

**School of Public Safety**  
Criminal Justice Institute

Basic Law Enforcement Academy


To Tomorrow's Law Enforcement Officer,

I am very pleased to welcome you to the application process for the Basic Law Enforcement Academy, here at Valencia College's School of Public Safety. On behalf of Valencia College President, Dr. Sandy Shugart, Vice President of Global, Professional and Continuing Education, Mr. Joe Battista and our School of Public Safety Executive Dean, Dr. Jeff Goltz, I would like to welcome you to our Applicant Selection Process and thank you for selecting Valencia College.

Valencia College is committed to providing the very best opportunity for your success and prides itself on putting the student first. Our Basic Law Enforcement Academy is a testament to our commitment and our instructors share in providing you the very highest level of professional training.

As your application is processed, please be assured that the Basic Law Enforcement Curriculum will prepare you for the State Officer Certification Exam. In fact, we continually update our training methods and techniques in order to provide our recruits with the skills necessary to excel within the law enforcement field.

Again, thank you for selecting Valencia College and we look forward to assisting your pursuit of excellence!



Robert C. Pigman  
Director, Criminal Justice Institute  
Valencia College, School of Public Safety

## LAW ENFORCEMENT ACADEMY

There is a \$100, non-refundable fee due with the application. The application will not be accepted without the fee; payment can be in cash, cashier's check, personal check or money order made payable to "Valencia College" or by credit/debit card. *All hired applicants must check with the school of public safety regarding the application fee.*

The School Of Public Safety At Valencia College, CJI, is offering a class for individuals interested in becoming a certified Law Enforcement Officer in the State of Florida. Completion of the course would enhance consideration for law enforcement agencies seeking to hire personnel.

The Institute is certified by the Florida Department of Law Enforcement, Division of Criminal Justice Standards and Training, and as such is subject to all of the policies, procedures, rules and regulations set forth in the State Law. (FSS 943).

By state law, the Florida Department of Law Enforcement requires all applicants to take and pass the Basic Abilities Test (CJBAT) within 4 years of the academy class start date. The test fee is \$39.

The certification program is approximately 770 hours in length, (approximately 20 weeks for the day academy and 34 weeks for the evening academy.)

### **All Trainees must:**

- Be at least 19 years of age.
- Be a Citizen of the United States.
- Have a high school diploma or GED.
- Pass the CJBAT (Criminal Justice Basic Abilities Test)
- Provide a completed Valencia Physician Certification form and FDLE Physician's Assessment CJSTC-75 form signed by a licensed physician, demonstrating successful completion of a complete medical screening. All medical testing must have been completed within one year of the start date of the academy class start date.
- NOT have had a dishonorable discharge from the Armed Forces of the United States.
- NOT have been convicted if any felony, or misdemeanor involving perjury or false statement, or crime of moral turpitude.

The day classes are scheduled Monday through Thursday with hours of 0600 to 1700. There are classes scheduled in the evening with hours of 1800 to 2200 and on Saturdays 8 – 12 hours. The anticipated tuition for the course is \$3,000 (subject to change), due and payable prior to the start of class. No student will be allowed to continue and/or start in the academy if the tuition is not paid. The tuition payment can be made by cash, cashier's check, personal check or money order made payable to "**Valencia College**" or by credit/debit card. An additional \$550 should be anticipated to cover the cost of uniforms, books and other incidentals. These additional costs are payable to the vendors or suppliers directly by the students. Attendance requirements at the academy are strictly enforced. Any trainee who misses more than 20% of any Academic block of instruction or 10% of any High liability block may receive an "incomplete" and must repeat the block at an approved training center before receiving a certificate of completion. Trainees must arrange personal schedules in order to attend all classes and include adequate study time. **There are no provisions for unexcused absences in the state rules. Excused absences are determined by the director.**

**Law Enforcement students are admitted into the program on a priority basis as determined by the Advisory Board:**

1. Applicants who are employed by any agency which is a member of the CJI Advisory Board.
2. Applicants who are employed by any other agency in the state.
3. Applicants who are sponsored by any agency.
4. Valencia College AA/AS students or US Military Veteran.
5. All other qualified pre-service applicants.

**The Basic Law Enforcement Program covers the following areas:**

Academics:	This area of study covers all aspects of law enforcement operations. Each trainee must achieve a minimum academic score of 80% on each written exam in this area.
Firearms:	Each trainee must qualify with a handgun and a shotgun, both daylight and subdued light.
Defensive Tactics:	Students receive instruction in a state mandated course of instruction, and must demonstrate proficiency in each of the tactics areas, including the force matrix.
First Aid:	Trainees receive instruction in CPR, first aid, and emergency response. All students must demonstrate proficiency in all of the preceding areas.

**Text Books**

All listed books must be purchased.

- A. Florida Basic Recruit Training Program: Law Enforcement Volume I
- B. Florida Basic Recruit Training Program: High Liability Volume II
- C. Testing Access Card Code: \$73.35

**\*\*Sponsor Recruits: The test card will be given to you by your coordinator.**

All books are available at the East Campus Valencia College bookstore only, and should be brought to class on the first day. (**\*\*Pre-Service Recruits: Do not purchase any materials until passing PAT\*\***)

## Basic Law Enforcement Academy Equipment List

Uniforms are the responsibility of the student, and may be purchased at Uniformity.  
*(\*\*Pre-Service Recruits: Do not purchase until passing PAT\*\*)*

### **Mandatory items that must be purchased at Uniformity:**

3 – Elbeco Short Sleeve Black Polo Shirt (w/ Emblem & Name)	1 – Black Baseball Cap With Emblem (Black-New Style)
3– Trousers - 5.11 Fast Tac (Gray)	1 – Nylon Under Belt

### **Mandatory items that can be purchased at any store or from any vendor:**

1 – Nylon inner belt-Proper Metal Rigging	1 pr. – Running shoes
1 pr. – Black Boots (Must be able to be shined)	4 – Belt keepers
3 - Running Shorts, knee length loose fitting (black)	1 – Flashlight
4 pr. – Crew Neck undershirts (black)	1 – Mouthpiece
4 pr. – Black ankle socks (plain)	1 – Water bottle
Athletic bra (females)	1 – 1-inch 3 Ring Binder
Athletic supporter / cup (male)	2 – Ziploc Bag (pint size or larger)
Gym Bag	Band-Aids
1-Black Jacket (Brand: Port Authority)	1 – Shooting glasses (clear, side eye protection)
	<ul style="list-style-type: none"><li>• If you wear prescription glasses they will function as safety glasses.</li></ul>
Compression Shorts: For under running shorts	1 pr. – Shooting ear muffs (for firearms training)
	1–Gun Cleaning Kit <b>(**DO NOT PURCHASE UNTIL INSTRUCTED**)</b>

### **Optional items that can be purchased at any store or from any vendor:**

Change of clothing:	If you get wet... it helps to have a change of clothes for each day
Rain Gear:	Loose fitting for equipment-will shoot in the rain
Comfortable shoes:	Extra set of shoes and socks

Any recruit that has questions about the items on this list is encouraged to contact their class coordinator. Have all items **available on the first day** of class and throughout the academy. The address for the vendors are as follows:

**Uniformity**  
960 West State Road 434  
Longwood, FL 32750  
407-331-8287

**The Track Shack**  
1104 North Mills Avenue  
Orlando, FL 32803  
407-898-1313

## Firearms Training – Range Equipment

Trousers:	Loose with belt loops and back/slide pockets. Military type pants. <i>Black bottoms are preferred.</i>
Under Belt:	Plain leather belt is required, 1-3/4” – 2” for pants. Flat small buckle. The gun belt will go over the top.
Shirt:	Tee shirt, light gray, with name on front in 1 block letters and name on back in 2 block letters.
Safety Lenses:	If you wear prescription glasses they will function as safety glasses.

***\*Do not purchase Firearms training Equipment until further instructions from Class Coordinator.\****

### Academy Information

Applications are taken on a first-come, first-serve basis, and your eligibility for entrance will be determined by the date the application was received and passing the Physical Assessment Test (PAT). Maximum class size is 50 seats.

All applicants should be aware that any conviction for a felony, misdemeanor involving perjury or false statement, or crime of moral turpitude, would preclude that applicant from being accepted into the Academy. Other misdemeanors or offenses on your record may preclude you from being hired by ANY law enforcement agency, even after completion of the Academy.

A Certificate of Completion is issued by the School of Public Safety at Valencia College upon completion of the Basic Law Enforcement Officer course.

All graduates of a certified training center will be required to take a state certification exam. A passing grade of 80% is mandatory for certification by the state.

Please Note: Effective July 24, 2012, State Officer Certification Exam Test Results, CJST Form 516, will no longer be mailed following the exam. To print a copy of your test results, sign in to the online registration website at: <http://web.fdle.state.fl.us/examregister> and select “Result History” at the top of the page. Test results from your exam will be displayed; select “Grade Report” to view and/or print your results. Test results are in the form of PASS/FAIL only.

Graduates failing to achieve an overall passing score, will be required to re-take the entire exam. Graduates will be given two opportunities to re-apply and re-retest. Failure to achieve a passing score after the second re-test will require the graduate to successfully complete the basic recruit academy at an approved training center and take the state officer certification examination again.

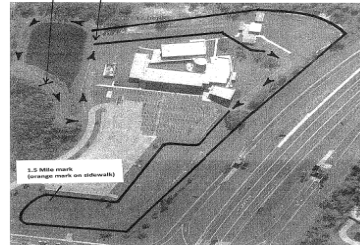
Please note that all pre-service recruits are responsible for the \$100.00 examination fee. Subject to change. The fee must be paid in full in order for the recruit to take the state certification exam. Made payable to PearsonVue by AMEX, MasterCard, VISA, and JCB.

## Physical Assessment Test (PAT) Fitness Standards

Recruits will be assessed on each exercise during the first and last two weeks of the academy. Recruits must participate in the physical training and defensive tactics mandated by the Florida Department of Law Enforcement, Criminal Justice Standards & Training Commission. At a minimum, each law enforcement and corrections recruit must meet the fitness standards listed below:

### 1.5 Mile Run

Complete a mile and a half run in 18 minutes or less. *(No walking permitted, or you will be disqualified)*



### Push Ups:

Complete at least 15 push-ups in one minute.



### Sit-Ups:

Complete at least 25 sit-ups in one minute. *(Hands MUST be interlocked behind your head during the timed sit-up exercise. If form is not completed properly during the duration of the exercise, you will be disqualified.)*



*Physical fitness at the academy is intense. Be physically fit on the first day. Our instructors and your classmates need you to be in great physical shape at the beginning of your academy class. The instructions below will prepare you for the physical training at our institute. Fitness evolves over an extended period of time not in one weekend!*

### Preparation Instructions:

Build up to running 3 miles a day, 4 times a week. (One method to achieve this goal is to jog for 2 minutes then brisk walk for 1 minute and repeat for 30-40 minutes. Work your way to jogging for 3-5 minutes and walking for 45 seconds. Keep reducing the walk time until you aren't walking anymore.)

When the run is over, immediately drop down and do as many sit-ups as you can (until it is impossible to do another repetition). Take a 10 second break and then repeat twice more. When you are finished with the sit-ups, immediately drop down and do as many push-ups as you can (until it is impossible to complete another repetition). Take a 10 second break and then repeat twice more.

When you are finished with the push-ups, complete 5 squat jumps (jumping as high as you can every time). Take a 10 second break and then repeat twice more.



**PHYSICIAN'S ASSESSMENT**Incorporated by Reference in Rules  
11B-27.002(1)(d) and 11B-35.001(11)(d)14., F.A.C.**CJSTC**  
**75**

1. Applicant's Name: \_\_\_\_\_  
Last First MI
2. Last Four Digits of the Applicant's Social Security Number: \_\_\_\_\_
3. Hiring Agency: \_\_\_\_\_
4. Training School: \_\_\_\_\_
5. The Applicant Is Requesting Employment and/or Admission Into a Basic Recruit Training Program in One of the Following Disciplines:  
Law Enforcement  Correctional  Correctional Probation

Note: For employment, a position description that describes the job duties the applicant will perform must be provided.  
For training, the physical fitness conditioning program developed by the training center must be provided.

6. Student Participation in Basic Recruit Training Program. A student enrolled in a basic recruit training program (B RTP) is required to participate in the following activities:
- A. Defensive tactics and firearms high-liability training is a component of the curriculum mandated by the Criminal Justice Standards and Training Commission. Firearms training requires firing a handgun and long gun creating exposure to lead. Defensive tactics training requires sustained physical exertion and chemical agent contamination to the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzalmalononitrile (CS).
- B. Physical Fitness Conditioning and Physical Fitness Testing: A B RTP student shall participate in physical fitness conditioning and a fitness test and includes the following measures:  
• Vertical Jump • One Minute Sit Ups • 300 Meter Run • Maximum Push Ups • 1.5 Mile Run/Walk
- C. The training center director has attached the training school's physical fitness conditioning program: Yes  No

\*\*\*\*\*TO BE COMPLETED BY THE STUDENT\*\*\*\*\*

7. Medical Conditions Regarding OC/CS Contamination. A B RTP student should be aware of the following personal considerations that may restrict participation in the chemical agent contamination of the B RTP and could possibly be aggravated to a severe degree during the contamination: Recent eye surgery, heart problems, panic disorder or stress, respiratory disorder, emphysema (loss of elasticity/thinning of lung tissues), bronchial asthma, x-ray evidence of pneumoconiosis (black lung), evidence of reduced pulmonary (lung) function, chronic obstructive pulmonary disease, coronary (heart) artery disease, cerebral (brain) blood vessel disease, severe or progressive hypertension (high blood pressure), epilepsy, generalized seizures, pernicious anemia (severe reduction in red blood cells), diabetes (any form), pnueumomediastinum gap (air in the sac surrounding lungs), history of skin allergies, or any condition for which the student is presently taking medication.
8. B RTP Student Certification. I certify that I have reviewed the above information and I do  or do not  have any medical restrictions that would prevent me from participating in the basic recruit training program activities outlined in item numbers 6A and 6B above.
9. Student's Printed Name: \_\_\_\_\_
10. Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_
11. To the Examining Physician:

The examination of this applicant is for employment or training as an officer, and shall include a complete physical examination at a level of specificity sufficient to determine whether there is any medical or physiological reason that would prevent the applicant from performing the essential functions for employment or training as an officer for the discipline indicated in number 5 above. Disabilities, impairment, or limitations identified by the examination, which would prevent the applicant from performing the essential functions for the officer position, should be reported to the employing agency.

12. Physician's Attestation:  
 I hereby attest that I have examined the above named applicant and find him/her **CAPABLE** of participating in basic recruit training and/or performing the essential functions of the law enforcement, correctional, or correctional probation officer job for which the applicant is seeking employment and/or training reflected in number 3 and/or 4 above.  
 I hereby attest that I have examined the above named applicant and find him/her **NOT CAPABLE** of participating in basic recruit training and/or performing the essential functions of the law enforcement, correctional, or correctional probation officer job for which the applicant is seeking employment and/or training reflected in number 3 and/or 4 above.
13. Pre-existing Conditions: Sections 112.18 and 943.13, F.S., require agency knowledge of the following three pre-existing conditions. However, these outcomes do not statutorily disqualify the applicant from employment.  
Please respond to the following "in my professional opinion, this examination":
- 13a. Did  or did not  reveal evidence of tuberculosis.
- 13b. Did  or did not  reveal evidence of heart disease.
- 13c. Did  or did not  reveal evidence of hypertension.

14. \_\_\_\_\_  
Physician, Certified Advanced Registered Nurse Practitioner, or Physician Assistant's Signature Printed Name Examination Date
15. \_\_\_\_\_  
Physician, Certified Advanced Registered Nurse Practitioner, or Physician Assistant's License Number Licensing State
16. \_\_\_\_\_  
Physician, Certified Advanced Registered Nurse Practitioner, or Physician Assistant's Professional Address



## INSTRUCTIONS FOR COMPLETING FORM CJSTC-75

Use this form to document and verify the applicant's compliance with the employment requirements of Section 943.13, F.S., and Rule 11B-27.002(1)(d), F.A.C., and/or with the Basic Recruit Training Program entrance requirements of Rule 11B-35.001(14)(b), F.A.C.

### GENERAL INSTRUCTIONS

- The physical examination must be performed by a physician licensed under Chapters 458 or 459, F.S., a certified advanced registered nurse practitioner, or a physician assistant.
- This form or an equivalent form, indicating that the officer is capable of performing the essential functions of the law enforcement, correctional, or correctional probation officer duties for which the applicant is seeking employment, **is required** for each new employment or appointment of an officer and may ~~shall~~ be used in conjunction with the Patient Information form CJSTC-75A or an equivalent form, to assist the physician, certified advanced registered nurse practitioner, or physician assistant, by providing testing guidelines to examine the applicant. The physical examination shall not be completed more than one year prior to the officer's date of employment or appointment and a CJSTC-75 form completed for one employing agency may not be used by any other employing agency. If the examination is for employment only, sections 6 – 10 are not required.
- This form, indicating that an applicant is capable of participating in a Basic Recruit Training Program (B RTP), **is required if the applicant is entering a B RTP** and must be completed prior to entrance into a B RTP. The completed form must be maintained in the B RTP course file.
- If an applicant is entering a Basic Recruit Training Program and gaining employment with a criminal justice agency at the same time, a single CJSTC-75 form may be completed for the employing agency and for the training center. The original CJSTC-75 form should reside at the employing agency with a copy being provided to the training center.

### INSTRUCTIONS ON HOW TO COMPLETE THIS FORM

1. **Applicant's Name:** Enter the applicant's full legal name.
2. **Last Four Digits of the Social Security Number:** Enter the last four digits of the applicant's social security number.
3. **Hiring Agency:** Enter the hiring agency's name (if applicable).
4. **Training Center:** Enter the training center's name (if applicable).
5. **Request for Employment and/or Training as an officer:** Place a check mark in the box for the discipline in which the applicant is being employed or completing training.
6. **Student Participation in Basic Recruit Training Program Activities. Defensive Tactics (includes chemical agent contamination), Firearms, and Physical Fitness Conditioning and Physical Fitness Testing:** High-liability training in defensive tactics, firearms, and chemical agent contamination is a component of the curriculum mandated by the Criminal Justice Standards and Training Commission and participation in the activities is a requirement for successfully completing a B RTP. **There is no pass or fail at this time.** The test results for each of the five required tests will be recorded on the Academy Physical Fitness Standards Report, form CJSTC-67A as "I" if the student did not perform the test component or "D" if the student was dismissed from the basic recruit training program.
  - A. **Defensive Tactics and Firearms Training.** Firearms training requires firing a handgun and long gun creating exposure to lead. Defensive tactics training requires sustained physical exertion and chemical agent contamination to the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzalmalononitrile (CS).
  - B. **Physical Fitness Conditioning and Physical Fitness Testing.** The Physical Fitness Test includes the following measures and are defined as follows:
    - **Vertical Jump.** This measures leg power by measuring how high a person jumps.
    - **One Minute Sit Ups.** This measures abdominal, or trunk, muscular endurance. While lying on his or her back, the student will be given one minute to do as many bent-leg sit ups as possible.
    - **300 Meter Run.** This measures anaerobic power, or the ability to make an intense burst of effort for a short time period or distance. This component consists of sprinting 300 meters as fast as possible.
    - **Maximum Push Ups.** This measures the muscular endurance of the upper body. This component consists of doing as many push-ups as possible until muscular failure. Males are required to perform the standard push-up and females have the option to perform the standard or modified push-up.
    - **1.5 Mile Run/Walk.** This measures aerobic power or cardiovascular endurance (stamina over time). To complete this component, the student runs or walks a distance of 1.5 miles as fast as possible.
  - C. **A physical fitness conditioning program developed by the training school shall be attached to form CJSTC-75 prior to the student's examination by a physician, certified advanced registered nurse practitioner, or the physician assistant.**
7. **Medical Conditions Regarding Chemical Agent Contamination.** The student shall review the listed medical conditions and list other conditions that may restrict him or her from participating in Chemical Agent Contamination to the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzalmalononitrile (CS).
8. **Basic Recruit Training Program Activities Certification.** The student shall check the appropriate box to indicate if he or she **does or does not** have a medical condition that would restrict participation in the B RTP activities indicated in item numbers 6A and 6B of this form.

9. **Student's Printed Name.** The student shall print his or her first name, last name, and middle initial.
10. **Student's Signature and Date.** The student shall provide a signature and date to verify the information provided by the student is true and correct.
11. **Examining Physician:** The examining physician shall examine the applicant for any medical or physiological reasons that would prevent the applicant from entry into a B RTP or as an officer for employment purposes, pursuant to the attached job duties and/or physical conditioning program.
12. **Physician's Attestation:** The physician, certified advanced registered nurse practitioner, or physician assistant shall mark the appropriate box attesting that the applicant is capable or not capable of participating in basic recruit training and/or performing the essential functions of the law enforcement, correctional, or correctional probation officer discipline for which the officer/applicant is seeking training and/or employment.
13. **Pre-existing Conditions:** The physician, certified advanced registered nurse practitioner, or physician assistant shall mark the appropriate box for each pre-existing condition attesting that the examination of the applicant **Did or Did Not** reveal evidence of the pre-existing conditions listed. These outcomes are not disqualifying for employment.
14. **Signature:** The physician, certified advanced registered nurse, or physician assistant shall sign and print his or her name and enter the examination date.
15. **License Number:** Enter the physician, certified advanced registered nurse practitioner, or physician assistant's license number and licensing state.
16. **Professional Address:** Enter the physician, certified advanced registered nurse, or physician assistant's professional address.



If you want an expedited option for a physical assessment, Advent Health Centra Care is a great option to consider. Advent Health Centra Care and the School of Public Safety at Valencia College are excited to be Health Partners providing you an opportunity to receive your required Physical, EKG, Audiometry and PPD at a discounted rate at a Centra Care, Florida Hospital Urgent Care location.

**Acct# 24480521**

<u>Description</u>	<u>Cost</u>
Physical	\$50
EKG	\$51
Audiometry	\$25
PPD	\$15

For locations/directions, hours of operation, and/or to schedule a

**No Wait Reservation:** visit [www.centracare.org](http://www.centracare.org).

You may also call (407) 200-CARE Option # 9.

**Four (4) centers open until Midnight:**

**Waterford Lakes, Winter Park, Lake Buena Vista & Sanford.**

**What to bring with you:**

- 1. This authorization form**
- 2. All required documentation for the doctor to complete**
- 3. Student will need a PPD per #13 of the CJSTC 75 form**

If the Student has had a BCG shot as a child and **NEVER** had a PPD test, do a PPD to determine if the shot is out of their system. If the PPD result is negative, the student can continue to get a PPD in the future. If the PPD is positive, do a 1 view chest x-ray.

If the student has had a BCG shot as a child and **HAD a PPD test that came back positive**, DO NOT do a PPD test. Have the patient complete a Health Review form and do a 1 view chest x-ray.

# VALENCIA COLLEGE

School of Public Safety  
Criminal Justice Institute

## Helpful Information

Applying for Financial Aid?

- 1) Complete the Free Application for Federal Student Aid (FAFSA) online at [studentaid.ed.gov/sa/fafsa](http://studentaid.ed.gov/sa/fafsa). Enter Valencia's School Code (006750) as a school who will receive the results of your FAFSA and allow at least 2 weeks for your form to be processed. Review the [FAFSA Tutorial](#) provided by the University of California Santa Barbara (UCSB).

You may choose any of these three methods to file a Free Application for Federal Student Aid (FAFSA):

- Apply [online](#) (Recommended) or
  - [Complete](#) a PDF FAFSA (Note: PDF FAFSAs must be mailed for processing) or
  - Request a paper FAFSA by calling the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or 1-319-337-5665. If you are hearing impaired, please contact the TTY line at 1-800-730-8913.
  - [The top Frequently Asked Questions about the FAFSA](#)
- 2) Request transcripts. Federal regulations require all students applying for financial aid to provide the Admissions Office with documentation certifying your high school graduation, GED or home school credential. If mailed please send to:

School of Public Safety, Valencia College  
Jackie Ruiz, Student Services Coordinator  
8600 Valencia College Lane  
Orlando, FL 32825

If you have additional questions, please feel free to contact the Law Enforcement Program Support Specialist:

### **Lauren Livingston**

School of Public Safety, Valencia College  
8600 Valencia College Lane, Orlando, FL 32825  
407-582-8268 (direct line) ♦ 407-582-8200 (main line)  
[Llivingston6@valenciacollege.edu](mailto:Llivingston6@valenciacollege.edu)