

# Cuyahoga Community College Basic Police Academy

Application Guidelines



# Before Getting Started

You must be a U.S. citizen at the time the academy begins. Holding a green card or being a permanent resident does not meet this requirement.

Academy students should be at least 18 years old at the time of acceptance, but the age of 21 is recommended. Police departments are unlikely to hire cadets under 21. The College also requires all firearms be transported to and from the range by someone at least 21.

Training for the full-time academy is held Monday through Friday from 8 a.m. – 5 p.m. with some nights and weekends.

Training for the part-time academy is held Monday through Thursday from 6-10 p.m. and Saturdays 8 a.m. – 5 p.m. with some Sunday training.

We recommend that cadets avoid taking other classes at the College during the Basic Police Academy. The academy requires a significant amount of work outside the classroom.

If you are taking academic classes in the semesters prior to attending the academy, do not change your major until your classes have ended. If you change your major before completing classes, it may affect financial aid or scholarships.

Individuals cannot register themselves for the credit and noncredit classes associated with the Basic Police Academy. This is done by the academy office through the Enrollment Center after the roster is set.

# Requirements for Admission

- High school diploma or GED
- 18 years or older at time of acceptance (21 years recommended)\*
- U.S. citizen
- Valid Ohio driver's license with full driving privileges
- In good health as documented by physical exam signed by a licensed medical professional
- Successfully pass a nine-panel drug screen and background check
- Successfully pass the [Physical Fitness Assessment \(PFA\)](#)
- No criminal history\*\*

\* There is no age requirement; however, potential cadets should understand the unlikelihood of being hired/sworn (offered a commission) with a police department until 21 years of age or older. The College also requires that all firearms be transported to and from the range by someone of at least 21 years of age. The following OPOTC standards are in place and apply to all graduates of the Police Academy, regardless of age.

\*\* Any felony conviction (including any arrests or convictions expunged or sealed by the court) and certain misdemeanor convictions (including domestic violence and drug possession) may prohibit you from entering the academy. In addition, any crime reduction or plea agreement/bargain in which the original charge was domestic violence will prohibit you from entering the academy. A full list of disqualifiers can be found in the [Ohio Administration Code section 109:2-1-03](#).

# Tuition and Fees

**Cuyahoga County residents: \$5,875\***

**Out-of-county residents: \$6,583.96\***

\*Tuition and/or fees are subject to change without notice

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## **Tuition includes:**

- Cost of 24 academic credit hours (based on residency) plus, academy noncredit fee
- OPOTC (Ohio Peace Officer Training Commission) classroom materials and handouts
- Standard American Heart Association or Red Cross First Aid/CPR certification
- Uniform components
- Use of duty gear and firearms. Firearms should not be purchased until instructed by academy staff.
- Cost for one (1) attempt to pass State Certification Exam (second attempt, if needed is \$95)

# Additional Fees Not Covered in Tuition

- Non-refundable Physical Fitness Assessment Fee: \$25
- Technology fee for full-time students (two semesters): \$140
- Pre-entrance drug screen (paid directly to screen agency): \$40
- Pre-entrance physical exam (paid directly to medical provider): Cost varies
- Required uniform pants
- Ammunition for handgun and shotgun: Approximately \$400
- Cost of make-up for approved absences: \$60/hour

# Apply to Cuyahoga Community College

- Complete an [online application](#)
- If you are seeking financial aid, contact the Financial Aid Office for assistance and complete a Free Application for Federal Student Aid (FAFSA) form on-line.
- Complete math and English assessment
- Submit High School and any college [transcripts](#)



# Complete Academy Application

All applicants must start the process by completing and submitting the entire [Basic Police Academy application online](#).

# OPOTC Forms

- Forms can be typed or clearly handwritten
- Forms need to be printed single sided
- The school name is Cuyahoga Community College
- You are to leave the Commander and school number fields blank
- Forms cannot be completed more than 150 days before the start of the academy



# OPOTA Forms

More information on the below listed forms are provided on the following slides.

[SF101 Student Disclosures and Statement of Understanding](#)

[SF102 Request for National WebCheck®](#)

[SF104 FERPA Consent to Release Student Information](#)

[SF114 Student Health Data](#)

[SF147 Authorization for Use or Disclosure of Drug Screen Information](#)

# Drug Screen

- Each applicant must take and pass a drug screen per OPTOC standards. [Community Action Against Addiction \(CAAA\)](#) is the drug screen provider for the Basic Police Academy.
- Complete the [SF147 Authorization for Use or Disclosure of Drug Screen Information](#) and take it, along with two forms of identification and \$40, to CAAA at 5209 Euclid Ave., Cleveland, Ohio 44103.
- No appointment is required. The hours are Monday through Friday, 6 a.m. – 1:30 p.m. Return completed, signed original forms to the [Basic Police Academy office](#). Email/fax copies will not be accepted.
- CAAA sends the results directly to the Police Academy Coordinator
- Forms cannot be completed more than 150 days before the start of the academy

# Physical Examination

OPOTC will only accept physical examinations conducted by a medical doctor (MD), osteopath (DO) or physician assistant (PA) licensed by the State Medical Board of Ohio or by a certified nurse practitioner (CNP) licensed by the Ohio Board of Nursing. Complete the top portion [SF114 Student Health Data form](#) and take it with you to the examination. The medical professional will complete the bottom portion of the form. **Return completed, signed original forms to the [Basic Police Academy office](#).** Email/fax copies will not be accepted.

Forms cannot be completed more than 150 days before the start of the academy

# Background Check

- OPOTC requires a background check. Complete the [SF102 Request for National WebCheck®](#) form and bring it along with your driver's license or state ID and Social Security card to one of the following locations:
  - Tri-C Campus Police and Security Services
    - Western Campus (Parma) — Wednesdays by appointment only. Call 216-987-5326 to schedule an appointment.
    - Metro Campus Police and Services (Cleveland) — Tuesdays: 9 a.m. – noon by appointment only. Call the dispatch number 216-987-4325 and tell them you need to make a WebCheck appointment for the Basic Police Academy.
  - Lake, Lorain, Medina, Summit or, Stark County Sheriff's Offices.
- You must take the SF102 Request for National WebCheck® form, driver's license and Social Security card for your background check. The completed SF102 must be returned to the [Basic Police Academy](#)
- All court cases are opened for review by OPOTC when a background check is requested, regardless of the court's decision or whether the case has been sealed or expunged. Obtain an official (notarized) disposition of your court case(s) through the Clerk of Courts where your case was decided to turn in with your application paperwork. Felony convictions are an automatic disqualifier.
- Forms cannot be completed more than 150 days before the start of the academy

# Physical Fitness Assessment

- Applicants must complete and pass all three physical fitness assessment (PFA) events during the same testing session and achieve results in the 15th percentile or above — according to Cooper Age and Gender Based Standards — to be considered for acceptance into the Basic Police Academy. Applicants who don't pass the initial assessment may retake it for an additional fee.
- A \$25 PFA fee is due at the time of [online](#) registration.
- The Police Physical Agility Exam that is completed for those applying to law enforcement agencies DOES NOT MEET the PFA requirement for the academy.

## Cooper Institute of Aerobic Research Standards

### Men

Age	20-29		30-39		40-49		50-59	
	Entry	Exit	Entry	Exit	Entry	Exit	Entry	Exit
Academy Entry at 15 <sup>th</sup> percentile								
OPOTC at 50 <sup>th</sup> percentile								
Men – situps in one minute	32	40	28	36	22	31	17	26
Men – pushups in one minute	19	33	15	27	10	21	7	15
Men – 1.5 mile run	14:34	11:58	15:13	12:25	15:58	13:11	17:38	14:33

### Women

Age	20-29		30-39		40-49		50-59	
	Entry	Exit	Entry	Exit	Entry	Exit	Entry	Exit
Academy Entry at 15 <sup>th</sup> percentile								
OPOTC at 50 <sup>th</sup> percentile								
Women – situps in one minute	23	35	18	27	13	22	7	17
Women – pushups in one minute	9	18	7	14	7	11	4 (modified)	13 (modified)
Women – 1.5 mile run	17:49	14:07	18:37	14:34	19:32	15:24	21:31	17:13

# Nervous about the Physical Fitness Assessment?

- Check out [our website](#) to learn more about our Boot Camp



# Driving Record

Applicants must have a valid Ohio driver's license with full driving privileges.

Submit a certified copy of your official three-year driving record from the BMV office or [the Ohio BMV website](#) (minimal fee) to the [Basic Police Academy office](#).

# Other Forms to Complete

Complete the [SF104 FERPA Consent to Release Student Information form](#). Email/fax copies will not be accepted.

Complete the [SF101 Student Disclosures and Statement of Understanding](#). Email/fax copies will not be accepted.

**Veteran applicants only:** Each veteran applicant must submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214) to the Basic Police Academy office.



# Turn in Forms

- You must make an [appointment](#) to turn in your complete application packet. Do not make an appointment until all requirements are completed, including the physical fitness assessment. The following signed, original forms should be dropped off at the Basic Police Academy office (by appointment only):
  - Completed SF114 Student Health Data form (signed by medical professional)
  - Copy of Certificate of Release or Discharge from Active Duty (DD Form 214) for veterans only (if not previously emailed)
  - SF147 Authorization for Use or Disclosure of Drug Screen Information form
  - Completed and signed SF102 Request for National WebCheck®
  - Certified copy of three-year driving record from BMV
  - Completed and signed SF104 FERPA Consent to Release Student Information Form
  - Completed and signed SF101 Student Disclosures and Statement of Understanding