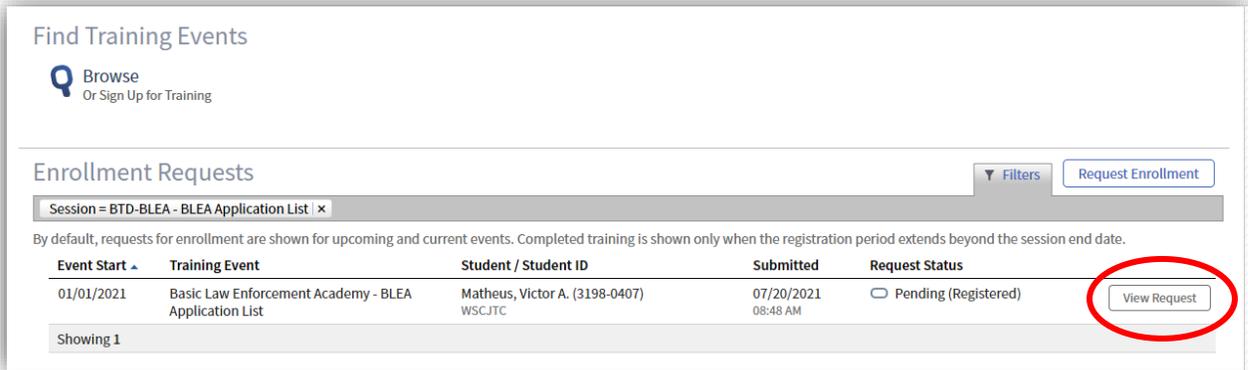


## Attaching the Completed and Signed Physical Ability Test Attestation Form (PAT)

Basic Training accepts the physical Ability Test Attestation (PAT) Form through the WSCJTC Acadis Portal. After the agency is notified that their recruit/student has been selected for a specific basic academy session, the agency will login the WSCJTC Acadis Portal and attach the completed and signed PAT form to the student's registration.

- 1) The Basic Training Division completes selections for PAT requiring academies.
- 2) The Basic Training Registrar notifies all agencies of the selection for a specific session with instructions to complete the Physical Ability Test.
- 3) Once the PAT is complete, the agency will complete and sign the PAT Attestation Form.
- 4) The agency will login to the WSCJTC Acadis Portal.
  - a. <https://wscjtc.acadisonline.com>
- 5) Go to the Registration Tab at the top of the page.
- 6) Go to the recruit/student registration and click "View Registration".



Find Training Events

Browse  
Or Sign Up for Training

Enrollment Requests Filters Request Enrollment

Session = **BTD-BLEA - BLEA Application List** x

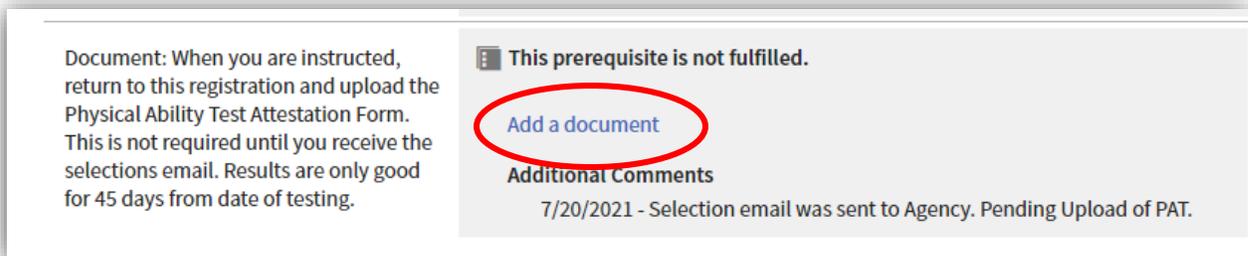
By default, requests for enrollment are shown for upcoming and current events. Completed training is shown only when the registration period extends beyond the session end date.

Event Start	Training Event	Student / Student ID	Submitted	Request Status
01/01/2021	Basic Law Enforcement Academy - BLEA Application List	Matheus, Victor A. (3198-0407) WSCJTC	07/20/2021 08:48 AM	<input type="checkbox"/> Pending (Registered)

Showing 1

View Request

- 7) Scroll down to the PAT Prerequisite and click "Add a document".
  - a. Note: you can NOT add any additional comments.
  - b. You can only upload the required PAT form.



Document: When you are instructed, return to this registration and upload the Physical Ability Test Attestation Form. This is not required until you receive the selections email. Results are only good for 45 days from date of testing.

**This prerequisite is not fulfilled.**

[Add a document](#)

Additional Comments

7/20/2021 - Selection email was sent to Agency. Pending Upload of PAT.

- 8) The following pop-up will appear.
  - a. Document Description: SID LastName FirstName PAT
    - i. 3198-0407 Matheus Victor PAT
  - b. Upload file of the same naming format

c. Check "Document Protection"

**Document Information**  
Upload a document file, then specify if the document contains sensitive information.

\* Document Description

\* Document File   ?

Document Protection  This document contains social security numbers (SSN) that requires additional permissions to view.

\* Required Information Cancel Save

d. Click Save.

9) It will look like this:

Document: When you are instructed, return to this registration and upload the Physical Ability Test Attestation Form. This is not required until you receive the selections email. Results are only good for 45 days from date of testing.

**This prerequisite is not fulfilled.**

Description	File Name
3198-0407 Matheus Victor PAT	3198-0407 Matheus Victor PAT.pdf

[Add a document](#)

**Additional Comments**  
7/20/2021 - Selection email was sent to Agency. Pending Upload of PAT.

10) There are NO further steps in the portal. You can click "Back" at the bottom of the page on the right side.

11) You can email the Basic Training Registrar that you have completed this step (optional).

12) The Basic Training Registrar does monitor this for completion.