

Steps to Request Acceptance into a FLETC Course

Step 1: Go to <https://sass.fletc.dhs.gov/fast>

Step 2: Select your agency type. If you agree to the terms select "I Agree".

The screenshot shows the top navigation bar with the Federal Law Enforcement Training Centers and Homeland Security logos, and the title "FLETC Application for Student Training". Below the navigation bar are links for Home, FAQ, and Contact us. The main content area contains three questions: "Are you a federal student?", "Are you an international student?", and "Are you a state, local or tribal student?". The third question is selected. Below it is a "State, local or tribal Confirmation" section with a text box containing the statement: "I certify that I am a United States citizen that is employed as a sworn law enforcement officer or employee of a state, local or tribal government office authorized to attend training in support of my official duties." Below the text box is a blue button labeled "I AGREE".

Step 3: There are multiple ways to search for training. You may either enter the name of the program or a key word in the "search text" box; select the state, or dates of the program or a combination of the three. Also, you can select search without including anything in the search fields and all available training will appear for you to filter through. To filter, you will select the title at the top of the column (Program, Class, Start Date, End Date, Cost, and Location) that you would like to sort by and it will sort in ascending order, select it again and it will sort in descending order.

The screenshot shows the top navigation bar with the Federal Law Enforcement Training Centers and Homeland Security logos, and the title "FLETC Application for Student Training". Below the navigation bar are links for Home, FAQ, and Contact us. The main content area features a banner with four images: a car driving through water, two police cars on a road, a police car on a track, and a group of people in uniform. Below the banner is a search box with the text "Active Shooter". Below the search box are fields for "State:", "From:", and "To:", each with a calendar icon. A blue "Search" button is to the right. Below the search fields is a table with the following columns: Program, Class, Start date, End date, Cost, and Location. The table contains three rows of results.

Program	Class	Start date	End date	Cost	Location
Active Shooter Threat Instructor Training Program	G_ASTITP-415	09/06/2014	09/12/2014	FREE	
Active Shooter Threat Training Program	G_ASTTP-407	08/24/2014	08/28/2014	FREE	
Active Shooter Threat Instructor Training Program	SG_ASTITP-407	08/16/2014	08/22/2014	FREE	

Step 4: Move your cursor over the class name to view the description of the program. To obtain more information about the program click the class name. This will allow you to view more information about the class.



Search text searches program name, description and class name. From and To searches class start date only. Hover over the program to see detailed program descriptions.

Search text

State: From: To:

Program	Class	Start date	End date	Cost	Location
Vehicles and Driving		08/14/2014	08/14/2014	FREE	
Active Shooter Threat Instructor Training Program	Active Shooter Threat Instructor Training Program Program is designed as a train the trainer program. The course covers how to respond to an Active Shooter/Threat event.	08/16/2014	08/22/2014	FREE	
Mobile Device Investigations Program		08/16/2014	08/22/2014	FREE	
Digital Photography for Law Enforcement Level 2		08/16/2014	08/29/2014	FREE	
Advanced Forensic Techniques in Crime Scene I	G_AFTCSI-I-408	08/16/2014	08/28/2014	FREE	
Firearms Instructor Training Program	A_FITP-409	08/16/2014	08/29/2014	FREE	
Export - Active Shooter Threat Training Program	SA_XP_ASTTP-412	08/18/2014	08/20/2014	FREE	
Vehicles and Driving	SG_SLTD_DR-417	08/19/2014	08/19/2014	FREE	
Recovery of Evidence from CCTV Video Recordings	G_RECVR-405	08/23/2014	08/29/2014	FREE	

Showing 1 to 15 of 15 entries

Step 5: If you're interested in requesting acceptance into the class, select "Apply Now".

G_ASTITP-415

Program	Active Shooter Threat Instructor Training Program
Dates	09/06/2014 to 09/12/2014
Cost	FREE
Location	
Prerequisites	
Description	Program is designed as a train the trainer program. The course covers how to respond to an Active Shooter/Threat event.

 Got a question?

[Apply Now](#)

[Back to search](#)

Step 6: Complete all the fields. Failing to enter your information correctly will create errors and will not allow you to successfully request acceptance. After you've entered all your information enter the number, word or words that you see in the box. In the case of having several words, write them in order and separated by a space. Then select "Create Student Application".

Student Information

<input style="width: 95%;" type="text" value="*First Name"/>	<input style="width: 95%;" type="text" value="*Supervisor Name"/>
<input style="width: 95%;" type="text" value="*Last Name"/>	<input style="width: 95%;" type="text" value="*Supervisor Email"/>
<input style="width: 95%;" type="text" value="Middle Initial"/>	<input style="width: 95%;" type="text" value="*Agency Name"/>
<input style="width: 95%;" type="text" value="*Gender --Select--"/>	<input style="width: 95%;" type="text" value="*Agency Type --Select--"/>
<input style="width: 95%;" type="text" value="*Email"/>	<input style="width: 95%;" type="text" value="*Agency Address"/>
<input style="width: 95%;" type="text" value="Rank/Title"/>	<input style="width: 95%;" type="text" value="*Agency City"/>
<input style="width: 95%;" type="text" value="*Date of Birth MM/DD/YYYY"/>	<input style="width: 95%;" type="text" value="*Agency State --Select--"/>
<input style="width: 95%;" type="text" value="*Office Phone 999-999-9999"/>	<input style="width: 95%;" type="text" value="*Agency Zip"/>
<input style="width: 95%;" type="text" value="*SSN 999-99-9999"/>	
<input style="width: 95%;" type="text" value="*Confirm SSN 999-99-9999"/>	



[Privacy & Terms](#) 

[Create Student application](#)

Step 7: After you've successfully submitted your application for acceptance into the training you will receive the following notice and an email acknowledging your request for training will be sent to you.

Success!

Thank you for applying to attend FLETC training. Your application was successfully submitted. You will receive an email confirmation of this request shortly. Additional email notifications will be sent as your application is processed.

[Back to search](#)

Step 8: You will receive status updates via email as soon as they are made. Typically, programs are confirmed 3 weeks prior to the start date; however, a program may cancel as late as 20 working days prior to the start date if a minimum number of students are not registered.