



Application Process for the Law Enforcement Academy

1. Apply to Arapahoe Community College First

Applicants to the ACC Law Enforcement Academy must apply to Arapahoe Community College *and* to the Law Enforcement Academy. There are two ways you can apply to the Arapahoe Community college. You may apply on-line by going to our web site: <http://www.arapahoe.edu/>. Or, you may apply on campus at 5900 Santa Fe Drive in Littleton, Colorado. Go to the Information Central Desk on the second floor in the Main Building and ask for a college application. Once you have completed the application, return it to the receptionist at Information Central.

- **Apply for Financial Aid**

The Law Enforcement Academy qualifies for financial aid through the college. Call (303)797-5661 for more information.

- **Apply for the College Opportunity Fund**

If you are a Colorado Resident, you will also want to apply for the College Opportunity Fund that will pay a portion of your tuition expenses. To apply for your stipend, go on-line to www.CollegeInColorado.org. or www.arapahoe.edu.

2. Apply to the Law Enforcement Academy

To apply to the Arapahoe Community College Law Enforcement Academy, please go to our web site: <http://www.arapahoe.edu/Academy/forms.html>. Download and print out the listed forms. Complete the forms and gather the requested information and make a file of information about yourself.

3. English 121 Requirements

If you have not attended college or have not taken English 121, it will be necessary for you to contact the ACC Testing Center (Main Building, Second Floor (303) 797-5993) and take the Computerized Placement Test *prior* to your Interview. Be sure to include these test results in your information file. If you have taken English 121, a minimum grade of B is recommended.

4. Schedule an Interview with the Academy Coordinator

Next, you will need to schedule an interview with the ACC Law Enforcement Academy Coordinator. Call (303) 797-5793 to make an appointment. Bring your file of completed forms and information with you to your interview. Your file should include the following items:

- Completed Academy Application Form
- Signed Disclosure Statement
- Completed Student Identification Card for your Academy file
- Completed Basic Academy Written Assignment
- Signed Academy Records Release Form
- Signed Academy Student Agreement Form
- Signed Firearms and Weapons Policy Form
- A Photocopy of your Drivers License
- A copy of your High School Diploma or GED
- Computerized Placement Test Scores or evidence of passing English 121
- If you have a college degree or have attended college, an unofficial copy of your college transcripts

5. Following the Interview

Once you have completed your interview with the Academy Coordinator and he has determined that you are a good candidate for the Academy, he will offer you a place in one of the classes. He will also ask you to pay a \$100.00 fee to hold your place in the class. Classes are filled on a first come first serve basis. It is good planning to apply early, up to 3 months before your target academy begins.

6. Additional items needed for your file.

The following items are not required to be in your file during your initial interview. However, these items *must* be in your file within the 30-day period prior to the first day of the Academy.

- **Physical Exam:** Schedule a physical exam with your physician and have him/her complete the Physical Examination Form.
- **Driving Record:** A current copy of your Driving Record from the Colorado Department of Motor Vehicles as well as from any other states where you have resided the past three years.
- **Copy of Criminal History – Or, No Record Found.**
Log onto the following Web Site from a secure computer:
www.cbirecordscheck.com and request a copy of your Criminal History and pay the fee. You will then be sent a copy of your Criminal History or a statement that “No Record was Found.” Print this page for your Academy File. If you have a criminal record, you may want to review the list of crimes that may affect your ability to obtain a POST Certification, at the following Web Site:
http://www.ago.state.co.us/post_board.cfm?cpyID=131
- **Fingerprints**
Prior to the first day of the Academy, you will need to have your fingerprints on file with CBI. You can have your fingerprints taken by the ACC Campus Police in M2600 for \$49.50. (This includes a \$39.50 processing fee submitted to CBI and a \$10.00 finger printing fee for ACC Campus Police services.) Many academy students have their fingerprints taken after their interview, upon acceptance into the academy.

7. Orientation/Registration

Approximately three weeks prior to the starting date of the Academy, you will receive a letter telling you how to register for the academy classes, the time and location of orientation, what books to buy and what you will need to be prepared for the first week of classes.

If you have further questions, please call (303)797-5793.



Thank you for your interest in our Academy Program. We look forward to meeting you.¹

¹ Application Process ACC LEA05.doc Last updated June 13, 2005