



October 24, 2023

We are pleased you are interested in applying to the Basic Peace Officer Academy at Edison State Community College. Enclosed are academy application materials and instructions. All forms should be typed or legibly printed in black ink.

All academy students must purchase a National WebCheck-Law Enforcement criminal background check as part of the academy application. **The Piqua Police Department and Edison State will perform the National WebCheck free of charge. However, you must make an appointment in advance.**

Information on other agencies, as well as the Piqua Police Department and Edison State, are listed in this packet. Before you go to any of these agencies, call and confirm the cost and the hours the agency will perform the service. Information on the individual county websites ARE NOT ALWAYS ACCURATE. **The completed WebCheck form, as well as the Student Enrollment/Certification Record Form, MUST be returned before your physical assessment date can be scheduled.**

All application documents must be returned by **December 4, 2023.**

Completed application forms may be returned to Veronica French; Room 337 or dropped off in Student Affairs; Room 160. There are also **TWO** convenient drop boxes at the Piqua Campus – one is located outside the Robinson Student Career Center – the other is located outside the North Hall entrance. We encourage you to use letter-size envelopes. **SEAL** the envelope and write Veronica French (name of recipient) on the front. When your application materials are received, you will be scheduled for your physical assessment on **Tuesday, December 5, 2023**, from 1:30PM – 3:30PM or **Wednesday, December 6, 2023**, from 10:00AM – 12:00PM. The Basic Peace Officer Academy Commander will speak to the group after the physical assessments are completed. Please plan accordingly, as this process may take a couple of hours.

Normal office hours are Monday through Thursday from 9:00am to 5:00pm and on Fridays from 9:00am to 4:00pm.

This Basic Peace Officer Academy will begin **January 8, 2024**, and end **June 15, 2024**. The academy will meet Monday through Friday 5:30pm to 10:30pm and on Saturdays 8:00am to 5:00pm.

All academy students will register for classes at Edison State Community College. If you have never attended any college, you should complete the enclosed Edison State admission application. If you have been a student at Edison State within the last 5 years, you will not need to complete the Edison State admission application. If you intend to apply for financial aid, complete the enclosed Edison State admission application as soon as possible and select Criminal Justice as the major.

Also enclosed is information pertaining to financial aid. If you have any questions concerning financial aid, please contact their office located in Student Services, Room 160 West Hall. The phone number is 937-778-8600.

We look forward to a successful Peace Officer Academy.

Sincerely,

A handwritten signature in black ink that reads 'Andrew A. Runyan'.

Andrew A. Runyan, Ph.D.

Dean of Professional & Technical Programs

Enclosures

## Edison State Community College Basic Peace Officer Training Academy

The Basic Peace Officer Academy is a program authorized and supervised by the Ohio Peace Officer Training Commission. The academy will satisfy or exceed the training hours required by the Ohio Commission and will prepare students for all areas of the Peace Officer Certification Exam.

### **Academy Schedule**

Two academies are scheduled per year providing there is sufficient enrollment.

- One academy beginning in January
- One academy beginning in July

Each academy runs for approximately 23 weeks and includes more than 750 hours of instruction. Applications will open 2 months prior to the start of the academy. The night academy hours are 5:30 pm to 10:30 pm, Monday through Friday and 8:00 am to 5:00 pm on Saturdays.

### **Eligibility**

There are two ways to be accepted into the Basic Peace Officer Academy.

1. **Open Enrollment Applicants**: persons wishing to enter the academy who do not hold a current oath or commission with an Ohio law enforcement agency. Each applicant must complete a multi-page application and short interview with a review committee to compete for a seat in the academy. This process must be completed four weeks before the academy begins.

To qualify as an open enrollment candidate

- You must be at least 21 years old no later than 6 months after the academy ends
- You must have a valid Ohio driver's license
- You cannot have any felony convictions
- You cannot have any conviction from a domestic violence charge

2. **Sworn Officers**: persons who hold a current oath or commission of office with any Ohio law enforcement agency. Sworn officers are automatically accepted into the academy and do not have to fill out the complete application or sit for the interview. If a sworn officer needs only part of the academy curriculum, the academy commander will work with the officer to schedule the appropriate attendance dates.

To begin the academy enrollment process contact Veronica French at 937-778-7865 or [vfrench@edisonohio.edu](mailto:vfrench@edisonohio.edu).

At this time there are no official prerequisites for the Basic Peace Officer Academy. However, all successful applicants will be proficient in keyboarding and ready for college level English. If you need keyboarding skills take BUS 120S at Edison State Community College. If you have never successfully passed an English class in college, you should take the placement test given through admissions. Call Admissions, 937-778-8600 or visit Student Services, room 160 to schedule a two-hour admissions/placement appointment.

### **Training Location**

Training will be held at Edison State Community College, Piqua Campus. Other community locations may be used for the practical training blocks.

### **Staff**

Classroom instruction is provided by experienced, state-certified instructors. Our academy commander is Joe Mahan. The Dean of Professional and Technical Programs at Edison State Community College is



Andy Runyan; located in room 337. For academy information and application materials, contact Veronica French at 937-778-7865 or [vfrench@edisonohio.edu](mailto:vfrench@edisonohio.edu).

### **College Credit and Tuition**

The cost of the Basic Peace Officer Academy will be \$5,812.12. All curriculum, study materials, ammunition and vehicles needed for the training are included in the basic cost. Students are also provided with two uniform shirts, a workout shirt, and a carry bag.

Edison will award 26 semester credit hours for the completion of the Basic Peace Officer Academy. Those hours apply toward a two-year associate degree and can transfer to other institutions. Students will register for two classes of 13 credit hours each. Grades based on performance in the program will be awarded at the end of each class.

An optional payment plan is available which allows you to spread your payment into five payments. The plan has a \$25 enrollment fee.

### **Financial Aid**

Financial Aid is available for the Basic Peace Officer Academy. To apply for financial aid or for questions regarding financial aid, call 937-778-8600 or visit them in Student Services, room 160. Applying early for financial aid will ensure the funds are available when class begins.

### **Class Size**

Academy classes will be between 15 and 25 students in order to maintain safety and provide a quality training environment.

### **Additional Equipment**

All academy students must provide notepaper, pens, pencils, large 3-ring binder, flashlight and a copy of the Ohio Revised Code Handbook (available through Edison Bookstore). **All academy paperwork and notebook work must be submitted typewritten.** Students may use the computers and printers in the Learning Lab, located in the Library, for this purpose.

The academy will provide a firearm, ammunition, and appropriate duty gear for the student's use during training. **Students who wish to purchase their own firearm are cautioned to wait until after the familiarization lecture provided early in the academy before making these purchase decisions.**

### **Important Phone Numbers**

Dean, Andy Runyan	937-778-7842
Financial Aid Office	937-778-8600
Admissions/Placement Testing	937-778-8600
Veteran's Benefits, Joe Ratermann	937-778-7827

**Note: The field of law enforcement is a highly responsible, demanding field. Ability to take personal responsibility and ability to follow directions are critical to success in the field. Your ability to take personal responsibility and follow directions will be evaluated during your application process and throughout your academy training. If you have any questions, please call us.**

# Application for Admission

Responding to items with an asterisk (\*) is voluntary.



Prefix \_\_\_\_\_ Last Name \_\_\_\_\_ Legal First Name \_\_\_\_\_  
Middle \_\_\_\_\_ Previous \_\_\_\_\_  
Name \_\_\_\_\_ Suffix \_\_\_\_\_ Names \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_  
Home Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Social Security Number \_\_\_\_\_ Birth gender: ☐ Female ☐ Male  
Date of Birth \_\_\_\_\_ \*I identify as: ☐ Female ☐ Male \_\_\_\_\_  
Month Day Year

## \*Ethnicity

\*Are you of Hispanic Origin?  
☐ Yes ☐ No

\*I identify as:

☐ Black or African American  
☐ American Indian or Alaska Native  
☐ Native Hawaiian or Other Pacific Islander

☐ Asian  
☐ White  
☐ Unknown

E-Mail Address: \_\_\_\_\_

Once enrolled, your @edisonohio.edu address will be used for all college email communications.

I intend to begin taking classes in: ☐ August ☐ October ☐ January ☐ March ☐ June Year: \_\_\_\_\_

I would like to major in: (Some programs require background checks prior to clinical or other completion requirements.)

☐ Arts, Humanities, and Communication  
☐ Health Sciences  
☐ Social and Public Service

☐ Business  
☐ Information Technology

☐ Engineering and Manufacturing  
☐ Science and Mathematics  
☐ Non Degree, Transient Student

If you intend to graduate from Edison, please tell us with what credential:

☐ Certificate ☐ Associate's degree for transfer to another college: \_\_\_\_\_ ☐ Associate's degree for the job market

If you don't intend to graduate from Edison, please tell us why you are choosing to enroll in classes now:

☐ for personal interest  
☐ to upgrade current job skills

☐ to transfer credits to another college before graduating from Edison  
☐ to train for a new career

Are you a U.S. citizen? ☐ Yes ☐ No: country of citizenship \_\_\_\_\_

Is English your primary language? ☐ Yes ☐ No: My preferred language is: \_\_\_\_\_

\*I am: ☐ Single ☐ Married ☐ Divorced/Separated

Have you lived in Ohio for the past 12 consecutive months? ☐ Yes ☐ No

## Your Education

☐ I have not graduated from high school and I do not have a GED ☐ I have earned a GED. Date GED earned: \_\_\_\_\_  
☐ I attend high school and will graduate: \_\_\_\_\_ ☐ I graduated from high school in: \_\_\_\_\_  
MM/YY MM/YY

High School

City/State

Zip

Is this the first time you have attended college? ☐ Yes ☐ No If no, please list all colleges attended:  
(Including courses taken as a High School Student)

College

Location

Dates Attended

College

Location

Dates Attended

## Selective Service Acknowledgement

☐ I certify that I am registered with the Selective Service. My Selective Service Number is: \_\_\_\_\_  
Unsure what your Selective Service number is or haven't registered yet? Visit the [www.sss.gov](http://www.sss.gov) website.)

☐ I am not registered with the Selective Service and qualify for exemption for one of the following reasons:

- I am female.
- I am currently on active duty in the US Armed Forces excluding training in a reserve or National Guard unit.
- I am a nonimmigrant alien lawfully in the United States in accordance with Section 101(a) of the Immigration & Nationality Act U.S.C. 1101, as amended.
- I am under the age of 18
- I am over the age of 25.

☐ I am not registered with the Selective Service and do not qualify for any of the above exemptions. I understand this may result in out-of-state tuition charges.

\*Are you a Veteran? ☐ Yes ☐ No \*Are you the child or spouse of a Veteran? ☐ No ☐ Child ☐ Spouse

\*Are you a single parent? ☐ Yes ☐ No \*Has either of your parents attended college? ☐ Yes ☐ No ☐ Unsure

\*Are you a displaced worker? ☐ Yes ☐ No

I certify that the information on this application is correct. I agree that false information or omission of data may result in denial of admission and/or awarding of financial aid, and may lead to suspension or dismissal from the College if discovered after acceptance. I further agree that all transcripts and other documents submitted in support of my application become the property of the College. I consent to being enrolled in the Edison Alert system, using the contact information including email address and phone number(s) I have provided.

Signature of Applicant

Date



**ARTS, HUMANITIES, AND COMMUNICATION**

Associate of Arts Degree	AA.2000
Communication AA Degree	Comp.AA.2006
Education Associate of Arts	EDU.AA.2006
English AA	ENG.AA.2012
Fine Arts AA	ART.AA.2012
History AA	HST.AA.2012
Philosophy AA	PHI.AA.2012
Psychology AA	PSY.AA.2012

**BUSINESS**

Accounting AAB	ACC.AAB.2000
Accounting AS Degree	ACC.AS.2012
Accounting Certificate	ACC.CERT.2000
Accounting Clerk Short Term Cert.	ACC.FAST.2000
Administrative Assistant Certificate	OSA.AA.CERT.2012
Agribusiness Certificate	
Agriculture AAS	AGR.AAS.2017
Banking Degree	
Banking Leadership Certificate	
Basic Human Relations Skills Short Term Cert.	HUMREL.FAST.2000
Business AAB Marketing Option	BUS.MKT.AAB.2013
Business AS Degree	BUS.AS.2012
Business Mgmt. AAB	BUS.BUS.AAB.2000
Business Mgmt. Certificate	BUS.CERT.2000
Business Mgmt. Short Term Cert.	MANAGE.FAST.2000
Economics AS Degree	ECO.AS.2012
Entrepreneurship	BUS.ENT.AAB.2014
Entrepreneurship Certificate	BUS.ENT.CERT.2014
Farm Management Certificate	
General Business	BUS.GEN.AAB.2013
General Business Cert.	BUS.GEN.CERT.2013
Human Resource Mgmt.	BUS.HRM.AAB.2000
Human Resource Mgmt. Certificate	HRM.CERT.2000
Human Resource Mgmt. Short Term Cert.	HRM.FAST.2000
Marketing Certificate	BUS.MKT.CERT.2013
Med.Office Support Certificate	OSA.MOS.CERT.2007
Medical Coder Certificate	OSA.MCODE.CERT.2011
Medical Office Support AAB	OSA.MOS.AAB.2006
Occ.Health Admin. Administrative Asst AAB	OSA.ADMASST.AAB.2000
Office Automation Short Term Cert.	OFFICEAUTO.FAST.2000
Paralegal Post Baccalaureate Certificate	LEG.CERT.2000
Paralegal Studies AAB	LEG.AAB.2000
Real Estate Certificate	RLE.CERT.2000
Real Estate Short Term Cert.	RLE.FAST.2000
Tax Consultant Short Term Cert.	TAXCON.FAST.2000

**INFORMATION TECHNOLOGY**

Basic Comp. Skills Short Term Cert.	BCOMP.FAST.2000
Bus. Systems Certificate	CIT.BUSSYS.CERT.2000
Comp. Languages Certificate	CIT.LANG.CERT.2000
Computer Bus. Systems AAB	CIT.BUSSY.AAB.2000
Computer Tech. Certificate	CIT.CERT.2012
Database Specialist Short Term Cert.	DATABASE.FAST.2012
Help Desk Short Term Cert.	HELPPESK.FAST.2000
Interactive Tech Programming & Design	CIT.INTER.AAB.2016
Network & Comp. Security AAB	CIT.NCS.AAB.2006
Network Comp Mgmt. AAB	CIT.NWK.AAB.2006
Network Comp. Mgmt. Certificate	CIT.NWK.CERT.2006
Networking Short Term Cert.	NETWORK.FAST.2000
Programming AAB	CIT.PROG.AAB.2002
Programming Short Term Cert.	PROG.FAST.2000
Systems Administrator AAB	CIT.SYSAD.AAB.2004
Systems Administrator Certificate	CIT.SYSAD.CERT.2004

**ENGINEERING AND MANUFACTURING**

Advanced Mfg. Short Term Cert.	AMFG.FAST.2012
Advanced Mfg. Certificate	
Advanced Mfg. Systems Certificate	MET.AMFG.CERT.2011
Automation and Robotics AAS	ELT.RBT.AAS.2007
Automation and Robotics Certificate	ELT.RBT.CERT.2007
Basic Electricity Short Term Cert.	ELT.FAST.2000
Basic Human Relations	
CAD/CAE Certificate	MET.CADCAE.CERT.2003
CNC Programming Short Term Cert.	CNC.FAST.2013
Computer Aided Design	CAD.FAST.2011
Computer Aided Design Short Term Cert.	AUTOCAD.FAST.2003
Electrical Networking Short Term Cert.	ELT.ELTNET.FAST.2013
Electro Mech. Certificate	ELTMECH.CERT.2014
Electro-Mech. Option AAS	ELT.ELMEC.AAS.2014
Electronics Transfer AAS	ELT.AAS.2006
Electronics Networking Certificate	ELT.ENET.CERT.2013
Equip.Maint. Tech. Ind. Equip. Supervision	EMT.IES.AAS.2014
Factory Automation Certificate	EMT.FACT.CERT.2017
Factory Automation Short Term Cert.	ELT.AUTO.FAST.2004
HVAC & Refrigeration Cert	EMT.HVA.CERT.2013
Industrial Electrical Controls Short Term Cert.	ELT.CONT.FAST.2004
Industrial Operations AAS	IMT.INDOP.AAS.2005
Lean Mfg. Short Term Cert.	LEAN.FAST.2005
Mech. Engineering Transfer AAS	MET.AAS.2006
Mech. Engineering Advanced Mfg. AAS	MET.AMFG.AAS.2011
Mech. Engineering Tech Mech. Design AAS	MET.MECH.AAS.2000
MFG. Mgmt. Short Term Cert.	Mfg.MAN.FAST.2012
Operations Technology AAS	IMT.OPER.AAS.2014
Operations Technology Certificate	IMT.OPTEC.CERT.2014
Print Reading and Controls Short Term Cert.	ELT.PNTCRL.FAST.2013
Quality Mgmt. Short Term Cert.	QUAL.FAST.2000
Renewable Energy Technology Certificate	ELT.RNW.CERT.2010
Six Sigma Short Term Cert.	SIXSIGMA.FAST.2005
Supply Chain Mgmt. Certificate	IMT.SCM.CERT.2011
Supply Chain Mgmt. Short Term Cert.	SCM.FAST.2006

**HEALTH SCIENCES**

Clinical Lab Certificate	
Medical Assisting Certificate	
Medical Lab Tech	MLT.PRE.AS.2006
Nursing - RN	NUR.PRE.AS.2000
Nursing LPN-ADN Transition	NURLPN.PRE.2003
Phlebotomy Certificate	PLB.CERT.2005
Physical Therapist Assistant	PTA.PRE.AS.2008

**SCIENCE AND MATHEMATICS**

Agriculture AAS	AGR.AAS.2017
Associate of Science Degree	AS.2000
Biology AS Degree	BIO.AS.2012
Economics AS Degree	ECO.AS.2012
Education AS Degree	EDU.AS.2006
Geology/Earth Science AS Degree	GLG.AS.2012
Mathematics AS Degree	MTH.AS.2012
Psychology AS Degree	PSY.AS.2016

**SOCIAL AND PUBLIC SERVICES**

Child Development Associate Credential (cda)	CDA.FAST.2000
Criminal Justice AAS Degree	CRJ.AAS.2008
CRJ Computer Forensics AAS	CRJ.CFOR.AAS.2007
Early Childhood Education AAS	ECE.AAS.2007
Education Associate of Science	EDU.AS.2006
Social Services AAS	SSV.AAS.2009

National WebCheck® Agencies with Law Enforcement Access

Below are a few approved agencies that perform WebCheck®

**YOU MUST CALL THE AGENCY TO INQUIRE THE HOURS, COST, AND NECESSARY DOCUMENTATION YOU NEED TO TAKE WITH YOU.**

**Auglaize County**

Auglaize County Sheriff's Office  
1051 Dearbaugh Avenue  
P.O. Box 26  
Wapakoneta, OH 45895  
419-739-6565  
Cost: FBI - \$35; BCI - \$27

**Darke County**

Darke County Sheriff's Office  
5185 County Home Road  
Greenville, OH 45331  
937-548-3399  
Cost: Total Cost for FBI & BCI - \$55

**Miami County**

Piqua Police Department  
100 N. Wayne St.  
Piqua, OH 45356  
937-778-2027  
Contact: Ms. Robin Dankworth

**Cost: No Fee**

**Miami County Sheriff's Office**

201 West Main St.  
Troy, OH 45373  
937-440-6095  
Call for Cost

**Montgomery County**

Dayton Police Department  
335 West Third St.  
Dayton, OH 45402  
937-333-1067  
Cost: Total Cost for FBI & BCI - \$70

**Shelby County**

Shelby County Sheriff's Office  
555 Gearhart Road  
Sidney, OH 45365  
937-498-1111  
W & TH 12:30pm – 3:30pm  
Cost: FBI - \$30; BCI - \$30

**Champaign County**

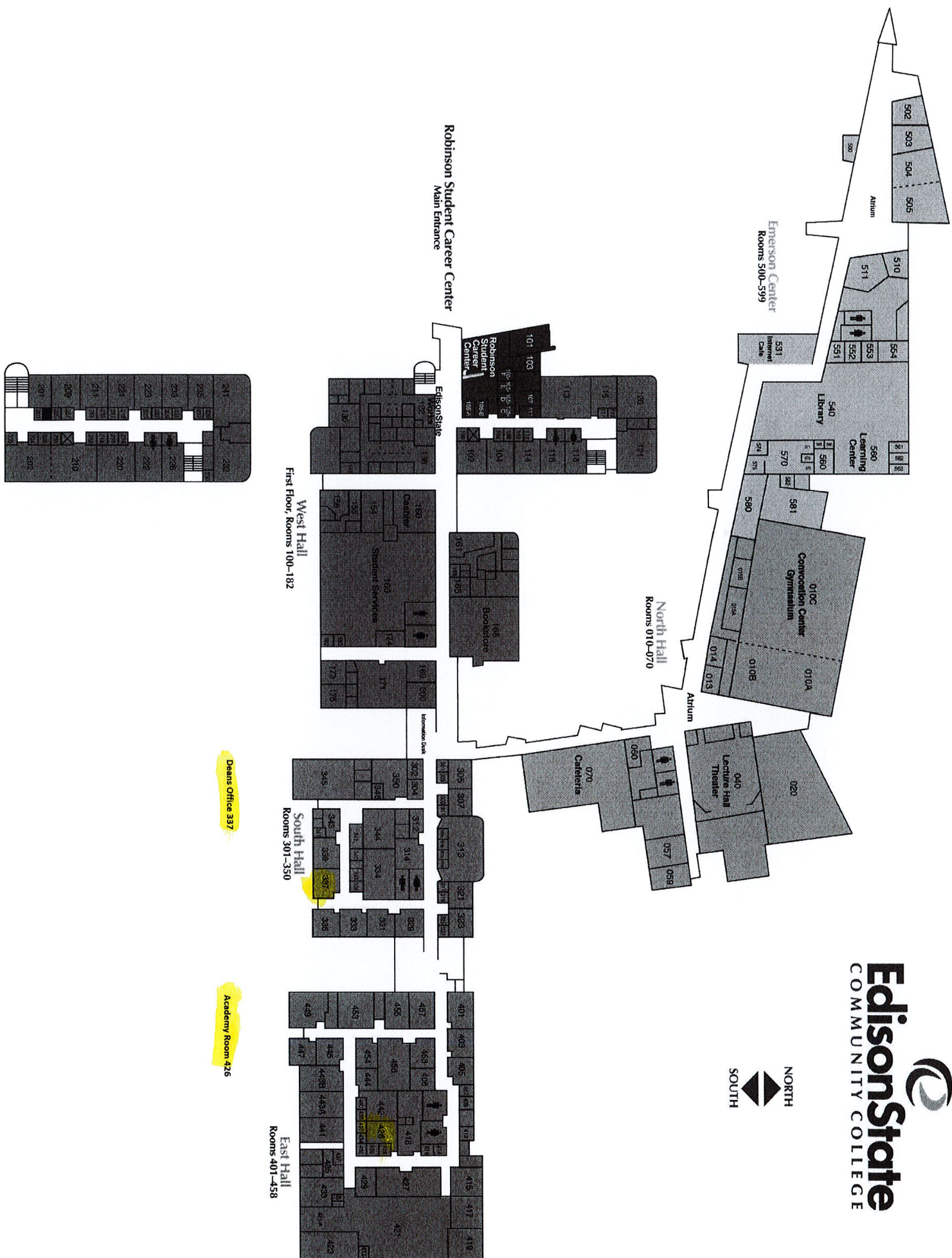
Champaign County Sheriff's Office  
214 N. Main St.  
Urbana, OH 43078  
937-652-1311  
Cost: FBI - \$35; BCI - \$35  
Cash Only/Correct Change

**Edison State Community College**

1973 Edison Drive  
Piqua, OH 45356  
937-778-7820 or  
email: [campussafetyandsecurity@edisonohio.edu](mailto:campussafetyandsecurity@edisonohio.edu)  
Call for appointment

**Cost: No Fee**





**West Hall**  
**Second Floor, Rooms 200-241**



**DAVE YOST**  
OHIO ATTORNEY GENERAL



Ohio Peace Officer Training Commission  
Office 800-346-7682

P.O. Box 309  
London, OH 43140  
[www.OhioAttorneyGeneral.gov](http://www.OhioAttorneyGeneral.gov)

## REQUEST FOR NATIONAL WEBCHECK®

All information must be typed or printed.

This completed form is to be returned to the commander by the student.

### INSTRUCTIONS TO NATIONAL WEBCHECK® FACILITY

- Transaction Type is both BCI and FBI.
- Reason Fingerprinted is "Law Enforcement Employment" or "Law Enforcement/Criminal Justice" for BCI and "Law" for FBI.
- This is a **Direct Copy** transaction to the Ohio Peace Officer Training Academy (OPOTA). No address needs entered.

### TO BE COMPLETED BY STUDENT

I am scheduled to attend an Ohio Peace Officer Training Commission-approved Program to be held at:

Edison State Criminal Justice Academy \_\_\_\_\_ beginning on 01/08/2024.  
(Academy Name) (Date)

As part of the enrollment process, the OPOTC requires that I have a criminal record background check conducted within 150 days of the above date by the Ohio Bureau of Criminal Investigation (BCI) and the Federal Bureau of Investigation (FBI). Therefore, I am requesting a National WebCheck®, 10-digit, for law enforcement purposes.

Name: \_\_\_\_\_  
(Last) (First) (Middle Name)

Previous Name(s) or Alias: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address (including P.O. Box, if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Fingerprinting Agency: \_\_\_\_\_

Signature of Person Being Fingerprinted: \_\_\_\_\_ Date Fingerprinted: \_\_\_\_\_





**DAVE YOST**

OHIO ATTORNEY GENERAL



Ohio Peace Officer Training Commission  
Office 800-346-7682  
Fax 740-845-2675

P.O. Box 309  
London, Ohio 43140  
www.OhioAttorneyGeneral.gov

## Ohio Peace Officer Training Commission Peace Officer Basic Training Audit Sheet

Curriculum Code: BAS-041a

All Topics & Hours are Mandatory

### 1. Administration

1. Introduction to Basic Training (1/1/16)
2. Introduction to Policing (7/1/14)
3. Fundamentals of the Criminal Justice System (7/1/14)
4. Community Diversity & Procedural Justice (7/1/16)
5. Ethics & Professionalism (3/15/21)
6. Below 100 (1/1/18)
7. Report Writing (7/1/19)

### 2. Legal

1. Legal Basics (7/1/19)
2. Ohio Revised Code
  - A. Crimes Against Persons (3/15/21)
  - E. Crimes Against Property (3/15/21)
  - K. Crimes Against the Admin. of Safety & Justice (3/15/21)
  - O. Other Offenses (3/15/21)
3. Arrest, Search, & Seizure (1/1/21)
6. Civil Liability & Use of Force (1/1/18)
7. Testifying in Court (7/1/19)

### 3. Human Relations

1. Interacting with the Media (1/1/21)
2. Blue Courage: The Heart and Mind of the Guardian (7/1/18)
3. Domestic Violence (7/1/18)
4. Crisis Intervention (7/1/19)
5. Child Abuse & Neglect (7/1/16)
6. The Missing & Human Trafficking (3/15/21)
7. Juvenile Justice System (1/1/21)
8. Responding to Victims' Needs & Rights (3/15/21)

### 4. Firearms

1. Handgun (1/1/16) \*
2. Shotgun (1/1/16) \*

### 5. Driving

1. Driving (1/1/15) \*

### 6. Subject Control Techniques

1. Subject Control Techniques (7/1/15) \*
2. Impact Weapons (7/1/19) \*

### 7. First Aid/CPR/AED

1. First Aid/CPR/AED (7/1/18) \*
2. Critical Injury First Aid (7/1/18) \*

### 8. Patrol

1. Patrol Aspects & Overview (7/1/16) \*
2. Companion Animal Encounters (3/15/21)
4. Building Searches (7/1/16) \*
5. Stops & Approaches (7/1/19) \*
6. Vehicle Theft & Identification (7/1/18)
7. Gang Awareness (7/1/19)
8. LEADS (1/1/18)
9. Booking & Handling (7/1/16)
10. Ohio Law Enforcement Gateway (OHLEG) (1/1/18)

### 9. Civil Disorders

1. Civil Disorders (7/1/19)

### 10. Traffic

1. Introduction to Traffic (3/15/21)
2. Motor Vehicle Offenses (3/15/21)
4. Traffic Crash Investigation (1/1/21)
5. Uniform Traffic Ticket (1/1/21)
6. NHTSA Speed Measuring Device (1/1/21) \*
7. Traffic Direction & Control (7/1/19)
8. NHTSA SFST (7/1/19) \*

### 11. Investigation

1. Crime Scene (7/1/18)
2. Digital Evidence (7/1/19)
4. Police Photography (7/1/18)
5. Tracing Stolen Property (7/1/18)
7. Drug Awareness (7/1/19)
11. Lineups (1/1/18)
12. Gambling (1/1/18)
14. Surveillance (7/1/18)
15. Interview & Interrogation (1/1/18)

### 12. Physical Conditioning

1. Physical Fitness & Conditioning (1/1/18) \*
2. Critical Incident Stress Awareness (7/1/18)

### 13. Homeland Security

1. HazMat & WMD Awareness for the First Responder (7/1/19) \*
2. Bombs & Explosives (7/1/14)
3. Terrorism Awareness (7/1/15)
4. Incident Command System (ICS) (1/1/21) \*
5. National Incident Management System (NIMS) (1/1/21) \*

TOTAL HOURS



**DAVE YOST**  
OHIO ATTORNEY GENERAL



Ohio Peace Officer Training Commission  
800-346-7682

P.O. Box 309  
London, Ohio 43140  
www.OhioAttorneyGeneral.gov

## Student Enrollment/Certification Record

**Information on this form MUST be typed; handwritten copies will not be accepted. Please double check for accuracy.**

### Student Information:

Name: \_\_\_\_\_ Alias: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_  
No./Street and/or P.O. Box City County State Zip Code

Phone Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ DOB: \_\_\_\_\_ SSN (Last 5): \_\_\_\_\_

\*Email Address: \_\_\_\_\_ **\*Important Note:** *This email address will be used as the primary source of communication between you and OPOTC from the start of the academy through completion of the State Certification Exam (SCE). Please be sure to enter an email address that can be checked regularly for OPOTC correspondence.*

Operator's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Complete if applicable & attach SF400 Notice of Appointment:

Appointing/Employing Agency \_\_\_\_\_ Agency County \_\_\_\_\_

Agency Email \_\_\_\_\_

Date of Appointment/Employment \_\_\_\_\_ Position/Title \_\_\_\_\_

**Race:** \_\_\_\_\_ American Indian/Alaska Native \_\_\_\_\_ Asian \_\_\_\_\_ Black/African American \_\_\_\_\_ Hispanic/Latino  
\_\_\_\_\_ Native Hawaiian/Pacific Islander \_\_\_\_\_ White \_\_\_\_\_ Other

**Education:** \_\_\_\_\_ High School Diploma \_\_\_\_\_ GED

### Student Status:

<b>Peace Officer</b>	<input checked="" type="checkbox"/> Basic Training _____ Refresher _____ Prior-Equivalent _____
<b>Private Security</b>	_____ Academic _____ Revolver _____ Shotgun _____ Semi-Auto Pistol _____ REQ
<b>Corrections</b>	_____ Basic Training _____ Prior Equivalent _____
<b>Court Officer</b>	_____ Basic Training _____

\_\_\_\_\_  
Commander's Signature Date Edison State Criminal Justice Acac BAS24-  
School Name School Number

### OPOTC Use Only

\_\_\_\_\_ Approved \_\_\_\_\_ Open Enrollment \_\_\_\_\_ Withdrawn \_\_\_\_\_ Failed \_\_\_\_\_ Dismissed

Private Security Requal Due Date: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Last Date of Class: \_\_\_\_\_ Exam Date: \_\_\_\_\_ Certification Specialist Initials: \_\_\_\_\_

Certificate Number: \_\_\_\_\_ Date Certificate Issued: \_\_\_\_\_





# DAVE YOST

OHIO ATTORNEY GENERAL



Ohio Peace Officer Training Commission  
Office 800-346-7682  
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## BASIC TRAINING PHYSICAL FITNESS ASSESSMENT FORM

School Name: \_\_\_\_\_ School #: \_\_\_\_\_

Student's Name: \_\_\_\_\_  
(Last) (First) (Middle)

Previous Name(s) or Alias: \_\_\_\_\_

Sex: \_\_\_\_\_ M \_\_\_\_\_ F DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Pre-entrance Assessment Date: \_\_\_\_\_ Final Assessment Date: \_\_\_\_\_ Retest Date: \_\_\_\_\_

Status at Final Assessment: \_\_\_\_\_ Appointed \_\_\_\_\_ Open Enrollment

Age and Sex Minimum Scores					Pre-entrance Assessment 15 <sup>th</sup> percentile	Final Assessment (Score/P-F) 50 <sup>th</sup> percentile	Retest (Score/P-F) 50 <sup>th</sup> percentile
	Males (≤29)		Females (≤29)				
	15 <sup>th</sup> %	50 <sup>th</sup> %	15 <sup>th</sup> %	50 <sup>th</sup> %			
Sit-ups (1 min.)	32	40	23	35			
Push-ups (1 min.)	19	33	9	18			
1.5 Mile Run	14:34	11:58	17:49	14:07			
	Males (30-39)		Females (30-39)				
	15 <sup>th</sup> %	50 <sup>th</sup> %	15 <sup>th</sup> %	50 <sup>th</sup> %	# Sit-ups Completed	# Sit-ups Completed	# Sit-ups Completed
Sit-ups (1 min.)	28	36	18	27			
Push-ups (1 min.)	15	27	7	14			
1.5 Mile Run	15:13	12:25	18:37	14:34			
	Males (40-49)		Females (40-49)				
	15 <sup>th</sup> %	50 <sup>th</sup> %	15 <sup>th</sup> %	50 <sup>th</sup> %	# Push-ups Completed	# Push-ups Completed	# Push-ups Completed
Sit-ups (1 min.)	22	31	13	22			
Push-ups (1 min.)	10	21	5	11			
1.5 Mile Run	15:58	13:11	19:32	15:24			
	Males (50-59)		Females (50-59)				
	15 <sup>th</sup> %	50 <sup>th</sup> %	15 <sup>th</sup> %	50 <sup>th</sup> %	1.5 Mile Time	1.5 Mile Time	1.5 Mile Time
Sit-ups (1 min.)	17	26	7	17			
Push-ups (1 min.)	7	15	4 (modified)	13 (modified)			
1.5 Mile Run	17:38	14:16	21:31	17:13			
	Males (60+)		Females (60+)				
	15 <sup>th</sup> %	50 <sup>th</sup> %	15 <sup>th</sup> %	50 <sup>th</sup> %	OVERALL (P/F)	OVERALL (P/F)	OVERALL (P/F)
Sit-ups (1 min.)	13	20	2	8			
Push-ups (1 min.)	5	15	1 (modified)	8 (modified)			
1.5 Mile Run	20:12	15:56	23:32	18:52			

Students must pass each event, at the minimum 50<sup>th</sup> percentile of the above standards, in order to be eligible for the state certification exam.

Fitness Specialist Signature \_\_\_\_\_ Date \_\_\_\_\_

Commander Signature \_\_\_\_\_ Date \_\_\_\_\_

Fitness Specialist Signature \_\_\_\_\_ Date \_\_\_\_\_

Commander Signature \_\_\_\_\_ Date \_\_\_\_\_

Fitness Specialist Signature \_\_\_\_\_ Date \_\_\_\_\_

Commander Signature \_\_\_\_\_ Date \_\_\_\_\_



- ❖ All financial aid recipients are responsible for reading the Financial Aid Policy & Procedures Handbook posted on Edison State's Financial Aid website. Financial aid recipients are also responsible for checking the "Addendums/What's New" link on Edison State's Financial Aid website for any updates to the Financial Aid Handbook.
- ❖ **IMPORTANT – Pay particular attention to and understand the following items in the Financial Aid Handbook:**
  - Bookstore Charging Policy: How do I buy books with my aid?
  - Drop/Withdrawal Policy: How will dropping and/or withdrawing impact my aid?
  - Pell Life-Time Eligibility Limitation: How much Pell have I used and how much do I have left?
  - Satisfactory Academic Progress Policy: How does my academic outcomes impact my aid eligibility?
  - Federal Title IV Return of Funds Policy: What happens when I withdraw from all classes?
- ❖ **Edison State's main mode of communication is the Edison State e-mail account.** Student postal addresses will be used for students who do not have an Edison State e-mail address on file. There may be communication sent to the postal address even if the student has an Edison State email account. It is the student's responsibility to check both his/her Edison State e-mail account and postal mail frequently.
- ❖ Students must pursue and officially declare a two-year degree or a one-year certificate to be considered for federal financial aid. This can be done in the Student Services Office or with an advisor. Not all programs have been approved as qualifying for federal financial aid. Programs that are not federal aid eligible are identified in the course catalog.
- ❖ Students may only draw financial aid from one institution of higher education for a specific term or semester.
- ❖ **Priority Deadline:** If a student fails to submit documents by the Financial Aid priority deadline, he or she may need to use personal funds to meet the registration payment-due date. The priority deadlines are as follows:

	Summer 2023	Fall 2023	Spring 2024
<b>FAFSA Submission</b>	April 3, 2023	April 3, 2023	September 4, 2023
<b>Verification and Loan Document Submission</b>	April 17, 2023	April 17, 2023	September 18, 2023

- ❖ Pell Lock occurs on a particular date. Generally, whatever a student's enrollment is on that date will be used in the recalculation of their Pell Grant award. Be sure to read the Pell Lock Policy for a clear understanding, especially if you drop a late start class after Pell has disbursed.

Summer 2023 Lock	Fall 2023 Lock		Spring 2024 Lock	
6/21/2023	9/12/2023	11/7/2023	1/30/2024	4/2/2024

- ❖ Students must complete a Loan Request form or a Student Worker Renewal Request form each financial aid year and all other requirements before eligibility can be determined for the respective programs.
- ❖ Students must inform the Office of Financial Aid of any financial aid received, such as alternative education loans, scholarships, WIA benefits, employer reimbursements, etc.
- ❖ **FINAL DEADLINES:** 2023-2024 Financial aid documents must be submitted 60 days before the end of Edison State's 2023-2024 award year or 60 days before the end of the last 2023-2024 semester attended, whichever comes first. Failure to submit financial aid documents by the deadline may prevent awarding of aid. If you are unable to submit verification documents within the required deadline, please see a financial aid counselor for guidance.





**Q. How many credit hours must I take in order to borrow a Federal Direct Student Loan?**

A. You must enroll in and attend six credit hours or more.

**Q. Can I take out one loan for the entire length of my enrollment at ESCC?**

A. No. Student loans are annual loans based on an academic year. The academic year begins with summer. You may borrow for summer/fall/spring or summer/fall or fall/spring or any one semester as long as you enroll in and attend at least six credit hours in each of those semesters.

**Q. How much should I borrow?**

A. We encourage students to only borrow what is necessary. **You must repay these funds.** After the loan is processed, you may request our office to cancel a portion or the entire loan, if you decide that you do not need it.

To estimate your tuition, multiply the number of anticipated credit hours by the current per credit hour charge (<http://www.edisonohio.edu/How-Much-Does-It-Cost/>); see the online catalog for additional course fees and visit the bookstore to estimate the cost of your books and supplies.

**Q. What is the maximum that I may borrow in one Financial Aid year?**

A. The current annual loan limits are as follows:

<b><u>Grade Level 1 – Independent Student</u></b> \$3,500 Subsidized Direct Loan (SDL) \$6,000 Unsubsidized Direct Loan with full SDL \$9,500 Unsubsidized Direct Loan if no SDL eligibility	<b><u>Grade Level 2 – Independent Student</u></b> \$4,500 Subsidized Direct Loan (SDL) \$6,000 Unsubsidized Direct Loan with full SDL \$10,500 Unsubsidized Direct Loan if no SDL eligibility
<b><u>Grade Level 1 – Dependent Student</u></b> \$3,500 Subsidized Direct Loan (SDL) \$2,000 Unsubsidized Direct Loan with full SDL \$5,500 Unsubsidized Direct Loan if no SDL eligibility Parent Loan (PLUS)	<b><u>Grade Level 2 – Dependent Student</u></b> \$4,500 Subsidized Direct Loan (SDL) \$2,000 Unsubsidized Direct Loan with full SDL \$6,500 Unsubsidized Direct Loan if no SDL eligibility Parent Loan (PLUS)
<b>Grade Level 1 = 0 – 29.99 completed or transferred in credit hours</b>	<b>Grade Level 2 = 30+ completed or transferred in credit hours</b>

**Q. Is it guaranteed that I will always receive the loan amount I request as long as it is within the annual loan limit?**

A. No. There are many variables in determining eligible loan amounts (i.e. cost of attendance, EFC, other aid received, etc.) The Office of Financial Aid will determine the actual amount of your loan based on your eligibility.

**Q. What is the Direct Loan?**

A. A Direct Loan can be comprised of both Subsidized and Unsubsidized loans. The student's Subsidized loan eligibility may not exceed the loan limit for your grade level. If your Subsidized Loan amount is less than the loan limit, any remaining requested amount may be certified as an Unsubsidized Loan (if you requested Unsubsidized Loans).

**Q. What is the difference between a Subsidized and Unsubsidized loan?**

A. Subsidized Loan: The government pays the interest while the borrower is in school attending six or more credit hours and during any periods of deferment.

Unsubsidized Loan: The borrower is responsible for all interest. The *interest payments* may be deferred while the borrower is in school attending six or more credit hours, during their grace period, and during any periods of deferment. However, interest begins accruing at the time of loan disbursement.



**Q. When will I receive my refund?**

- A. Loan refunds are mailed by the Business Office within 14 calendar days after your loan is disbursed to your student account.

**Q. If I accumulate 30 credit hours after my loan is guaranteed, may I apply for an increase due to progression in grade level?**

- A. Yes. Once grades are determined (to insure 30 credit hours have been earned) you may reapply for your remaining eligible amount by submitting a new Loan Request Form.

**Q. How many credits must I accumulate to be at grade level 3?**

- A. You may not be considered above grade level 2 as ESCC is a 2-year college.

**Q. If I request an in-school deferment (postponement of repayment), will I remain in deferment regardless of the number of credit hours for which I am enrolled?**

- A. No. You must maintain six credit hours or more to remain in deferment. (Enrollment status reports are made periodically throughout the year.) If you drop below six credit hours, your grace period (the six-month period prior to repayment) will begin the day you drop below six credit hours. Please note that students only receive one (180 day) grace period in their educational career.

Example: You attended Fall Semester at six credit hours. You enroll Spring Semester at five credit hours. The date you will be considered at less than six credit hours will be the day following the last day of the Fall Semester.

**Q. Can I maintain my six-credit hour enrollment status if I enroll but do not attend classes?**

- A. No. If you fail to attend at six credit hours or more you will be reported to the Department of Education and will be put into immediate repayment.

**Q. When I transfer to another college, what do I need to do to keep my loan in deferment?**

- A. You must notify your servicer of the change in schools. Your servicer will provide you with further guidance.

**Q. When I prepare to leave Edison State (or continue at less than six-credit-hour enrollment), what do I need to do regarding my loans?**

- A. You must participate in Exit Loan Counseling. You may do so online by visiting [www.studentaid.gov](http://www.studentaid.gov).

**Q. How do I view the status of my loan?**

- A. You may view your Edison State financial aid awards on MyESCC. To access your MyESCC account, visit [www.edisonohio.edu](http://www.edisonohio.edu). Your federal loan history may also be viewed on the National Student Loan Data System website at [www.studentaid.gov](http://www.studentaid.gov).