



## **Important Application Information**

### **Personal Documents:**

For all supporting documentation (High School Diploma/GED, Birth Certificate, DD-214, Passport, etc.), **you must bring in your original documents. ETPA cannot accept a photocopy.** We will make a copy from your original documents and return the originals to you.

### **Fingerprints:**

If you will be attending ETPA with a non-employed sponsorship, please call our office no earlier than 7 business days after submitting your fingerprints through the FAST system to make sure that we have received your fingerprint return. In certain situations, your fingerprints will not be cleared unless you provide documentation to TCOLE. The only way you will know this is by calling our office and speaking to:

Jaime Delgado: 903-983-8672

Joe Cassin: 903-988-7599

### **Arrest Dispositions:**

If you have **ever** been arrested for **any** offense, regardless of whether or not you were convicted, acquitted, or received deferred adjudication, you must provide ETPA with a copy of your disposition paperwork.

### **Military Records:**

If you ever served in the military, in any capacity or for any period of time, you must provide ETPA with a copy of your DD-214, "**member-4**" copy. We can only accept the member-4 copy of a DD-214.

### **L-2 and L-3 Screenings:**

If you will be attending ETPA with a non-employed sponsorship, you must have your L-2 (Medical and Drug Screen) and L-3 (Psychological) completed by an ETPA approved

provider. **We will not accept L-2 and L-3 forms for non-employed sponsorships that were conducted by any other provider.** A list of approved providers is available on our website.

Before you leave the provider's office, double-check the forms to make sure that they have been signed and dated, and that all of the boxes have been filled out completely and correctly. **We cannot accept incomplete or incorrectly filled out forms.**

### **Accuracy and Completeness:**

Please make sure that all of your paperwork and forms are filled out completely, correctly, and there is no missing information. It is your responsibility to make sure that your paperwork is all filled out completely and correctly.

If you have any questions about any of the application paperwork, please call our office or email us at:

Jaime Delgado, Custodian of Records: 903-983-8672, [jdelgado@kilgore.edu](mailto:jdelgado@kilgore.edu)  
Joe Cassin, Director: 903-988-7599, [jcassin@kilgore.edu](mailto:jcassin@kilgore.edu)