffix SSN (No Dashes) * Date Of Birth * Gender *

[Continue](#)

Position Applicant is applying for *

The individual applying for a PEACE OFFICER(KRS15.382) Position:

- Is a citizen of the United States
- Must be at least twenty (20) years of age to test and at least twenty-one (21) years of age at the time of basic graduation
- Is a high school graduate or has successfully completed a General education Development (G.E.D) examination
- Possesses a valid license to operate a motor vehicle
- Has not been convicted of a felony or a sex crime
- Has not received a dishonorable discharge, bad conduct discharge, or general discharge under other than honorable conditions.

Once you have clicked all the boxes, click Save.

LETRS Request Pre-Certification Testing [Test Environment]

[<< Back To Search](#)

Applicant Details

First Name * Last Name * Middle Name

Suffix SSN (No Dashes) * Date Of Birth * Gender *

[Continue](#)

Position Applicant is applying for *

The individual applying for a PEACE OFFICER(KRS15.382) Position:

- Is a citizen of the United States
- Must be at least twenty (20) years of age to test and at least twenty-one (21) years of age at the time of basic graduation
- Is a high school graduate or has successfully completed a General education Development (G.E.D) examination
- Possesses a valid license to operate a motor vehicle
- Has not been convicted of a felony or a sex crime
- Has not received a dishonorable discharge, bad conduct discharge, or general discharge under other than honorable conditions.

I hereby verify that the above information is true and accurate.

Hiring Authority or Designee Agency * Date Signed

[Save](#) [Cancel](#)

Click Request Test to schedule the testing event.

LETRS

Precert Test Request #71 [Test Environment]

Applying for:
Peace Officer(KRS15.382)

The individual applying for a Peace Officer(KRS15.382) Position:

- Is a citizen of the United States
- Must be at least twenty (20) years of age to test and at least twenty-one (21) years of age at the time of basic graduation
- Is a high school graduate or has successfully completed a General education Development (G.E.D) examination
- Possesses a valid license to operate a motor vehicle
- Has not been convicted of a felony or a sex crime
- Has not received a dishonorable discharge, bad conduct discharge, or general discharge under other than honorable conditions.

Hiring Authority or Designee: Brandi georgetownAgencyHead
Agency *: Georgetown P.D.
Date Signed: 08/09/2023

Phase 1 Testing

Physical Fitness Test (Required)
A completed Form T1 and/or a Form T1a (if needed) must be presented at the time of testing.

Suitability Screener (Required)
An on-line Personal History Questionnaire (PHQ) must be completed in order to receive results.

[Request Test](#)

After clicking on Request Test, you will see the testing calendar, look for the area where you would like to have your applicant test and click on the date you would like.

Click a test event to request an appointment. Click the arrows to navigate months, or select the month and year below.

August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 Northern KY	31 Richmond	1 Ashland Bowling Green Hazard	2	3	4 Ashland Richmond	5 Northern KY Richmond Richmond
20 Hazard Richmond Richmond	21 Bowling Green Louisville Richmond	22 Elizabethtown Madisonville Richmond	23 Bowling Green Northern KY Richmond	24 Louisville Madisonville Richmond	25 Madisonville Richmond Richmond	26 Ashland Richmond
27 Louisville Richmond	28 Hazard Northern KY Richmond	29 Bowling Green Louisville Northern KY	30 Northern KY	31	1	2

Click the boxes beside the tests you would like to request and then click Submit Appointment Requests.

Elizabethtown Region 08/22/2023
Phase I Testing Event

- 08:00 AM Physical Fitness Test
Elizabethtown - Police Department
- 10:30 AM Suitability Screener
Elizabethtown - Police Department

Submit Appointment Request(s)

Once scheduled the applicants record will look like below.

Phase 1 Testing

Physical Fitness Test (Required)

A completed Form T1 and/or a Form T1a (if needed) must be presented at the time of testing.
Elizabethtown - Police Department 08/22/2023 08:00 AM

Status: **None**

Suitability Screener (Required)

An on-line Personal History Questionnaire (PHQ) must be completed in order to receive results.
Elizabethtown - Police Department 08/22/2023 10:30 AM

Status: **Not Complete**

Once Phase I testing is complete and you have downloaded the suitability screener results from LESI's website, you will be able to move on to Phase 2 testing. You will need to check the boxes for testing requirements met and then click Request Test.

Phase 1 Testing

Physical Fitness Test (Required) Total Physical Score: 53

A completed Form T1 and/or a Form T1a (if needed) must be presented at the time of testing.
Elizabethtown - Police Department 08/22/2023 08:00 AM

Status: **Completed:- 53 pts**

Suitability Screener (Required)

An on-line Personal History Questionnaire (PHQ) must be completed in order to receive results.
Elizabethtown - Police Department 08/22/2023 10:30 AM

Status: **Suitability Complete**

Phase 2 Testing

The following conditions need to be met before proceeding

- Applicant has conditional job offer
- A background investigation has been completed for this peace officer applicant
- Suitability Screen has been downloaded and reviewed

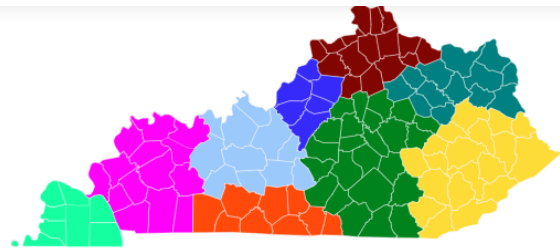
Polygraph Examination (Required)

Pregnancy may prevent applicant from taking a polygraph examination. Please contact our office.

Drug Screen (Required)

Request Test

Below is a calendar for Phase II testing, pick the location and date you would like for your applicant to attend.

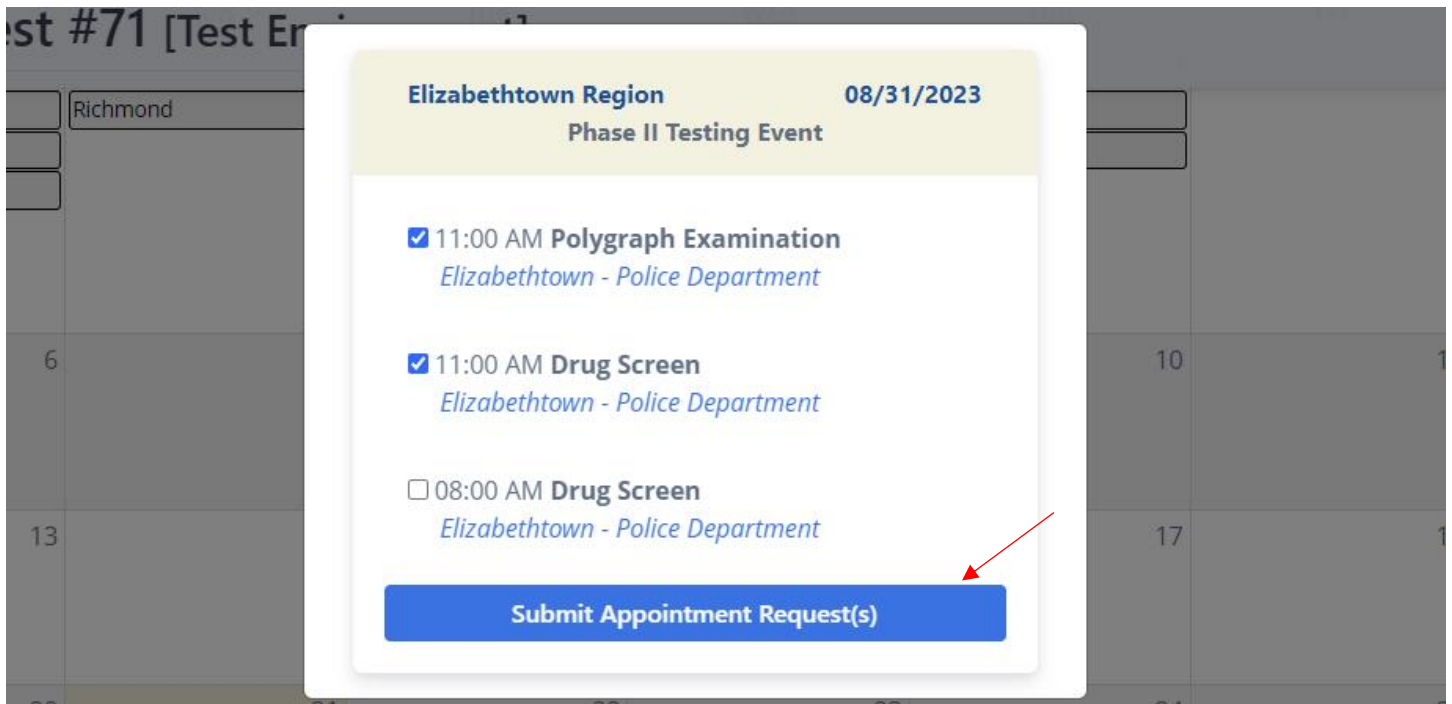


Click a test event to request an appointment. Click the arrows to navigate months, or select the month and year below.

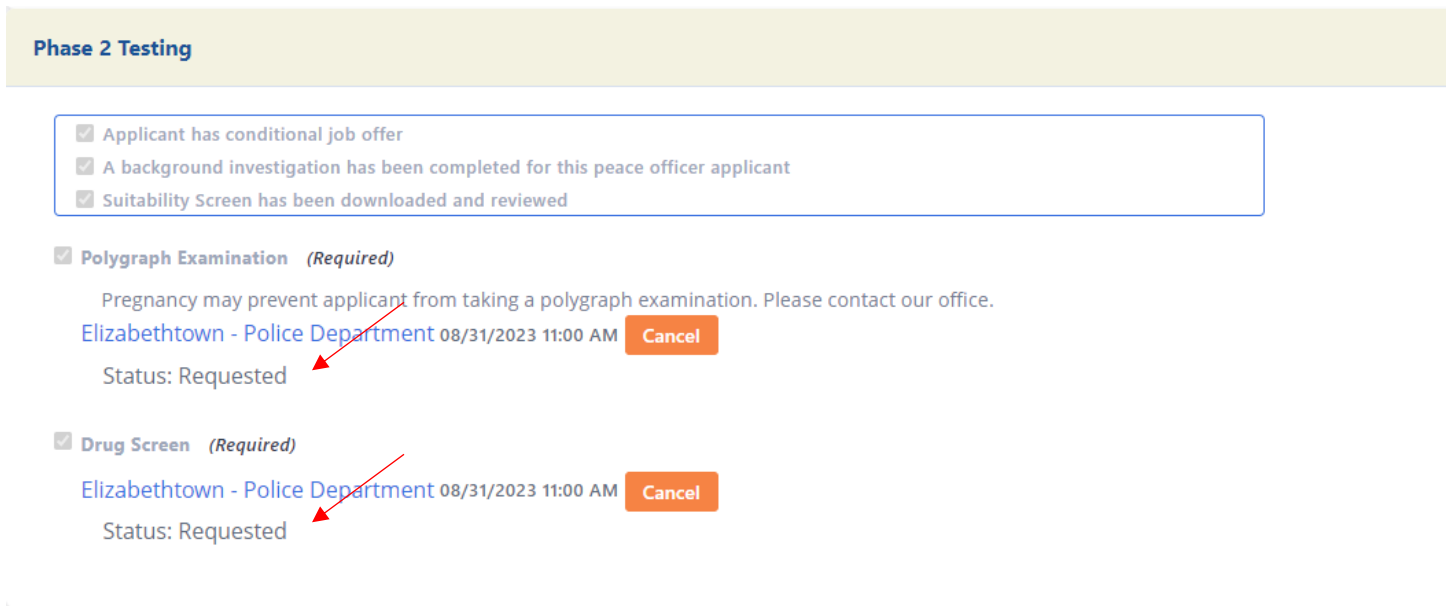
<
August 2023
>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
Richmond Richmond Richmond	Richmond	Ashland Hazard	Ashland Elizabethtown Northern KY	Bowling Green Madisonville		
20	21	22	23	24	25	26
Ashland				Tests Available Polygraph Examination - 11:00 AM Drug Screen - 11:00 AM Drug Screen - 8:00 AM	Ashland Murray	Richmond
27	28	29	30	31	1	2
	Ashland	Louisville Richmond	Bowling Green Richmond Richmond Richmond	Elizabethtown	Hazard	

Click on the test you would like to register your applicant for and then Submit Appointment Request(s).



Your request has been submitted.



Once the testing request is approved you will see that the Status: has changed from requested to Not Complete


Phase 2 Testing

- Applicant has conditional job offer
- A background investigation has been completed for this peace officer applicant
- Suitability Screen has been downloaded and reviewed

Polygraph Examination *(Required)*


Pregnancy may prevent applicant from taking a polygraph examination. Please contact our office.

Elizabethtown - Police Department 08/31/2023 11:00 AM [Cancel](#)


Status: **Not Complete** 

Drug Screen *(Required)*

Elizabethtown - Police Department 08/31/2023 11:00 AM [Cancel](#)

Status: **Not Complete** 

Once testing is complete you will be able to see that they are complete.

Search Pre-Certification Test Requests						
Show 10 entries						
Search:						
Id	Applicant	Applying for	Date Signed	Requestor	Status	
71	Joe Jane ***-**-0229 		08/09/2023	Brandi georgetownAgencyHead Georgetown P.D.	Complete ...	

Precertification is Complete

You may move forward with the hiring process for Joe Jane
Click "Create Personnel Change Request" below to begin the hiring process

Create Personnel Change Request

Joe Steven Jane

Birthdate:

04/16/2000

SSN:

***-**-0229

Gender:

Male

Applying for:

Peace Officer(KRS15.382)

The individual applying for a Peace Officer(KRS15.382) Position:

- Is a citizen of the United States
- Must be at least twenty (20) years of age to test and at least twenty-one (21) years of age at the time of basic graduation
- Is a high school graduate or has successfully completed a General education Development (G.E.D) examination
- Possesses a valid license to operate a motor vehicle
- Has not been convicted of a felony or a sex crime
- Has not received a dishonorable discharge, bad conduct discharge, or general discharge under other than honorable conditions.

To be able to view the results of testing click on the eye placed by the status.


Phase 1 Testing

Physical Fitness Test (Required)

Total Physical Score: 53

A completed [Form T1](#) and/or a [Form T1a](#) (if needed) must be presented at the time of testing.

Elizabethtown - Police Department 08/22/2023 08:00 AM

Status: Completed:- 53 pts 

Suitability Screener (Required)

An on-line Personal History Questionnaire (PHQ) must be completed in order to receive results.

Elizabethtown - Police Department 08/22/2023 10:30 AM

Status: Suitability Complete 

Phase 2 Testing

- Applicant has conditional job offer
- A background investigation has been completed for this peace officer applicant
- Suitability Screen has been downloaded and reviewed

Polygraph Examination (Required)

Pregnancy may prevent applicant from taking a polygraph examination. Please contact our office.

Elizabethtown - Police Department 08/31/2023 11:00 AM

Status: Polygraph Complete 

Drug Screen (Required)

Elizabethtown - Police Department 08/31/2023 11:00 AM

Status: Negative 