

How do I register for Basic Jail Certification for Peace Officers?

To access the course, download and complete the *Declaration of TCOLE Declaration of Licensing Course Enrollment Eligibility (DOLCEE) Form*, the *TCOLE Law Enforcement Agency Audit Checklist*, and the *TEEX Registration Form*. Current versions of the forms can be found under the Prerequisites heading at: teex.org/class/let309.

- 1) First, provide the *DOLCEE Form* to the Chief Administrator or designee of your agency for signature and notary.
- 2) Next, submit the *DOLCEE Form*, the *Agency Audit Checklist*, and the *TEEX Registration Form* to TEEX by fax at (877) 289-9715, or email a scanned copy of the form in a PDF to ilepse@teex.tamu.edu.
- 3) After submitting the forms, they are uploaded into a "Pending Payment" folder. Within 48 business hours of receipt of the forms, you will receive an email acknowledgement informing you of the next steps. If you need any assistance, please contact TEEX ILEPSE at (979) 845-6677 between the hours of 9am-3pm CDT to make your payment. We accept the following payment methods:
 - Credit Card/Debit Card
 - Personal Check
 - Agency Check
 - Valid Purchase Order by Approved Agency
- 4) Once TEEX receives the appropriate forms with all required information (*DOLCEE Form*, the *Agency Audit Checklist*, and the *TEEX Registration Form*) **and payment**, an eToken access code, along with a list of instructions, will be emailed to the email address listed on the *TEEX Registration Form*.

If you have additional questions, please contact us at (979) 845-6677 or ilepse@teex.tamu.edu