



Dear Applicant:

Thank you for your interest regarding employment with the City of Sarasota as a Police Officer.

The first step in our processing is a written examination. The examination that is currently being utilized is the Test of Adult Basic Education (TABE). We will accept Complete Battery Timed or the Survey Form 9/10, Level A. This test is administered locally by the Sarasota County Technical Institute (SCTI). At the time of the examination, it is required that you present a picture I.D. and that you pay a fee of \$35.00 to take this test. If paying by check, please make the check payable to "Sarasota County Technical Institute."

The TABE is given by reservation and the test center schedule is:

DAY OF WEEK	HOURS
Monday	8:00 a.m. to 5:00 p.m.
Tuesday	8:00 a.m. to 5:00 p.m.
Wednesday	8:00 a.m. to 12:00 noon
Thursday	8:00 a.m. to 12:00 noon
Friday	8:00 a.m. to 12:00 noon

SCTI is located at 4748 Beneva Road, Sarasota, FL 34233. Their telephone number is (941) 924-1365 ext.62322. In addition, please handcarry this letter with you to the examiner to verify your applicant status with this department.

If you are out-of-town, we suggest that you locate any accredited educational institution (this test is available nationwide) and make arrangements to take this examination. The facility must mail the results directly to the **City of Sarasota, Department of Human Resources, P.O. Box 1058, Sarasota, FL 32430-1058 or fax to (941) 951-3636**. If you cannot locate a facility that has the test you can make arrangements through SCTI to have the test sent to a local education facility and have them administer the test and send the results back to us as directed above. Contact Terrie Minter at SCTI at the above phone number or email her at terrie_minter@sarasota.k12.fl.us for further instructions.

The minimum scores required by our agency to continue processing your application for employment are as follows:

READING SCORE	MATHEMATICS SCORE	LANGUAGE SCORE
10.0	10.0	10.0

SCTI will advise the City of Sarasota, Department of Human Resources of the results of your examination by noon on Fridays, under normal circumstances. If you have taken the TABE examination within two (2) years from the date of your application, we will accept a copy of those results.