

October 16, 2025

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 **November 26, 2025.**

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 **Monday, December 1, 2025**, from 10:00AM – 12:00PM or from 5:30PM – 7:30PM; **Tuesday, December 2, 2025**, from 1:30PM – 3:30PM. 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 5, 2026**, and end **July 13, 2026**. The academy will meet Monday through Friday from 5:30PM to 10:30PM and on Saturdays from 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 Edison State admission application. Please refer to the Get Started document in this packet. Please note that if you are only enrolling in the Basic Peace Officer Academy, you do not need to provide a High School Transcript. 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 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,



Paul Heintz, PHD

Interim 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.

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 Interim Dean of Professional and Technical Programs at Edison State Community

College is Paul Heintz, located in room 312. For academy information and application materials, contact Veronica French at 937-778-7865 or vfrench@edisonohio.edu.

College Credit and Tuition

The cost of the Basic Peace Officer Academy will be \$6,912.12. 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

Interim Dean, Paul Heintz	937-778-7921
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.

GET STARTED



Submit an Application

New and returning students can apply online at www.edisonohio.edu/getstarted.



Provide Your High School Transcript

The academic records submitted with your application will be evaluated to determine course placement.



Register for Classes

Set up an advising appointment to discuss academic planning, including any additional placement tests that may be required prior to course registration.



getstarted@edisonohio.edu • 937.778.8600

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DAVE YOST
OHIO ATTORNEY GENERAL



Ohio Peace Officer Training Commission
Office 800-346-7682

P.O. Box 309
London, OH 43140

REQUEST FOR NATIONAL WEBCHECK®

All information must be typed or printed.

For those applying to attend an Academy, return this completed form to your commander.

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 to be entered.
- In the event that an electronic WebCheck® is not an option, Fingerprint Cards can be submitted. Please email AskOPOTA@OhioAGO.gov for assistance regarding the process and requirements.

TO BE COMPLETED BY APPLICANT

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

Edison State Criminal Justice Academy beginning on 01-05-2026
(Academy Name) *(Date)*

OR

I am applying for reciprocity licensure or certification as a peace officer in the State of Ohio.

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

Name: _____
(Last) *(First)* *(Middle)*

Previous Name(s) or Alias: _____ Date of Birth: _____

Last 5 of SSN **ONLY**: _____ (FULL SOCIAL SECURITY NUMBER REQUIRED AT THE TIME OF FINGERPRINTING)

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

City: _____ State: _____ Zip Code: _____

Name of Fingerprinting Agency: _____

Signature of Person Being Fingerprinted: _____ Date Fingerprinted: _____

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
Call for appointment

Cost: No Fee



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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:
 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:

Peace Officer	_____ Basic Training	_____ Refresher	_____ Prior-Equivalent
Private Security	_____ Academic	_____ Revolver	_____ Shotgun _____ Semi-Auto Pistol _____ REQ
Corrections	_____ Basic Training	_____ Prior Equivalent	
Public Safety	_____ Basic Training		

Commander's Signature Date **Edison State C.J.A.** School Name **BAS26-** 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: _____



DISCLOSURES AND STATEMENT OF UNDERSTANDING

Name: _____
(Last) (First) (Middle Name)

Previous Name(s) or Alias: _____

SSN (Last 5): _____ DOB: _____

**Please answer the following questions by checking either "Yes" or "No"
If you answer yes to questions 1-22, please provide a separate statement of explanation and supporting documentation.**

1. Have you ever been convicted of a felony offense in any jurisdiction, including any conviction that has been sealed or expunged? (If so, you may not attend any portion of a Peace Officer Basic Training Academy.) _____ YES _____ NO
2. Are you a fugitive from justice? _____ YES _____ NO
3. Have you ever been convicted of a felony offense of violence as defined in ORC 2901.01? _____ YES _____ NO
4. Have you ever been adjudicated a delinquent child for the commission of an offense that, if committed by an adult, would have been a felony offense of violence? _____ YES _____ NO
5. Have you ever been convicted of any felony offense involving a drug of abuse? _____ YES _____ NO
6. Have you ever been adjudicated a delinquent child for the commission of an offense that, if committed by an adult, would have been a felony offense involving a drug of abuse? _____ YES _____ NO
7. Are you drug dependent, in danger of drug dependence, or a chronic alcoholic? _____ YES _____ NO
8. Are you under adjudication from any court for mental incompetence? _____ YES _____ NO
9. Have you been adjudicated by a court as a mental defective? _____ YES _____ NO
10. Have you been committed by a court to a mental institution? _____ YES _____ NO
11. Have you been found by a court to be a mentally ill person subject to hospitalization by court order, or have you been an involuntary patient other than one who is a patient only for purposes of observation? _____ YES _____ NO
12. Have you even been convicted of a crime that had a possible sentence of more than one year? _____ YES _____ NO
13. Are you an alien, illegally or unlawfully in the United States? _____ YES _____ NO
14. Have you been discharged from the Armed Forces under dishonorable conditions? _____ YES _____ NO
15. Have you renounced your United States citizenship? _____ YES _____ NO
16. Are you under a court order that restrains you from harassing, stalking, or threatening an intimate partner or the child of such intimate partner, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child? _____ YES _____ NO
17. Has any licensing or regulatory authority, in this or another state, ever denied you a license or government certification, or subjected you to discipline, including but not limited to suspension, revocation, or censure, because of professional misconduct or any other reason? _____ YES _____ NO

18. Are you currently the subject of any complaints, allegations, investigations, or legal proceedings that relate to professional conduct, violations of laws regulating a profession, occupation, or occupational activity, or any alleged crimes, whether in this state or elsewhere? This includes matters pending before courts, administrative agencies, or other regulatory entities. _____ YES _____ NO
19. Have you previously been demoted, discharged, or resigned in connection with conduct involving (1) dishonesty; (2) alleged criminal misconduct; or (3) alleged violations of a citizen's civil rights? _____ YES _____ NO
20. Have you been convicted of a misdemeanor crime of domestic violence? _____ YES _____ NO
21. Have you been convicted of a misdemeanor crime that has, as an element of that crime, the use or attempted use of physical force, or the threatened use of a deadly weapon? If yes, please explain your relationship with the victim (stranger, present or former spouse, household member, child, other family member, other – please describe) _____ YES _____ NO
22. Do you currently have criminal charges pending in any jurisdiction? _____ YES _____ NO

If you answer no to questions 23-24, please provide a separate statement of explanation and supporting documentation.

23. Do you currently possess a valid driver's license and have driving privileges in the state of Ohio or any other state? _____ YES _____ NO
24. Have you been awarded, and do you possess a high school diploma or certificate of high school equivalency? _____ YES _____ NO

BY INITIALING BESIDE EACH STATEMENT, I ACKNOWLEDGE AND UNDERSTAND THE FOLLOWING:

- If I provide false information on this form, I may become ineligible for certification, and may be charged with a crime.
- If a criminal or delinquency charge is filed against me while I am in the process of certification, I MUST report it to OPOTC immediately.
- If I am charged with any offense that may result in a felony conviction or in a state or federal weapons disability, I may become ineligible for certification until the case is complete, and at that time, my eligibility would be re-examined.
- If I am convicted of a felony offense or one that results in a state or federal weapons disability, I may be ineligible for certification.
- I hereby grant OPOTC consent to disclose to potential employers or training academies, information regarding all of my criminal or delinquency history information that might impact my ability to participate as a student in an OPOTC- approved school or obtain an OPOTC certificate.

By signing this document, I attest that I have not surrendered or had revoked a license, out-of-state occupational license, or government certification because of negligence or intentional misconduct as it relates to my work in the same profession or occupation for which I am applying. I have carefully read this document and fully understand its contents and I sign it of my own free will and volition. I attest that the information provided in this document is true and correct and is based on my personal knowledge or inquiry. I further understand and acknowledge that submission of falsified records is a criminal violation.

Signature Printed Name (First, Middle, & Last Name) Date

Witness Signature Witness Printed Name (First, Middle, & Last Name) Date



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P.O. Box 309
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Authorization for Use or Disclosure of Drug Screen Information

Applicant's Name: _____
 Applicant's Date of Birth: _____
 Commander: Joseph A. Mahan
 Commander's Address: 1973 Edison Dr., Piqua, Ohio 45356 Email: chiefmahan@hotmail.com

I hereby consent to submit to a drug screen and to furnish a sample of my urine for analysis to a testing facility designated by the commander in order to be eligible to attend peace officer basic training.

I further authorize and give full permission to have the laboratory or other testing facility release any and all documentation relating to such screen to the above listed commander or designee. I further agree to and hereby authorize the release of the results of said tests to the commander, their designee, or the Ohio Peace Officer Training Commission (OPOTC).

I understand that my sample will be screened for the following substances and concentrations:

Initial test analyte	Initial test cutoff concentration	Confirmatory test analyte	Confirmatory test cutoff concentration
Marijuana metabolites	50 ng/mL	THCA	15 ng/mL
Cocaine metabolites	150 ng/mL	Benzoylcegonine	100 ng/mL
Codeine/Morphine	2,000 ng/mL	Codeine Morphine	2,000 ng/mL 2,000ng/mL
Hydrocodone/Hydromorphone	300 ng/ml	Hydrocodone Hydromorphone	100 ng/ml 100 ng/ml
Oxycodone/Oxymorphone	100 ng/ml	Oxycodone Oxymorphone	100 ng/ml 100 ng/ml
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamine/Methamphetamine	500 ng/mL	Amphetamine Methamphetamine	250 ng/mL 250 ng/mL
MDMA/MDA	500 ng/ml	MDMA MDA	250 ng/ml 250 ng/ml

I understand that a positive test result, refusal to authorize the tests by signing this form, refusing to take the specified test(s), or failure to produce a specimen, may preclude me from attending this academy.

I understand that I must provide proof within 72 hours that I am taking a controlled substance as directed pursuant to a lawful prescription issued in my name if that substance causes a positive result.

I understand that the OPOTC certified school is not a covered entity and is not subject to the privacy requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). I understand that there is a potential that information disclosed to the OPOTC certified school may be subjected to redisclosure by the OPOTC certified school, and not protected from such redisclosure by federal law or federal rule.

I understand that I may revoke this authorization in writing submitted at any time to the OPOTC certified school except to the extent that action has been taken in reliance on this authorization. If this authorization has not been revoked, it will terminate two years from the date of my signature.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act and that I have not been coerced into signing this document.

Signature: _____ Date: _____



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OHIO ATTORNEY GENERAL



Ohio Peace Officer Training Commission

Office 800-346-7682

Fax 740-845-2675

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 th percentile	Final Assessment (Score/P-F) 50 th percentile	Retest (Score/P-F) 50 th percentile			
	Males (≤29)		Females (≤29)							
	15 th %	50 th %	15 th %	50 th %						
Sit-ups (1 min.)	32	40	23	35				# Sit-ups Completed	# Sit-ups Completed	# Sit-ups Completed
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)					# Push-ups Completed	# Push-ups Completed	# Push-ups Completed
	15 th %	50 th %	15 th %	50 th %						
Sit-ups (1 min.)	28	36	18	27	1.5 Mile Time	1.5 Mile Time	1.5 Mile Time			
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)		OVERALL (P/F)	OVERALL (P/F)	OVERALL (P/F)			
	15 th %	50 th %	15 th %	50 th %						
Sit-ups (1 min.)	22	31	13	22				OVERALL (P/F)	OVERALL (P/F)	OVERALL (P/F)
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)		OVERALL (P/F)	OVERALL (P/F)	OVERALL (P/F)			
	15 th %	50 th %	15 th %	50 th %						
Sit-ups (1 min.)	17	26	7	17				OVERALL (P/F)	OVERALL (P/F)	OVERALL (P/F)
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+)		OVERALL (P/F)	OVERALL (P/F)	OVERALL (P/F)			
	15 th %	50 th %	15 th %	50 th %						
Sit-ups (1 min.)	13	20	2	8				OVERALL (P/F)	OVERALL (P/F)	OVERALL (P/F)
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 50th 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



**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

- ❖ All financial aid recipients are responsible for reading the Financial Aid Handbook posted on Edison State's [Financial Aid website](#). Financial aid recipients are also responsible for checking the "[Addendums and Resources](#)" 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.** Before a student is registered, communications may be sent to a personal email on file. There may be communication sent to the postal address even if the student has an Edison State email account. **Once a student has an Edison State e-mail, 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 degree or a certificate program 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 at a time.
- ❖ **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:

Semester	Summer 2025	Fall 2025	Spring 2026
FAFSA Submission	04/01/2025	04/01/2025	09/02/2025
Verification and Loan Document Submission	04/15/2025	04/15/2025	09/16/2025

- ❖ 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 2025 Lock	Fall 2025 Lock		Spring 2026 Lock	
6/17/2025	9/9/2025	11/4/2025	2/3/2026	4/7/2026

- ❖ 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:** 2025-2026 Financial aid documents must be submitted 60 days before the end of Edison State's 2025-2026 award year or 60 days before the end of the last 2025-2026 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:

Grade Level 1 - Independent Student

\$3,500 Subsidized Direct Loan
\$6,000 Unsubsidized Direct Loan

Grade Level 2 - Independent Student

\$4,500 Subsidized Direct Loan
\$6,000 Unsubsidized Direct Loan

Grade Level 1 - Dependent Student

\$3,500 Subsidized Direct Loan
\$2,000 Unsubsidized Direct Loan
Parent Loan (PLUS)

Grade Level 2- Dependent Student

\$4,500 Subsidized Direct Loan
\$2,000 Unsubsidized Direct Loan
Parent Loan (PLUS)

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 Base 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.

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. How many credits must I accumulate to be at grade level 2?

A. 30 credit hours.

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.

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. Your federal loan history may also be viewed on the National Student Loan Data System website at www.studentaid.gov.