



COLLEGE of
CENTRAL
FLORIDA

-an equal opportunity college-

Correctional Officer Academy

In order to attend the open enrollment Correctional Officer Academy you must read and follow the steps outlined on this sheet.

STEP 1: ACADEMY COURSE REQUIREMENTS

Review the list below to ensure that you meet the requirements to attend the Academy.

- be at least 19 years of age
- be a citizen of the United States
- possess a high school diploma or GED
- not have been convicted of any felony or of a misdemeanor involving perjury or a false statement
- not have been dishonorably discharged from the military (if applicable)
- be of good moral character (The perpetration by an individual of any act or acts, whether criminally prosecuted or not, listed in Rule 11B-27.0011(4b) would preclude admission to any institute program)
- have a completed background check (Do not initiate until accepted into the academy)
- 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 class)
- be in good academic standing at the College of Central Florida and not have any outstanding financial obligations to the college
- complete the CF admission process (Bryant Student Union) and declare a program code of 7245 for Corrections
- submit official, sealed, college and high school transcripts from all schools attended to the CF Admissions Office (Bryant Student Union)
- take and pass the Corrections Florida Basic Abilities Test for Corrections

NOTE: All of the information (except the background check) must be submitted as a package to the academy coordinator at the time of the packet review.

STEP 2: BASIC ABILITIES TEST

Take and pass the CO-BAT test. An appointment must be made with the College of Central Florida Assessment Center, Bryant Student Union at 352-854-2322, ext. 1430 or 1395. The exam fee is \$45. A copy of the test scores must be attached to your application and must be taken within four years of the start of the academy.

STEP 3: APPLICATION

Complete the CF admission process (Bryant Student Union) and declare a program code of 7245 for Corrections. The admission fee for the college is \$30 and is a one-time, non-refundable fee. Once you have applied you will receive an acceptance letter to CF. You must be in good academic standing with CF and not have any outstanding financial obligations to the college. **Acceptance to the college does not indicate that you are accepted to the Corrections program.**

STEP 4: TRANSCRIPTS

Have your high school/GED and every college/vocational school you have attended send an OFFICIAL SEALED transcript to CF Admissions and Records, 3001 S.W. College Road, Ocala, FL 34474-4415. Each transcript must come directly from your school to CF via mail or electronic transfer; fax copies are not accepted.

STEP 5: FINANCIAL AID

To be considered for Financial aid/assistance you must obtain and fill out the financial aid packet as soon as possible. The entire process takes a minimum of six to eight weeks and you must apply each academic year (fall through summer) that you wish to be considered for financial help. You must apply for admission to CF and have all transcripts on file before financial aid is determined.

STEP 6: FAFSA

You must also complete a FAFSA, Free Application for Federal Student Aid, in order to be considered for financial aid/assistance. Once you have completed the FAFSA, send your information electronically by visiting www.fafsa.ed.gov. Computers are available for use in the Learning Support Center (Building 3, Room 101) or in the Enrollment Service Center (Bryant Student Union).

STEP 7: CRIMINAL JUSTICE APPLICATION

Complete the CF Criminal Justice Corrections Academy Open Enrollment Questionnaire in its entirety. The questionnaire can be found on the CF web site www.cf.edu. Type in "Criminal Justice" in the search box; click on "Welcome to Criminal Justice!"; then "Corrections Training," Scroll to bottom of page for Correctional Information packet (Open Enrollment Candidate).

STEP 8: PHYSICAL EXAMINATION

You must pass a physical examination by a licensed medical doctor, M.D. or D.O. within six months of the start of the class. The required medical form (CJSTC 75B) can be found online as part of the Criminal Justice Application and must be completed by the licensed medical doctor, M.D. or D.O, that completes the physical exam .

STEP 9: PACKET REVIEW

Once an academy has been scheduled you will be required to make an appointment for a packet review with Corrections Academy Coordinator Sangi Blair at 352-854-2322 ext. 1380. Admission to the program will be based on:

- completed Criminal Justice Questionnaire and attachments
- background check
- CO-BAT score
- oral interview.

STEP 10: CRIMINAL BACKGROUND CHECK

Admission into the Corrections Program requires a Florida and national criminal background checks for all applicants. The fee for the background check is \$55 and the check is done **AFTER** you have completed the packet review. You will be provided with the paperwork for the background check at the time of your packet review and results must be received before the date of orientation.

STEP 11: FEES

Approximate tuition and fees for Florida Resident: \$2,200. Fees are due in full for each semester on the date shown on your student schedule. Nonpayment of fees will result in all classes being dropped and re-registration is on a space available basis. Fees are paid online or at the Cashier's Office in the Bryant Student Union.

STEP 12: QUESTIONS

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