



Atlantic Police Academy

PO Box 156, 66 Argus Ave.
Slemon Park PE C0B 1M0
902-888-6400 – phone
902-888-6430 - fax

TO: Police Science (Cadet) Applicants

FR: Lornie Hughes, Registrar & Director of Student Services

RE: **APPLICATION FOR THE DECEMBER POLICE SCIENCE INTAKE**

Please submit your application for the December Police Science “Cadet” class. Applications received by February will be considered in the first review. Applications will continue to be accepted after this date subject to availability of seats.

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

The Police Science (Cadet) program is competitive for entry. While we have a list of required items for you to participate in the testing, we suggest having your file as complete as possible. We will interview the most highly qualified students based on academics, relevant work/volunteer experience, and PARE and POST test scores. All admission requirements submitted to your dashboard will be part of your application assessment.

Application Procedure: Create your dashboard and upload the following documents with your application.

- Completed application form
- Completed Police Science “Cadet” Additional information form – **form located on website**
- high school transcripts (Grade 12 or equivalent)
- transcripts of any post-secondary educational courses if applicable (college or university)
- Photocopy of birth certificate (must be 19 years of age by program start) and/or proof of Canadian citizenship/permanent resident status
- Completed vision exam (minimum acuity must be met) – **form located on website**
- Photocopy of the front and backside of your Class 5 unrestricted Canadian driver’s license (must have been driving for at least 2 years prior to start of Program)
- Signed APA consent for criminal record background check – **use the Holland College APA form found on website**
- Criminal record check from your local Police Service or the RCMP or applicants can initiate and pay their own checks online through Sterling Backcheck - <https://pages.sterlingbackcheck.ca/landing-pages/h/hollandcollege/>
- Up to date resume
- Three letters of reference from work, school, or volunteer experience, no family, or family friends

THE ABOVE DOCUMENTS WILL BE ASSESSED TO DETERMINE IF YOU MEET THE MINIMUM CRITERIA.

1. Applicants who meet the above minimum criteria will be scheduled to write the Police Officer Selection Test (POST) The current cost of the POST test is \$200.00 and is non-refundable.
2. Applicants who pass the POST will then write the Minnesota Multiphasic Personality Inventory (MMPI-2). The current cost is \$400 and is non-refundable.
3. Applicants who successfully pass the POST and the MMPI will be sent a questionnaire entitled Pre-Engagement Polygraph Examination Suitability and Security Booklet. The booklet must be filled out and returned to the Police Academy within the specified time frame.
4. Your responses to the questions in the polygraph booklet will be reviewed. You will be contacted and either:
 - a) requested to attend a phone interview and then a standard polygraph test or
 - b) informed that you are not eligible to continue.The current cost of the polygraph and interview is \$550.00 and is non-refundable. **(This fee is payable prior to the interview).**
5. Following successful completion of the POST and MMPI, please submit the following documents (if you already have these items completed, you are welcome to upload at any time):
 - a. Completed Medical Examination Report- **form located on website**. Keep a photocopy of your completed Medical Examination Report to present to the PARE Tester (see info on PARE Test)
 - b. Drivers Abstract (can be obtained from your provincial motor vehicle department, and must be within the last year with no moving violations)
 - c. Certification in Standard First Aid and CPR Level C, Automated External Defibrillator (AED). This certification must be current and valid for the duration of the program and cannot be an online course.
 - d. Physical Abilities Requirement Evaluation – P.A.R.E. Test with details completed and signature of tester **(form located on website)**. **Please note:** Applicants are required to schedule their own P.A.R.E. test You must bring a photocopy of your Completed Medical Examination Report with you to the PARE test. The PARE Tester will not test you without a signed medical form which states that you are medically fit. (PARE cost is approximately \$60)
 - e. Proof of Hepatitis B, MMR and Tetanus Vaccinations. Please note HEP “B” is a series of three injections that can take up to six months to complete **(Immunization form located on the website)**.
 - f. Copy of Credit Record Check; upon your arrival to the Academy all accepted students will be sworn in as provincial police officers, as a result you must submit a credit report as per the Provincial Police Act. Your credit report is free to obtain, **(form located on website**, Equifax: 1-800-465-7166) www.equifax.ca
 - g. Ensure your consent for Atlantic Police Academy to conduct a criminal record & background check form **(form located on website)** is submitted along with a photocopy of the front & back of your driver’s license allowing us to complete a background check. Include names and contact information on the form for 3 additional references who will be contacted as required.
 - e. **All accepted students must have all the required admissions documents completed and submitted prior to program start date**
6. The Admissions Office will notify applicants who are being admitted to the program via email.
7. Applicants who are deemed unsuitable for the program will be notified via email by the Admissions Office.

The following circumstances will automatically eliminate applicants for consideration to the police program:

- a. Deceit, dishonesty, or non-disclosure in response to the questions in the Polygraph booklet
- b. A criminal record for which no pardon has been received
- c. A history of the use of certain drugs
- d. Any criminally related activity even if no criminal record exists (this does not include a criminal record for which a pardon has been received)

The Police Science program is a residential program. Cadets are **required to live in residence** in single person room for the duration of training excluding the on-the-job training component. The residential environment serves as a training lab in the same way as the driving track and firing range. Residence provides experiential learning that would not be possible if students interacted with one another in an instructional setting alone. Residence allows students to develop skills in teamwork, problem solving, time management and communication. Additionally, resident life allows for the development of attitudes such as gender and cross-cultural sensitivity that are essential to a successful career in the policing community.

Thank you for your interest. We look forward to receiving your application. If you have any questions, please call 1-800-446-5265 or 1-902-888-6400 and ask for Susan Clarkin or email sclarkin@hollandcollege.com