CORRECTIONAL OFFICER BASIC RECRUIT ACADEMY #280
STARTING March 8, 2016

1) Go to the CF website (www.CF.edu/Corrections). Click on Correctional Officer Academy. Click on the Academy Recruit Application Packet. Please read all information in the Application Packet very carefully. ALL questions must be answered and can be filled in from the screen. If a question does not pertain to you then put N/A in the blank. Save and print the entire application.

2) You must register as a student with CF on-line and provide CF with "sealed" high school and college transcripts. The program code is 7245 – Correctional Officer.

3) Once you receive a student ID# verifying admission to the college, you must complete the Residency Affidavit that is found on your portal under the Admissions Status tab.

4) If you are seeking financial assistance, you must complete a 2015/2016 FAFSA at www.fafsa.ed.gov, the CF school code is: 001471. *(This program is not eligible for Financial Aid)

5) The packet and registration with the college must be completed in its entirety BEFORE you call for a packet review. This includes all of the attachments (Copy of high school diploma or equivalent; current passport photograph, copy of COBAT test scores (Must be less than four years old); copy of birth certificate; copy of FDLE Physician's form (CJSTC 75B) (Must be done within six months of the start of the academy); copy of social security card; copy of valid driver's license; and copy of DD214 (If applicable).

6) There are several forms in the application that must be notarized BEFORE your interview.

7) During your packet review, you will receive information concerning your background investigation.

IMPORTANT DATES TO REMEMBER:

You may schedule a packet review for the academy beginning on Monday, Dec. 7, 2015. The last day to schedule and receive a review is Tuesday, Feb. 9, 2016. Student notifications will be on Friday, Feb. 12, 2016.

MANDATORY Class Orientation will be held on Thursday, Feb. 18, 2016 from 6-10 p.m.

- Class will begin on Tuesday, March 8, 2016 at 6 p.m.
- Please wear business attire or agency uniform to the packet review and to Orientation (No jeans, shorts, or tank tops!). Bring a pen and paper and a $100 uniform deposit.
- This will be a PART-TIME academy. Class hours for this academy will be Tuesday through Friday evening from 6-10 p.m. and Saturdays from 8 a.m. to 5 p.m.

ONCE YOU HAVE COMPLETED THE PACKET AND REGISTERED WITH CF, YOU MUST CALL THE ACADEMY COORDINATOR AT 873-5838 TO SCHEDULE YOUR PACKET REVIEW

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