



**SINCLAIR CRIMINAL JUSTICE TRAINING ACADEMY  
SINCLAIR COMMUNITY COLLEGE  
444 W. Third St. Room 19-128  
Dayton, OH 45402**

937-512-2270

Fax - 937-512-5009

[www.sinclair.edu/trainingacademy](http://www.sinclair.edu/trainingacademy)

*General Instructions: How To Enroll in the Sinclair Criminal Justice  
Basic Peace Officer Academy*

All attendees for the Basic Peace Officer Academy must be registered students of the college. The basic academy is an open enrollment program - cadets do not have to be sworn officers or sponsored by an agency to attend.

**NOTE:** *The Academy is an intensive program spanning two semesters. Academy students will attend an average of 25-33 hours per week. Many Saturdays and some Sundays will be necessary and all training is mandatory. **DO NOT APPLY IF YOU CANNOT COMMIT TO THIS CHALLENGING SCHEDULE***

**Enrollment Steps – (Listed costs and procedures subject to change)**

- Enroll to become a Sinclair Community College student by going to:
  - [www.sinclair.edu/apply](http://www.sinclair.edu/apply)
    - Please Note: All first-time Sinclair Community College registrants incur a one-time, non-refundable registration, records and ID fee of \$20.
  - Declare Associate of Technical Study as your major (**CJS.S.ATS**)
    - First time college students **ARE** required to take the college's Writeplacer assessment test for reading and writing. A score of 4 or above is necessary to meet academy entrance standards for English and Writing.
  - Note: The Academy will *register* successful applicants for academy training, but we cannot *enroll* someone to become a Sinclair student. This responsibility falls upon you!
  
- Gaining entrance into the Sinclair Basic Law Enforcement Academy:
  - Applications available approximately 90 days prior to start of program.
  - Day classes offered twice a year – January and June starts.  
Night classes Offered every January.
  - Applications available at [www.sinclair.edu/trainingacademy](http://www.sinclair.edu/trainingacademy)
    - Please complete the application on-line. Print single side only.
    - **HANDWRITTEN APPLICATIONS ARE NOT ACCEPTED!**
  - Please pay attention to detail! Applications must be complete.
  - **Follow the attached check-off list included in the application form.**

- Basic Academy Cost (based on residency of student) **(Tuition is subject to change)**
  - Montgomery County Residents
    - Total cost for Montgomery County residents - **\$ 5,941.78**
  - State of Ohio – non-Montgomery County Residents
    - Total cost for Ohio –non-Montgomery County residents - **\$ 7,170.28**
  - Out of State Residents (less than one year of residency in Ohio = Out of State Rates)
    - Total cost for Out of State Residents - **\$ 11,229.40**
  - Payment Options
    - If an agency is paying for the program, please notify the Academy ten business days prior to the start date and provide a Purchase Order (PO) number and/or a contact person’s name and phone number for billing purposes.
    - If the program is being paid for by the student and he/she desires Financial Aid, please contact Sinclair’s Financial Aid Office immediately at:  
<http://www.sinclair.edu/services/finaid/>
    - Academy Training is approved for Veterans Affairs (VA) benefits.
    - Academy tuition is separated into two semester payments. There is also an \$ 85.00 administrative fee each semester to cover parking, printing, etc.
  
- Location – Parking - Directions and Map:
  - Sinclair Criminal Justice Training Academy is located in Building 19 in the downtown Dayton campus. For MapQuest or other map systems input this address: 214 S. Wilkinson Street, Dayton, OH 45402.
  - The academy office is on the first floor, room 19-128.
  - Parking is available next to the academy in the Sinclair parking lot – the cost is included with your registration.
  - Directions and map to the Academy may be found at:  
[www.sinclair.edu/trainingacademy](http://www.sinclair.edu/trainingacademy)
  
- Contact Information:
  - Academy Office: Administrative Assistant, Patricia Huls (937) 512-2270
  - Academy XO: Lee Edwards (937) 512-5350
  - Training Coordinator: Lt. (Ret.) Bill Peck (937) 512-2630
  - Email: [sinclair.academy@sinclair.edu](mailto:sinclair.academy@sinclair.edu)
  - Webpage: [www.sinclair.edu/trainingacademy](http://www.sinclair.edu/trainingacademy)
  - Facebook: <https://www.facebook.com/pages/Sinclair-Criminal-Justice-Training-Academy/161266397229>