



Application Process for the Law Enforcement Academy

1. Apply to Arapahoe Community College

Applicants to the ACC Law Enforcement Academy must apply to Arapahoe Community College (ACC) in addition to applying for the Law Enforcement Academy. There are two ways you can apply to ACC. You can apply online by going to: www.arapahoe.edu and following the My Community Education link. Or, you can apply on campus at 5900 S. Santa Fe Drive in Littleton, Colorado. Go to the Information Central area on the second floor of the Main Building, there are computers provided for student use in front of the Information Central Desk.

- **Apply for the College Opportunity Fund**

If you are a Colorado resident, you will want to apply for the College Opportunity Fund (COF) that will pay for a portion of your tuition. To apply for your stipend go to www.collegeincolorado.org.

- **Apply for Financial Aid**

The Law Enforcement Academy -Full Time or Part Time- qualifies for financial aid through the College. Call 303.797.5661 for more information.

2. Apply to the Law Enforcement Academy

To apply to the Law Enforcement Academy, go to our website:

<http://www.arapahoe.edu/deptprgrms/lea/index.html>. Follow the Academy Forms page link at the top of the page. Fill out and print a copy of the listed forms. After you have completed all of the forms and gathered the additional requested information we recommend you make an application file/packet.

3. Requirements and Disqualifications

You *must* be 21 years of age by the time of graduation. If you have any felony convictions on your record you *cannot* attend the academy. There is a list of misdemeanors on the P.O.S.T. website (<http://www.ago.state.co.us/post/Misdemeanors.pdf>) that will affect certification. Any convictions of the listed misdemeanors will disqualify you. Documentation is required if you were arrested but not convicted.

You must possess a *current* valid Colorado Drivers License with more than three citations in the previous two years. Other Driver's History considerations may apply.

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 Room M2280- 303.797.5993) and take the ACCUPLACER test *prior* to your interview. Be sure to include these test results in your application packet. If you have taken English 121, a minimum grade of B is recommended.

4. Schedule an Interview with the Academy Coordinator

After you have gathered all of the required information you will need to schedule an advisement interview with the 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
- Completed Basic Academy Written Assignment
- Signed Academy Records Release Form
- Signed Academy Student Agreement Form
- Signed Disclosure and Affirmation Statement Form
- Signed Firearms and Weapons Policy Form
- Completed LEA Student Personal Data Sheet
- Copy of your Driver's License
- Copy of your High School Diploma or GED
- ACCUPLACER test scores or evidence of passing English 121
- If you have attended college please include a copy of your transcripts, unofficial is fine.
- If applicable a copy of your DD 214

5. Following Acceptance into the Academy

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 seat in one of the academies. If you choose to, you can place a \$100.00 deposit to hold your seat in the academy. This deposit is later applied towards your tuition. Classes are filled on a first come, first serve basis. We recommend that you start the application process 2-3 months before your target academy begins.

6. Additional Required Documents for your Academy File

The following items are required and must be in your academy file within the 30 day period prior to the first day of the Academy.

- **Physical Exam Form:** Schedule a physical exam with your physician and have him/her complete the Physical Exam Form available on the Academy Forms page. *This must be done on the ACC form other forms will not be accepted.*
- **Driving Record:** You will need to obtain a current copy of your Driving Record from the Colorado Department of Motor Vehicles. As well as any from other state(s) you have lived in within the past three years.
- **Copy of your Criminal History:** Log onto www.cbirecordscheck.com from a secure computer and request a copy of your Criminal History, the fee is \$6.85. You will be sent a copy of the results of this search or a statement of "No Record 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 P.O.S.T. Certification. <http://www.ago.state.co.us/post/Misdemeanors.pdf>
- **Fingerprints:** Prior to the first day of the Academy, you will need to have your fingerprints on file with the Colorado Bureau of Investigations (CBI). You can have your fingerprints taken by the ACC Campus Police Department in M2600 for a fee of \$49.50 (this includes a \$39.50 processing fee submitted to CBI and a \$10.00 finger printing fee for ACC Campus Police services). The fingerprints are submitted electronically to CBI. Or, you can request a P.O.S.T. fingerprint card from the Academy Office and you will be responsible for obtaining your fingerprints (*fingerprinting is not done at the CBI offices*), submitting the card and paying the fee of \$39.50 directly to CBI. If you choose to submit your fingerprints directly to CBI you must do so at least 30 days prior to the academy start date. Many students have their fingerprints taken immediately after their interview, upon acceptance to the academy.

ALL REQUIRED DOCUMENTS MUST BE IN YOUR FILE *BEFORE* THE FIRST DAY OF THE ACADEMY

7. Orientation/Registration

Approximately one month prior to the start of the Academy, after acceptance, you will receive a letter with information about the time and location of orientation along with a list of books and other items you will need to purchase to be prepared for the first week of classes.

Registration is handled by the Academy Office. You will be notified by the Academy Staff after you are registered for your classes. Payment is your responsibility. Payment is due and payable two weeks prior to the Academy start date.

If you have any further questions, please call 303.797.5793.



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