



OSCEOLA TECHNICAL COLLEGE – KISSIMMEE CAMPUS
Criminal Justice Academy of Osceola

501 Simpson Road • Kissimmee, FL 34744 • (407) 518-5445 • Fax (407) 962-5265

APPLICATION PACKET

All applicants must be 19 years old at time of application submission.

January 26, 2023

Full-Time Class 2023-01 and 2023-02

Florida Law Enforcement Academy **Includes Cross-Over: CO to LEO track**

LEO Students: 770 Hours, 7:00 - 6:00 p.m., Monday-Thursday
Takes 24 weeks to complete (40 hours of training per week)*

Cross-Over Students (MUST BE SPONSORED BY AN AGENCY):
518 Hours, 7:00 - 6:00 p.m., Monday-Thursday
Takes 24 weeks to complete (daily hours varies per block)*

***Class start dates, hours, costs, and schedules are subject to change and vary by program.**

All students must meet admissions requirements for the program for which they are applying.

Application acceptance does not guarantee admission into the program.

Osceola Technical College is an Equal Opportunity Agency.

Visit our website at:
osceolaschools.net/otech



These training programs are approved by the Veterans Administration for those students who are eligible for veteran's educational assistance.



The Criminal Justice Academy of Osceola is certified by the Florida Department of Law Enforcement and is Accredited by the Council on Occupational Education.



The School District of Osceola County, Florida
Student Achievement – Our Number One Priority



OSCEOLA TECHNICAL COLLEGE – KISSIMMEE CAMPUS
Criminal Justice Academy of Osceola

501 Simpson Road • Kissimmee, FL 34744 • (407) 518-5445 • Fax (407) 962-5265

Dear Applicant:

Thank you for your interest in enrolling in the Criminal Justice Standards and Training Commission's Florida Law Enforcement Academy at the Criminal Justice Academy of Osceola. Law enforcement officers are the pinnacle of integrity and as such are held to higher ethical standards in both their work and personal life. The Academy is a school for professionals, and you must be a serious and conscientious student if you are to succeed. Everything you are taught will be relevant to your work throughout your career. In fact, much of what you learn at the Academy can profoundly affect lives, including your own.

You will be held accountable for acquiring the knowledge and skills necessary for a career in law enforcement. This means if you are confused by the content or overwhelmed by the amount of information you must learn, take charge of the situation and seek help in understanding the materials and/or developing more effective study strategies. You must remember that you alone are ultimately responsible for your education and professional development. We hold our cadets to the highest academic and performance standards in an effort to produce the most professional, well trained law enforcement officers.

Acceptance of an application does not guarantee admittance to the Academy. Acceptance to the program requires the successful completion of several tests, a background investigation, as well as proof of good moral character as defined by the Criminal Justice Standards and Training Commission. Driving history, credit history, employment history, drug use history, military history and past criminal activity, whether criminally prosecuted or not, can all serve as disqualifiers to the program. If you have questions or concerns about any of these issues, please request an appointment to visit with an Academy Coordinator or myself prior to completing the application.

On behalf of the Academy staff and myself, we hope that upon the completion of your training, you will have a long and successful career in law enforcement.

Sincerely,

Guy Samuelson
Director

"The will to succeed is important, but what's more important is the will to prepare."

--- Bobby Knight



OSCEOLA TECHNICAL COLLEGE – KISSIMMEE CAMPUS
Criminal Justice Academy of Osceola

501 Simpson Road • Kissimmee, FL 34744 • (407) 518-5445 • Fax (407) 962-5265

COMPREHENSIVE CURRICULUM
Required by the Florida Department of Law Enforcement

Florida Law Enforcement Academy — 770 Hours

- Introduction to Law Enforcement
- Communication
- Legal
- Interviewing & Report Writing
- Fundamentals of Patrol
- Serving Your Community
- Crimes Against Persons
- Crimes Involving Property & Society
- Crime Scene Follow-up Investigations
- Traffic Incidents
- Traffic Stops
- Traffic Crash Investigations
- DUI Traffic Stops
- Critical Incidents
- Law Enforcement Vehicle Operations
- First Aid for Criminal Justice Officers
- Criminal Justice Firearms
- Criminal Justice Defensive Tactics
- CEW/Dart-Firing Stun Gun
- Criminal Justice Officer Physical Fitness Training

Students will essentially attend school 40 hours per week on the full-time schedule, and 26 hours per week on the part-time schedule; but some flexibility is built into the final training schedule. Because some of the curriculum is competency and scenario based, the class completion date may fluctuate by a week or two. Students should make their attendance plans accordingly.

ESTIMATED CLASS COSTS
Florida Law Enforcement Officer Academy (2022-23)

\$ 25.00	Application Fee (non-refundable—paid at application submission)
\$ 35.00	Registration Fee (non-refundable)
\$ 392.00	Pre-Admission Testing (non-refundable--includes the following): <ul style="list-style-type: none">• CJ BAT Test• Polygraph• Complete Medical Evaluation/EKG/Drug Screen/TB Tine Test (estimated)• Physical Fitness Test• Fingerprinting/Records Check
\$3765.30*	Tuition for Florida residents / \$10,510.50* Non-Florida residents / Corrections Crossover for FL residents \$1802.64
\$ 435.00**	Uniforms (estimated cost to student**)

NOTE: A State Officer Certification Examination (SOCE) must be taken and passed after completing the Florida Law Enforcement Academy. The FDLE fee to take the SOCE is \$100. The Administration fee for taking the exam at OTECH is an additional \$35.00.

* Includes Lab fees. Lab fees are based on the program registered for and will be calculated prior to registration. Does not include required books, Commencement Fee, Parking Permit, or State Officer Certification Exam.

**Estimated uniform costs are based on purchasing minimum requirements only and does not cover optional purchases.

ADA Accommodations

Reasonable accommodations are available to any student with a documented disability. If you feel you are eligible for these accommodations please contact the Academy Director or the Lead Training Coordinator.

Florida Residency

Non-Florida residents are required by law to pay the full costs of instruction. If you have questions about your residency, contact the OTECH Guidance Director at (407) 344-5080, ext. 15303.

Financial Aid

If you need information on financial aid availability, contact the Financial Aid Office at (407) 518-5432. To allow sufficient time for processing, the FAFSA application should be completed as soon as possible.

Tuition Payment Schedule

Academy tuition and fees for the current term will be due at the time of official registration and enrollment. Payment schedules vary based on training program enrollment dates. Three separate payments and registration are required based on the number of actual contact training hours held within each payment cycle. Students will be given due dates and cost information for each required registration.

Change in Enrollment Status

If for any reason your plans to attend school change, please contact the Academy office at 407/518-5445.

Applications are maintained on file for one year. If admission to the program is delayed beyond one year from the date of your application, all testing processes, must be repeated and a new application and registration fee will be required. Qualifying CJ BAT scores are good for 4 years.



OSCEOLA TECHNICAL COLLEGE – KISSIMMEE CAMPUS
Criminal Justice Academy of Osceola

501 Simpson Road • Kissimmee, FL 34744 • (407) 518-5445 • Fax (407) 962-5265

ADMISSION REQUIREMENTS

Read pages 4 through 9 before completing application.

The Florida Law Enforcement Academy covers comprehensive curriculum mandated by the Florida Department of Law Enforcement for all individuals seeking a career as a Law Enforcement Officer in the state of Florida. All aspects of law enforcement procedure including civil rights protections and officer safety considerations are provided in an academic and technical performance skills setting.

The Academy is certified by the Florida Department of Law Enforcement. All students must meet admissions requirements as set forth in Criminal Justice Standards and Training Commission rules and in accordance with Florida Statute 943.

General Requirements:

- Must have proof of high school completion or equivalent. Sealed transcripts are required for approval.
- Must be at least 19 years of age.
- Must have a valid driver's license.
- Must be a U.S. citizen.
- Must possess good moral character.
- No Felony convictions (certain misdemeanor convictions could also disqualify eligibility).
- Military service requires an honorable discharge.

Tests/Exams Required Prior to Acceptance:

- Criminal Justice Basic Abilities Test (CJBAT)
- Polygraph examination
- Physical (medical) examination including EKG, Drug Screen and TB Screen
- Physical Fitness Test (PFT)
- Fingerprinting/national-state records check

Initial Process:

- Complete application.
- Submit application with **ALL** required ORIGINAL documents including CJBAT scores—*see bottom of page 10*.
- Accepted applications require forms notarization and a \$25 non-refundable fee.

Application acceptance does not guarantee Academy admission!

- Applicant will personally schedule their polygraph appointment. A \$150 fee will be paid to polygrapher at that time.
- If polygraph meets approval, applicants will be given an Applicant Instruction Guide detailing all remaining steps.

Applicant Instruction Guide:

- Make application to Osceola Technical College – Kissimmee online at <https://otech.focusschoolsoftware.com/focus/apply/>.
- Follow all directions in the Applicant Instruction Guide.
- Return completed test results and medical forms to the Academy office for file retention.
- When all required application materials and exam results have been received, the file will go through final validity review.
- Approved applicants will personally meet with Academy Director or proxy. Professional dress is required.

Orientation:

- This session will be held prior to the first day of school and covers all considerations for attending the program.
- It is an excellent opportunity for students to ask any remaining questions they may have about enrollment.
- Information regarding registration and fees due will be distributed on that date.
- Attendance is strongly recommended—only one Orientation is held per class. Professional dress is required.



OSCEOLA TECHNICAL COLLEGE – KISSIMMEE CAMPUS
Criminal Justice Academy of Osceola

501 Simpson Road • Kissimmee, FL 34744 • (407) 518-5445 • Fax (407) 962-5265

APPLICATION INSTRUCTIONS

***Your ability to complete the application as requested
will be evaluated for acceptance into the Criminal Justice Academy of Osceola.***

This application will be used by the Criminal Justice Academy of Osceola at OTECH in conducting a background investigation to determine if you meet the qualifications for certification as a law enforcement or correctional officer.

This application shall constitute an official statement under Section 837.06, Florida Statutes, and is subject to verification by the Criminal Justice Academy of Osceola and/or the Florida Department of Law Enforcement, Division of Criminal Justice Standards Training Commission (CJSTC). **Any falsifications or omissions of information in this application shall constitute a misdemeanor offense of the second degree and will disqualify you from certification as a law enforcement or correctional officer in the State of Florida.**

Notification of Social Security Number Collection and Usage

In compliance with Florida Statute 119.071, this document serves to notify you of the purpose for the collection and usage of your social security number. The Criminal Justice Academy of Osceola collects and uses your social security number only in performance of the training center's duties and responsibilities. To protect your identity CJAJO will secure your social security number from unauthorized access, never release your social security number to unauthorized parties, and assign you a unique student identification number. This unique identification number is used for all associated employment and educational purposes at CJAJO.

Please read and follow all of the instructions on each page carefully before completing the application.

1. Print all answers clearly in **BLACK** ink in your own handwriting. Do not type your answers. Do not have someone else complete the application for you. Answer every question. If a question does not apply to you, mark N/A. Do not leave any questions blank.
2. Complete mailing addresses for employers, references, and personal residence are mandatory and must include house number, post office box number, or apartment number, street name, city, state, and zip code. Telephone numbers must include area code.
3. Include all employers you have worked for in the past ten years. Even if an employer is no longer in business, it must be included. Also list periods of unemployment. The month/year when employment began and concluded must be listed for each entry. List any instances of self-employment if you have owned/operated your own business.
4. If the space available is insufficient use a separate sheet of 8-1/2 x 11 paper.
5. **Do not misstate or omit any information.** This may cause your application process to be discontinued.
6. **Answer all questions accurately and completely.** Do not make exaggerated, false, or misleading statements as they will cause your application process to be discontinued.
7. Return completed application and all required documentation to the Academy Program Advisor who will photocopy your original documents. No photocopies of any qualifying document will be accepted. **A copy of a passed CJBAT score is also required.**
8. A criminal history disclosure requires additional documentation as noted below:
 - 1) Write a complete, **detailed statement in your own words** describing the event.**
 - 2) Get a copy of the **actual arrest report** from the agency that arrested you.
 - 3) Get a **final disposition of the court case** from the courthouse in the county seat where you were arrested.****Detail the following in your personal detailed statement: Who was involved/who was there with you, what agency arrested you, what you were doing prior to the arrest, when did the event occur/how old were you at the time, where did the event occur, why were you involved in the event, why were you arrested, what were you charged with, what happened after the arrest, and what happened in court.**
9. A sworn oath with notarization will be taken at the time the application is fully accepted. Several forms will be completed in the Academy office at that time.
10. Accepted applications require a \$25 non-refundable fee paid at the OTECH Bookstore. Cash, debit card, Visa/MasterCard, and money orders are accepted for payment. Personal checks are also accepted with proof of valid driver's license.



OSCEOLA TECHNICAL COLLEGE – KISSIMMEE CAMPUS
Criminal Justice Academy of Osceola

501 Simpson Road • Kissimmee, FL 34744 • (407) 518-5445 • Fax (407) 962-5265

DOCUMENT SUBMISSION REQUIREMENTS

1. High School Credentials

A sealed transcript is required to show proof of high school completion or equivalent. Request the high school to send transcripts directly to the Academy office at 501 Simpson Road, Kissimmee, Florida 34744, Attention: Lead Training Coordinator. If the transcripts are sent to your home address, **do not open them**. Only OTECH or Academy staff can insure their validity. Most schools require several weeks to comply with this request so it is recommended that you make the request as early in the application process as possible.

High School completion must be from a U.S. Department of Education recognized, accredited institution. Osceola Technical College will accept GED documentation from a recognized GED testing center. Private school graduates may need to submit additional documentation related to the institution's policies and procedures before the proof of completion can be accepted. Applicants who hold a diploma from a non-accredited online institution will be required to earn a GED.

2. Transcript of Driver Record

A lifetime transcript of driver record citing all traffic violations and driving history must be obtained from the State of Florida Department of Highway Safety and Motor Vehicles for all Florida residents. You must also secure driver record transcripts from any other state in which you have been licensed in the past ten years. This documentation must be submitted when the application is turned in.

3. Proof of Age and US Citizenship

An original birth certificate and/or Naturalization Certificate G-641 is required to prove age and United States citizenship. Due to Law 191 of 2009, all individuals born in Puerto Rico must present a valid birth certificate issued after July 1, 2010.

4. Criminal History — if applicable

A final disposition of the court case is required in circumstances where a criminal history is disclosed even if the charges were dropped. Make contact with the Clerk of Court in the county and state where the arrest occurred to secure the final disposition. A nominal fee may be imposed by the county for this information. A copy of the arresting officer's report is also required. Additionally, a full explanation of the arrest event must be provided for each offense in the applicant's own words on a separate sheet of paper. An Academy application will not be reviewed for acceptance until this information is provided.

5. Application Copies

Make copies of the application for your records prior to submission to the training center. Once the Academy has accepted the application it becomes the sole property of the Criminal Justice Academy of Osceola and copies will not be made available.

6. New Applicant Instruction Guide and Forms

All students will be given a comprehensive Applicant Instruction Guide to complete after application acceptance. This package contains all instructions and forms necessary to satisfy Academy admissions requirements. It is the applicant's responsibility to insure that all necessary testing/entrance requirements are met.

7. Test Results

Only BAT and PFT test results are available to copy for applicants and students of the Criminal Justice Academy of Osceola. No other test results will be photocopied nor distributed to applicants and/or students.



MINIMUM PHYSICAL FITNESS STANDARDS

Each Florida Law Enforcement Academy applicant must meet the fitness standards listed below.

- Push-ups:** Complete at least 20 push-ups in one minute
Sit-ups: Complete at least 25 sit-ups in one minute
1.5 Mile Run: Complete a 1.5 mile run in 16 minutes or less
300 Meter Run: Complete a 300 meter run in 75 seconds or less

Preparation Instructions

To prepare for the **1.5 mile run** a recruit should utilize an interval-training program. This program can be accomplished in any safe location by utilizing time intervals.

1. Begin by warming-up the leg muscles and the heart with 5-10 minutes of walking followed by light stretching of the leg muscles.
2. Utilizing a stop watch or watch, walk at a brisk pace for one minute; jog for one minute; and run for one minute. Repeat this cycle of walking, jogging and running six times or for a total of 18 minutes.
3. Finish by cooling down the leg muscles and the heart with 5-10 minutes of walking followed by light stretching of the leg muscles.
4. As you begin this workout routine you should set a personal goal to reduce the walking time and increase the jogging and run times.
5. Continue this workout until you are able to run the entire 18 minutes.

The push-up and sit-up test are intended to measure the dynamic strength or endurance of the recruit's upper body.

To prepare for the **Push-up:**

1. Begin by warming-up the heart with 5-10 minutes of walking followed by light stretching of the upper body muscles.
2. Assume the push-up position – body straight, elbows extended (not locked), hands slightly further than shoulder width apart – and perform one push-up by lowering the body to approximately three inches from the ground and then returning the body to the elevated position without locking the elbows. (Breath out during exertion.)
3. Repeat the above procedure and perform sets of two, three, four, and five push-ups. After completing the sets of five push-ups, rest until feeling sufficiently comfortable to resume.
4. Following a rest period, perform the sets of five, four, three, two, and one push-ups.
5. Finish by cooling-down the heart with 5-10 minutes of walking followed by light stretching of the upper body muscles.

To prepare for the **Sit-up**:

1. Sit-up exercises should be performed in conjunction with push-up exercises. With this in mind, the warm-up and cool-down phases will be accomplished in accordance with the format outlined above.
2. Assume the sit-up position – lying back down, knees slightly bent, feet flat on the floor (anchored either by a partner or by another device), hands placed beside the ears or across the chest (**avoid placing pressure on the neck**) – and perform one sit-up by raising the upper body to a vertical position then lowering the body to a position with the shoulder blades touching the ground. (Breath out during exertion.)
3. Repeat the above procedure and perform sets of two, three, four, and five sit-ups. After completing the set of five sit-ups, rest until feeling sufficiently comfortable to resume.
4. Following a rest period, perform sets of five, four, three, two, and one sit-ups.

To prepare for the **300 Meter Run** a recruit should utilize an interval-training program. This program can be accomplished in any safe location by utilizing time intervals.

1. Measure a 300 meter (984.2 feet) running course.
2. Warm up leg muscles and heart with a 5 minute jog, followed by 20 walk lunges followed by light stretching of the leg muscles.
3. At a moderate pace (faster than a jog, slower than a full sprint) complete the course 2 times then walk it once.
4. Complete 4-5 300 meter sprints, $\frac{3}{4}$ speed the first two, then full speed after that.
5. Finish by cooling down the leg muscles and the heart with 3-5 minutes of walking followed by light stretching of the leg muscles.

Other Recommendations and Reminders

1. Do not begin a physical fitness or exercise program without first consulting with and receiving clearance from a physician.
2. The intensity and duration of exercise may be increased as the body adapts. In other words, as the ability to perform push-ups increases, the number of push-ups being performed should also increase.
3. Exercise three days a week and leave a day between each exercise session for the body to rest. In other words, exercise every other day (i.e. Monday, Wednesday and Friday). If however, participation in both cardio-vascular and a strength-training program is either necessary or desired, exercise events can be alternated throughout the week (i.e. Cardio-vascular training on Monday, Wednesday and Friday; Strength training on Tuesday, Thursday, and Saturday).
4. Use common sense to prevent unnecessary injury. If, for example, unusual soreness or pain results from exercise, rest until the soreness and/or the pain subsides.
5. A prudent diet should also be followed.
6. Keep yourself hydrated during exercise sessions.

The Physical Fitness Test costs \$15.00 paid at the OTECH Bookstore. Applicants must submit a completed physical and EKG **prior** to registering for the test at the Academy office. Eligibility for a retest will be determined by the test assessor.

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal rules providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based record checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application- investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch that has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. ¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code {U.S.C.} Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).



OSCEOLA TECHNICAL COLLEGE – KISSIMMEE CAMPUS
Criminal Justice Academy of Osceola

501 Simpson Road • Kissimmee, FL 34744 • (407) 518-5445 • Fax (407) 962-5265

OVERVIEW OF APPLICATION PROCESS

Use this sheet to organize your application progress.



1.	Take the CJBAT. Submit passing test results with completed application.
2.	Complete entire academy application leaving no questions blank or unanswered.
3.	Get a lifetime driving history for all licenses held in any state in the last ten years.
4.	Locate personal original documents as listed on bottom of page 12 – Required Documents.
5.	Turn in application with all documents to CJAO Program Advisor for document copying.
6.	STOP – Applicants will be notified of application acceptance status after staff review.
7.	Schedule polygraph appointment. Notify Academy Office of appointment date/location.
8.	Prior to polygraph, ALL Affidavits/Attestments, Sworn Oath, and Notarization must be completed at Academy office.
9.	Pay \$25 CJAO Application Fee at OTECH Bookstore // return gold card to CJAO Program Advisor.
10.	\$150 fee must be paid directly to polygrapher during appointment.
11.	STOP – Applicants will be notified if they can continue processing based on polygraph results.
12.	Make online application to OTECH at https://otech.focusschoolsoftware.com/focus/apply/ including uploading of residency documents.
13.	Schedule physical/EKG/CJSTC 75 Form/Drug Screening as instructed in the Applicant Instruction Guide.
14.	Schedule, register, and take the physical fitness test (PFT) as soon as medical clearance is obtained.
15.	Complete fingerprinting and pay for background as instructed in the Applicant Instruction Guide.
16.	ENTRANCE STEPS COMPLETE – File goes through final validity review.
17.	Meeting with Academy Director required for all finalized applicants – Professional Dress Required!
18.	Attend Orientation – Professional Dress Required!
19.	Accepted Students Only – Order ALL Uniform items – Uniforms are required on the 1 st day of school!
20.	Registration – Pay Initial Enrollment Fees Due for Term (based on Assigned Registration Date).

The CJAO Lead Training Coordinator can be reached at (407) 518-5445 or via email at:
Dawn.Gereau@osceolaschools.net.

Feel free to make contact with the Academy office if you have questions or concerns about your application progress.

1. Yes No Do you have any objections to our contacting your current employer?
2. Yes No Were you ever discharged, terminated, fired or asked to resign from employment?
3. Yes No Were you ever subjected to disciplinary action in connection with any employment?
4. Yes No Have you ever submitted an application to any law enforcement agency or law enforcement academy (City, County, State, or Federal)?
5. Yes No Were you ever rejected or terminated by any law enforcement training school or academy (including Criminal Justice Academy of Osceola)?

Explain **Yes** responses to questions #1-5 here: _____

EDUCATION: **List the name and complete address of the school where you received your High School Diploma or GED Certificate.**

Name of High School	Street Address	City	State	Year Grad.
---------------------	----------------	------	-------	------------

List Post-Secondary Institutions Attended for College Credit

List All Degrees and Certifications

MILITARY SERVICE: **Applicants who have never served in any branch of the armed forces will be required to sign a Non-Military Service Declaration.**

6. Yes No Have you ever served in any branch of the Armed Forces of the United States? What Branch? _____

7. Yes No Are you now in the Reserve Forces or National Guard? Rank _____ Service Branch _____

8. List dates of active military service:

FROM _____ TO _____ Rank _____ Service Branch _____

FROM _____ TO _____ Rank _____ Service Branch _____

FROM _____ TO _____ Rank _____ Service Branch _____

9. List ALL separations or discharges from the military (Honorable, Dishonorable, Honorable Conditions, Medical, etc.) _____

10. Yes No Were you ever court-martialed, tried on charges, or given non-judicial punishment under Article 15?

11. Yes No Were you ever Medically Discharged or Other than Honorably Discharged?

Explain **Yes** responses to questions #10-11 here: _____

FINANCIAL HISTORY: **Employing Agencies will validate information shared via a formal credit report.**

12. Yes No Are you now or have you ever been the subject of a small claims or civil court action?

13. Yes No Have you ever filed for bankruptcy?

14. Yes No Have you ever had credit cards or charge accounts cancelled by a creditor due to inability to pay debt?

15. Yes No Are you delinquent in making any payments to creditors at this time? This includes student loans, house foreclosures, personal loans, child support payments, and credit/charge cards.

Explain **Yes** responses to questions #12-15 here. List the names of outstanding debtors as well as what arrangements have been made with credit provider(s) to pay outstanding balances in full.

CRIMINAL HISTORY:

READ CAREFULLY! If you answer YES to any questions numbered #16-23, you must attach a FULL EXPLANATION in your own words on a separate sheet of paper and it must be signed and dated before your application will be considered. A meeting with the Academy Director may be required.

- 16. Yes No Have you ever received a Notice to Appear, been arrested, charged, convicted, pled nolo contendere, or pled guilty to any violation (including as a juvenile) whether the record was sealed or expunged?
- 17. Yes No Have you ever been **arrested** or **charged** with **any** felony and/or misdemeanor?
- 18. Yes No Have you ever been arrested or charged specifically with **Domestic Violence** even if the charges were dropped?
- 19. Yes No Have you ever been **convicted** of any felony and/or misdemeanor?
- 20. Yes No Have you ever been convicted of a misdemeanor involving moral turpitude, false statements, perjury, or domestic violence?
- 21. Yes No Are you now or have you ever been a member of a gang or any association that engages in criminal activity?
- 22. Yes No Have you ever been given a polygraph examination by a law enforcement agency for any reason?
- 23. Yes No Have you ever taken anything from an employer without proper permission?

Explain **Yes** responses to questions #16-23 here. **NOTE: If arrested for any crime, a copy of the Final Disposition of the Court Case and a copy of the arrest report from the agency that conducted the arrest must be provided to determine eligibility for academy admission.**

DRUG USE HISTORY:

Indicate below if you have ever TRIED, USED, or EXPERIMENTED with any of the following drugs.

		Total Times	Date Last Used			Total Times	Date Last Used		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Marijuana	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	MDMA (Ecstasy)	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hashish	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Rohypnol (Ruffies)	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Cocaine	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Ketamine (Special K)	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Crack Cocaine	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	GHB	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Opium	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Methamphetamine	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Heroin	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	PCP	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Barbiturates	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Mescaline	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Downers	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Inhalants (Poppers)	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amphetamines	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Glue Sniffing/Huffing	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	LSD	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Steroids	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Mushrooms	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Other _____	_____	_____

- 24. When was the last time you were around someone using illegal drugs? _____
- 25. Yes No Have you ever purchased any illegal drugs?
- 26. Yes No Have you ever sold any illegal drugs (including marijuana) or acted as a middle man in a drug deal?
- 27. Yes No Have you ever carried, transported, or distributed any illegal drugs?
- 28. Yes No Do you have any additional information or knowledge, in addition to that specifically asked in the preceding questions, which may be relevant directly or indirectly to conducting the background investigation to determine your eligibility for certification as a law enforcement officer?

Explain **Yes** responses to questions #24-28 here _____

DRIVING HISTORY:

All applicants must supply a lifetime Transcript of Driver Record from each state in which a driver's license has been held.

- 29. Yes No Do you currently have a valid driver license?
List Issuing State _____ Expiration Date _____ Driver License Number _____
- 30. Yes No Have you ever had a driver license issued from another state/country? If yes, list Issuing State _____ Year _____
- 31. Yes No Has your driver license ever been suspended or revoked? If Yes, explain _____
- 32. Yes No Have you ever been involved in a traffic accident? If Yes, how many? _____ How many were your fault? _____
- 33. Yes No Have you received 3 or more moving traffic violations in the past 3 years?
- 34. Yes No Have you received any traffic citations in the last 5 years? (*List below—do not leave blank if you have received citations during this time*)

List ALL moving traffic violations in the last 5 years. If there is insufficient space, use additional paper.

Date Violation Occurred	List Violation	County and State	Court Disposition (see below*)
#1 _____	_____	_____	_____
#2 _____	_____	_____	_____
#3 _____	_____	_____	_____
#4 _____	_____	_____	_____
#5 _____	_____	_____	_____
#6 _____	_____	_____	_____
#7 _____	_____	_____	_____
#8 _____	_____	_____	_____
#9 _____	_____	_____	_____

*Paid Fine/Dismissed in Court/Attended Traffic School

Do NOT Write Below This Line // Return to Academy for Notarization

Staff Notes: Date _____ Staff Initials _____

- Personal History _____
- Required Documents _____
- Employment History _____
- Education _____
- Military Service _____
- Financial History _____
- Criminal History _____
- Drug Use History _____
- Driving History _____

Application Rejection/Disqualification Letter Sent