



INSTITUTE FOR LAW ENFORCEMENT & PROTECTIVE SERVICES EXCELLENCE

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www.teex.org

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

To access the course, download and complete the *Declaration of Licensing Course Enrollment Eligibility (DOLCEE) Form*, the *Agency Audit Checklist*, and the *TEEX Registration Form*.

- 1) Provide the DOLCEE form to the Chief Administrator or designee of your agency for signature and notary.
- 2) Submit the *Declaration of Licensing Course Enrollment Eligibility (DOLCEE) Form*, the *Agency Audit Checklist*, and the *TEEX Registration Form* to TEEX by fax (979) 862-2788, or email a scanned PDF to ILEPSE@teex.tamu.edu.
- 3) For payment, please contact TEEX ILEPSE at (979) 845-6677 between the hours of 9am-3pm. We accept the following payment methods:
 - Credit Card/Debit Card.
 - Personal Check.
 - Agency Check.
 - Valid Purchase Order by Approved Agency.
- 4) An eToken, along with a list of instructions, will be emailed to the training manager once TEEX receives the *Declaration of Licensing Course Enrollment Eligibility (DOLCEE) Form*, the *Agency Audit Checklist*, the *TEEX Registration Form*, and payment.

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