



COLLEGE of
CENTRAL
FLORIDA

CRIMINAL JUSTICE INSTITUTE

3001 Southwest College Rd

Ocala, FL 34474

(352) 873-5838

Fax: (352) 873-5862

LAW ENFORCEMENT OFFICER ACADEMY

STEP 1: REVIEW THE LAW ENFORCEMENT ACADEMY REQUIREMENTS

- Be at least 19 years of age
- Be a citizen of the United States
- Possess a standard high school diploma or GED
- Possess a valid Florida driver's license
- Have not been convicted of any felony or misdemeanor involving perjury or false statement*
- Have not been dishonorably discharged from the military (if applicable)
- Be of good moral character**
- Have a completed background check
- Have passed a physical examination by a licensed physician (M.D. or D.O., or a physician's assistant within six months of the start of the class)
- Have passed the Law Enforcement Florida Basic Abilities Test
- Have passed the Physical Abilities Course
- Be in good academic standing at CF and not have any outstanding financial obligations to the college
- Complete CF admission process (Bryant Student Union) and declare a program code of 7253 for Law Enforcement (Must have student identification number before calling for a packet review)
- Submit official, sealed, college and high school transcripts for all schools attended to the Criminal Justice Institute prior to scheduling a packet review

*Florida State Statute Chapter 790.23 prohibits the possession of a firearm or ammunition by a person who as a juvenile was found to have committed a delinquent act that would be a felony if committed by an adult until the person is 24 years of age. Therefore, any applicant who meets this criterion would not be eligible to attend a basic recruit academy until they are 24 years of age.

**The perpetration by an individual of any act or acts, whether criminally prosecuted or not, listed in Criminal Justice Rule 11B-27-0011(4b) could preclude admission to the program.

STEP 2: COLLEGE APPLICATION

Complete the College of Central Florida's Application process. Register online at www.cf.edu by click on "Apply Now" and follow the easy instructions to complete the application process. There is a \$30.00 application fee.

NOTE: Acceptance to the college does not indicate that you have been accepted into the Law Enforcement program. You must have completed this step to obtain a student ID number which you will need to have before scheduling a packet review.

The application process requires you to submit transcripts from your high school and every college/vocational school you have attended. Send transcripts to College of Central Florida Admissions and Records, 3001 SW College Rd, Ocala, FL 34474-4415. Most colleges charge a fee and will not respond without payment. Each transcript must come directly from your school to CF via mail or electronic transfer.

STEP 3: CRIMINAL JUSTICE APPLICATION

Complete the CF Criminal Justice Institute Law Enforcement Academy Information packet and Physical Abilities course Packet in its entirety. Access the packets by going to www.cf.edu and typing Law Enforcement Training in the search box. The packets are a PDF file located at the bottom of the page.

STEP 4: LAW ENFORCEMENT BASIC ABILITIES TEST

Take and pass the LE-BAT (or F-BAT for Law Enforcement). The test consists of approximately 104 questions and takes about 45-60 minutes to complete. There is a minimum passing score to qualify for admittance to the Law Enforcement program. An appointment must be made to take this test with the College of Central Florida Assessment Center at (352) 854-2322 ext 1395 or 1564. The exam fee is \$45.00 and there is no study guide for this test.

STEP 5: PHYSICAL EXAMINATION

You must pass a physical examination by a licensed medical doctor, M.D. or D.O., a Nurse Practitioner or a Physicians' Assistant before you will be able to apply for the academy. There is a CJSTC 75B located in the Physical Abilities course packet and a CJSTC 75B located in the Academy information packet, although the forms are the same both will need to be filled out by the doctor.

STEP 6: PHYSICAL ABILITIES COURSE

Take and pass the Physical Abilities Course. The PAC is composed of the various exercise elements and is designed to measure balance, muscular endurance, strength, flexibility, anaerobic capacity plus fine motor skills. The packet is located at www.cf.edu and typing Law Enforcement training in the search box. The packet is a PDF file located at the bottom of the page. To register for the PAC go to www.cf.edu and click on the continuing education tab, then on the right hand side click on course enrollment then Physical Abilities Course that this time you can select the date you wish to attend. The PAC fee is \$30.00. You must bring your PAC packet as well as one of the CJSTC 75B forms with you the day of the course.

STEP7: PACKET REVIEW

When you have completed the Information Packet, F-BAT, P.A.C and have your CF student identification number, you must call to schedule a packet review. Please call Law Enforcement Academy Coordinator at (352) 873-5838 ext. 1431. The information packet and all attachments must be submitted as a package (except the background check).

Admission to the program will be based on:

- Completed questionnaire and attachments
- Packet review
- Background investigation
- LE-BAT Score
- Physical Abilities Course

STEP8: CRIMINAL BACKGROUND CHECK

Admission into the Law Enforcement or Corrections programs requires a national criminal background check on all applicants. Results must be received before orientation. The background check fee is \$55.00. When you have completed your packet review you will be provided with the necessary paperwork for the background check.

STEP 9: FEES

Fees are due in full for each semester by the date shown on your schedule. Nonpayment of fees will result in all classes being dropped, and re-registration is on a space available basis. Fees are paid on line or at the Cashier Office in the Bryant Student Union. The tuition and lab fees for a Florida resident are approximately \$2800.00. A break down of the cost of the academy is on our website at:

http://www.cf.edu/departments/instruction/public_service/cji/lawenf.htm

STEP 10: QUESTIONS

If you have questions or problems completing these steps or have further questions, please stop by the Criminal Justice Office (Building 31, room 108A) or call (352) 873-5838.