1. *New hires (never been registered with CLEET before in any capacity)*

Any new hire that has NEVER been registered with CLEET before must begin by applying to the appropriate full-time or reserve peace officer academy online. These individuals should go to the "license application" portal (see illustration 1, this portal is in the upper left-hand corner, circled in red) and click "apply now". You will enter your email. Once you click "Submit" the system will email you a temporary password to the email you provided. You will need to retrieve the temporary password from your email and go back to the login and enter your email and the temporary password. The system will then ask for you to set up three security questions and your new password. Once you have completed, you will see at the bottom of the screen that says, "Start New Application" click this. You will select "Full Time Peace Officer" or "Reserve Peace Officer" for the Certification or License Type and "Basic Certification" or "Reserve Certification" for License Category. Two applications will populate, you will select from the applications listed of they type of academy you will be attending. (see illustration 2, of Application Type, circled in yellow). Complete the application and submit it.

Once the new hire have been registered with CLEET, then the department is able to enter the Notice of Employment through the Businesss Portal.

2. *New hires (have been registered with CLEET before in any capacity)*

Due to the new hires are already registered with CLEET, then the department is able to complete the Notice of Employment through the Business Portal.

Individuals who have previously been registered with CLEET should have individual portal access, but if the email that is on file with us is not the email they are attempting to use for the user name it will not successfully link. If that is happening, they need to contact the CLEET records and licensing division by phone or email to verify the information.
Once they have the correct email for use as a username, they will go into the "licensee" portal (see illustration 1, this portal is in the lower left-hand corner and is circled in blue), click "activate now," and set up their profile with security questions.

Once their licensee portal is activated, these individuals will log out of the licensee portal and log in to the "license application" portal using the same username and password they just registered in the licensee portal. In the "license application" (see illustration below, this portal is in the upper left-hand corner, circled in red) and click "apply now". You will enter your email. Once you click "Submit" the system will email you a temporary password to the email you provided. You will need to retrieve the temporary password from your email and go back to the login and enter your email and the temporary password. The system will then ask for you to set up three security questions and your new password. Once you have completed, you will see an area that states "Start New Application", click this. Select "Full Time Peace Officer" or "Reserve Peace Officer" for the Certification or License Type and "Basic Certification" or "Reserve Certification" for License Category. Two applications will populate, you will select from the applications listed of they type of academy you will be attending. (see illustration 2, of Application Type, circled in yellow). Complete the application and submit it.

3. Reminder:

1. The employee you are entering a Notice of Employment on must be registered with CLEET before you can enter employment. (Always select "Yes" with question "Registered with CLEET?" see Illustration 3)
2. If your department is moving a officer from Reserve Peace Officer to Full-Time Peace Officer you must first terminate the Reserve Peace Officer status before moving to Full-Time Peace Officer, viseversa.

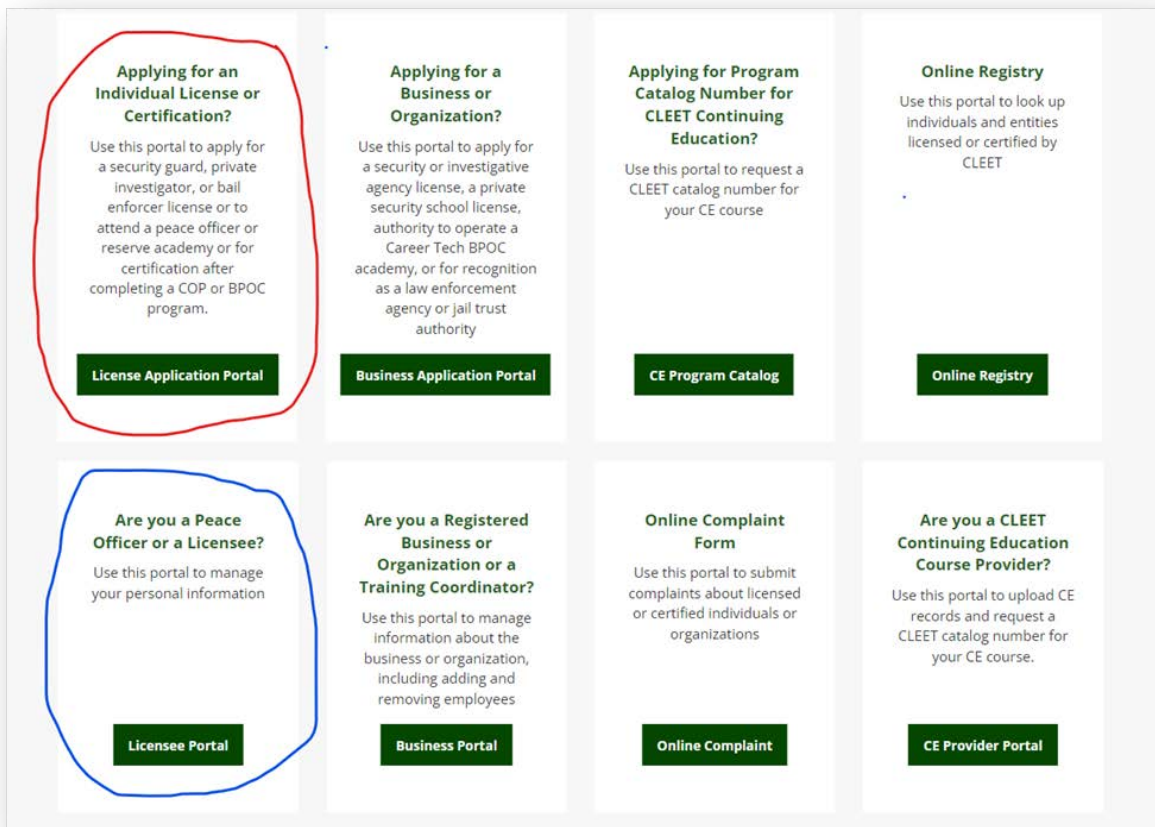VIDEOS DESCRIBING HOW TO NAVIGATE THE DIFFERENT PORTALS ARE AVAILABLE ON OUR WEBSITE.

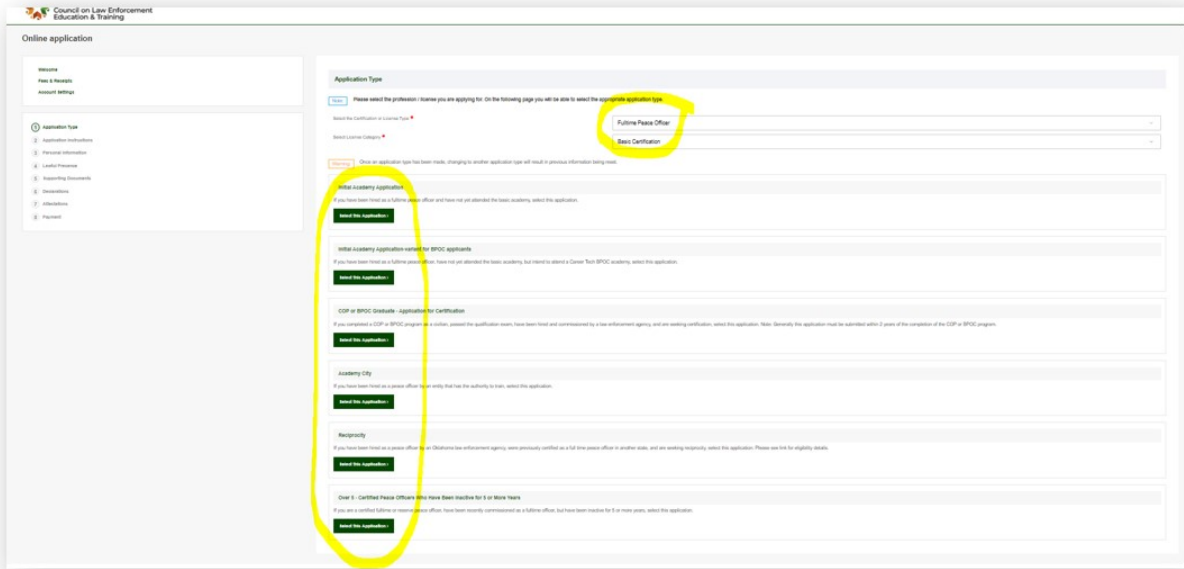Illustration 1:

Illustration 2:

Illustration 3: