



**Atlantic
Police
Academy**

TO: Police Science (Cadet) Applicants
FROM: Donna Sutton, Registrar, Director Student Services
RE: **Application for the January 2013 Police Science Intake**

We are now accepting applications for the January 2013 Police Science class. Applications received by March 31, 2012 will be considered on the first review. Applications will continue to be accepted after this date subject to availability of seats.

**Please read the following information carefully.
Application Procedure:**

Please submit the following documents with your application to the Admissions Office.

- Completed application form
- Application fee of \$125.00
- Official high school transcripts (Grade 12 or equivalent)
- Official transcripts of any post-secondary educational courses (college or university)
- Photocopy of birth certificate (must be 19 years of age by program start) and/or proof of Canadian citizenship
- Completed vision report (minimum acuity must be met)
- Completed Medical Examination Report. Keep a photocopy of your completed Medical Examination Report to present to the PARE Tester (see info on PARE Test)
- Photocopy of your Class 5 unrestricted Canadian drivers license (must have been driving for 1 year prior to start of Program)
- Drivers Abstract (can be obtained from your provincial motor vehicle department and must be within the last year with no moving violations)
- Criminal record check from your local Police Service or the RCMP (must be a vulnerable sector check)
- Signed consent for criminal record check - **Holland College form**
- Up to date resume
- Three letters of reference from work, school or volunteer experience

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) and the Police Science Test (PST). The cost of these two tests is \$300, and is non-refundable.
2. Applicants who pass the POST and the PST will then write the Minnesota Multiphasic Personality Inventory (MMPI-2). The cost is \$380, and is non-refundable.
3. Applicants who successfully pass the POST, the PST 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 a) requested to attend an interview and a standard polygraph test or b) informed that you are not eligible to continue. The cost of the polygraph and interview is \$315.00 and is non-refundable (this fee is payable prior to the interview).
5. Within 10 days of the polygraph interview, you will be notified that a) you have passed the polygraph interview b) you have not passed the polygraph interview but you may reapply c) you have not passed the polygraph interview and we recommend you do not reapply.
6. During this time the Atlantic Police Academy will conduct a personal background and criminal record check.
7. Following successful completion of the PST, POST and MMPI -2, please submit the following documents:
 - Keyboarding Certificate with a speed of 20 wpm for a minimum of three minutes with no more than three errors.
 - Physical Abilities Requirement Evaluation – P.A.R.E. Test with details completed and signature of tester.
 - 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.
 - Proof of Hepatitis B, MMR and Tetanus Vaccinations.
8. The Admissions Office will notify applicants who are successful in meeting all of the above requirements.
9. Applicants who are deemed unsuitable for the program will be notified by the Admissions Office and provided with an explanation if requested.

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

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

The Police Science program is a residential program. Cadets are **required to live in residence** in single person rooms, 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 (press 5) or 1-902-888-6400 and ask for Joy.