

## Checklist for Initial Canine Certification

- Enroll canine team with a Canine Training Provider that meets the [minimum requirements](#) as posted on the ILETSB website.
- Create an online account with the ILETSB Executive Institute to be eligible to enroll in the *Law for Police Canine* course. Canine officers who have previously registered with the Executive Institute do not need to duplicate this process.  
<https://www.ptblearning.org/>
- Complete the *Law for Police Canine* on-line course and download certificate.
- Complete Drug Detection Canine Initial Training cover sheet (only once) and a [Daily Training Report](#) sheet for each day of initial training.
- At least two weeks prior to graduation, a downloaded certificate of the *Law for Police Canine* should be emailed to [PTB.K9@illinois.gov](mailto:PTB.K9@illinois.gov), along with the following information:
  - Canine name
  - Employer
  - Canine officer PTBID
  - Canine officer name
  - Email address
  - Secondary email address (Optional)
  - Breed of dog
  - Sex of dog
  - Date of birth of dog
- A date, time and location will be scheduled for initial certification by the LETAC staff.
- Upon graduation from the Canine Training Provider initial training, the Canine officer will electronically submit the Drug Detection Canine Initial Training cover sheet, the Daily Training Reports, and a copy of the Certificate of Completion to [PTB.K9@illinois.gov](mailto:PTB.K9@illinois.gov).
- The training packet will be reviewed and once approved by ILETSB, a letter and an email confirmation will be sent to the Canine officer authorizing the team to participate in their initial certification test.
- Upon successful completion of the initial certification test, the Canine team is now certified at drug detection.
- A certificate and training record summary will be electronically provided to the Canine officer.
- The Canine team is certified for one year and must requalify annually.