



Criminal Justice Maintenance Extension Request

F12Main

Email: certification.scheduling@dpsst.oregon.gov Mail: 4190 Aumsville HWY SE; Salem, OR 97317

Questions? Call DPSST at 503-378-2100 or email certification.scheduling@dpsst.oregon.gov

Released
9/1/24

Officer/ Dispatcher	1. Last Name:	2. First Name:	3. Middle Name:	4. DPSST Number:
	5. Agency Name:			
Maintenance Training Extension Request	I request an extension of the following: ANNUAL Maintenance 3-YEAR Maintenance BOTH			
	<input type="checkbox"/>	ETHICS		
		<i>Total deficient hours:</i>		<i>Date deficient training scheduled:</i>
	<input type="checkbox"/>	FIREARMS OR USE OF FORCE		
		<i>Total deficient hours:</i>		<i>Date deficient training scheduled:</i>
	<input type="checkbox"/>	TELECOMMUNICATIONS		
		<i>Total deficient hours:</i>		<i>Date deficient training scheduled:</i>
	<input type="checkbox"/>	EMERGENCY MEDICAL DISPATCHER		
		<i>Total deficient hours:</i>		<i>Date deficient training scheduled:</i>
<input type="checkbox"/>	EQUITY			
	<i>Total deficient hours:</i>		<i>Date deficient training scheduled:</i>	
<input type="checkbox"/>	CRISIS INTERVENTION / MENTAL HEALTH			
	<i>Total deficient hours:</i>		<i>Date deficient training scheduled:</i>	
<input type="checkbox"/>	AIRWAY CIRCULATORY ANATOMY & PHYSIOLOGY (ACAP)			
	<i>Total deficient hours:</i>		<i>Date deficient training scheduled:</i>	
<input type="checkbox"/>	GENERAL OR OTHER TYPES OF TRAINING			
	<i>Total deficient hours:</i>		<i>Date deficient training scheduled:</i>	
<input type="checkbox"/>	LEADERSHIP			
	<i>Total deficient hours:</i>		<i>Date deficient training scheduled:</i>	
Signatures	I understand that failure to complete my deficient training by 12/31 of this year may result in suspension of my DPSST certification(s) and will remain suspended until my deficient training requirement has been satisfied per Oregon Administrative Rule 259-008-0064 and / or 259-008-0065. I certify that the information entered on this form has been verified and is substantiated by records maintained by my agency. If certified by DPSST, I understand that falsification of this document makes my certification(s) subject to denial, suspension or revocation under ORS 181A.640 and OAR 259-008-0300.			
	Public Safety Personnel Signature _____			
	Printed Name _____	Title _____	Date _____	
	Work Email _____	Work Phone _____		
	I attest that I am the Department Head or hold DPSST Certification and am authorized by the Department Head to sign below. I certify that the information entered on this form has been verified and is substantiated by records maintained by my agency. If certified by DPSST, I understand that falsification of this document makes my certification(s) subject to denial, suspension or revocation under ORS 181A.640 and OAR 259-008-0300.			
	Signature _____			
	Printed Name _____	Title _____	Date _____	
	Email _____	Phone _____		



Requests can be initiated by the employee or employing agency; however, the F12Main form must be signed by the employee and the agency department head or certified designee.

F12Main Extension requests are to be submitted to DPSST using the following criteria to prevent delay in processing.

- Fill out the employee information. Name, DPSST #, agency, etc.
- Check the maintenance cycle you’re requesting an extension for: ANNUAL - 3-YEAR - BOTH
- Check which deficient training you are requesting an extension for, include the deficient hours from your “*Maintenance Training Requirements Deficiency Notice*”
- Include date(s) and course(s) of scheduled make-up training. This can be tentative; however, you must identify it is tentative and approximate date(s) of the make-up training. Use a second sheet if necessary.
- Email the F12Main Extension Request form to certification.scheduling@dpsst.oregon.gov. Please do not send to an individual’s email address to avoid delay in processing.
- All approved maintenance extensions will expire December 31st, and cannot be re-extended
- If make-up training has not been completed and submitted to DPSST.F6ROSTER@dpsst.oregon.gov by December 31st, DPSST must begin the suspension process

DPSST will work with the **employee and agency** to grant the extension request. If granted, it is the responsibility of the **agency or employee** to ensure maintenance is completed by the December 31st extension expiration date. DPSST will issue a Contested Case Notice of Intent to Suspend if maintenance has not been met by the December 31st extension expiration date.

When submitting make-up training, either on an F6e Roster or F15 roster, please identify that it is make-up training for the deficient maintenance year in the subject line of your email to prevent the make-up training from being assigned to the wrong maintenance cycle. Example: **Subject 2024 Ethics Make-up maintenance training**. Forms can be found on the DPSST website.

<https://www.oregon.gov/dpsst/CJ/Pages/CJForms.aspx>.

Please don’t hesitate to contact us if you have any questions. We are happy to help!

Compliance and Training	Training Rosters
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CJ Maintenance Compliance Coordinator	CJ Unit Main Phone: 503-378-4411
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