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 **June 2019 DAY** session of the Basic Law Enforcement Academy:
  - Applications available approximately 90 days prior to start of program.
  - Day classes offered twice a year – January and June starts.
  - 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!**
  - **Pay attention to details.** Incomplete or inaccurate applications are not accepted.
  - **Follow the attached check-off list included in the application form.**
• Basic Academy Cost (based on residency of student) *(Tuition is subject to change)*
  o Montgomery County Residents
    ▪ Total cost for Montgomery County residents - $4,986.78
  o State of Ohio – non-Montgomery County Residents
    ▪ Total cost for Ohio –non-Montgomery County residents - $6,215.28
  o Out of State Residents (less than one year of residency in Ohio = Out of State Rates)
    ▪ Total cost for Out of State Residents - $9,754.40
  o 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/](http://www.sinclair.edu/services/finaid/)
    ▪ Academy Training is approved for Veterans Affairs (VA) benefits.
    ▪ Academy tuition is separated into two semester payments.

• Location – Parking - Directions and Map:
  o 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.
  o The academy office is on the first floor, room 19-128.
  o Parking is available next to the academy in the Sinclair parking lot – the cost is included with your registration.
  o Directions and map to the Academy may be found at: [www.sinclair.edu/trainingacademy](http://www.sinclair.edu/trainingacademy)

• Contact Information:
  o Academy Office: Administrative Assistant, Patricia Huls (937) 512-2270
  o Academy Commander: Captain Greg Johnston (937) 512-5346
  o Academy Commander: Sergeant Randall Warren (937) 512-5383
  o Academy Lab Technician/Commander: Thomas McAllister (937) 512-4316
  o Academy XO: Lee Edwards (937) 512-5350
  o Training Coordinator: Lieutenant Ellis Willis (937) 512-5344
  o Email: [sinclair.academy@sinclair.edu](mailto:sinclair.academy@sinclair.edu)
  o Webpage: [www.sinclair.edu/trainingacademy](http://www.sinclair.edu/trainingacademy)