CRIMINAL JUSTICE INSTITUTE
HOW TO APPLY
For information visit www.cf.edu/explore/programs/public-service/

STEP 1: ACADEMY REQUIREMENTS

Review academy admission criteria to ensure that you meet the requirements of the program. Detailed admission criteria may be found in the ACADEMY RECRUIT APPLICATION PACKET.

STEP 2: COLLEGE APPLICATION

Complete the College of Central Florida application process. Register on- line by going to www.cf.edu . For additional information regarding the admission process follow the link for ADMISSIONS. When ready, click on "Apply Now" and follow instructions to complete. There is a $30 application fee.

STEP 3: FDLE BAT Test

Take and pass the BAT test. (Law Enforcement- LE BAT or Corrections- COBAT). There is a minimum passing score to qualify for admittance to the program. Follow instructions below to create an account with Pearson Vue and register for the test.

- In the URL bar type www.pearsonvue.com and hit enter
- Click for test takers
- Click schedule for exam
- Click on "A to Z of all programs"
- Click on "F" for Florida Department of Law Enforcement
- Click on Florida Department of Law Enforcement
- This will bring you to the FDLE page. Click on Basic Abilities Test (BAT)
- This will bring you to the Basic Abilities Test page. Click on create account
- Review Pearson Vue Privacy Policy Acceptance. Click I agree
- Click "I do not know my BAT ID"
- Enter your personal information to create an account
- Enter your email and then click next. Continue to follow the on screen instructions to pay for and schedule your exam.

STEP 4: PHYSICAL EXAMINATION

You must pass a physical examination by a licensed   PHYSICIAN, CERTIFIED ADVANCED REGISTERED NURSE PRACTIONER OR PHYSICIAN ASSISTANT within six months prior to the start of class. The FDLE CJSTC 75 FORM as well as instructions for completion can be found in the ACADEMY RECRUIT APPLICATION PACKET .

STEP 5: PHYSICAL ABILITIES COURSE PACKET-**LAW ENFORCEMENT ACADEMY ONLY**

Take and pass the Physical Abilities Course (PAC). The PAC is composed of various exercise elements and is designed to measure balance, muscular endurance, strength, flexibility, anaerobic capacity plus fine motor skills.   See PHYSICAL ABILITIES COURSE PACKET for additional information, required forms and description of the course.
To register for the PAC go to: http://quickadmit.cf.edu   Click *GET STARTED*   under non-credit courses
Click on *PHYSICAL ABILITIES /* Click on *SECTIONS /* Select your *DATE /* Add to cart and make payment

STEP 6: FINANCIAL AID

 To be considered for financial aid, you must complete the FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov.   Computers are available for use in the Learning Support Center (Building 3, Room 101) or in the Enrollment Service Center (Bryant Student Union, Building 5, Room 102). Follow the financial aid link on the CF website for additional information.
Questions may be directed to 352-854-2322 Ext. 1476, in person at the Financial Aid office in Building 5, Room 106 or by email to financialaid@cf.edu

STEP 7: VETERANS AFFAIRS

If applicable, apply for VA education benefits online @ www.gibill.va.gov)
Please contact the Office for Veteran's Affairs on the CF campus for additional information, Building 11.
352-854-2322 Ext. 1720   Monday-Friday   8 am-4:30 pm

STEP 8: RECRUIT APPLICATION PACKET

Complete the CF CRIMINAL JUSTICE INSTITUTE ACADEMY RECRUIT APPLICATION PACKET in its entirety.

STEP 9: PACKET REVIEW

When you have completed the Application Packet, the BAT test, the Physical Exam, the PAC (if applicable) and have received your CF student ID number, you must call to schedule a packet review. Appointments can be scheduled by calling Criminal Justice 352-854-2322 ext. 1569 or email baldwinc@cf.edu
 Applications and all required documents must be submitted as a package. Incomplete applications will not be accepted.

STEP 10: CRIMINAL BACKGROUND INVESTIGATION

Admission into the Law Enforcement or Correction Programs requires a national criminal background investigation (fingerprinting) on all applicants. You will be directed to complete the background investigation after the packet review.   Pay for your background check on line.
The website is as follows: http://quickadmit.cf.edu
CLICK   *GET STARTED*   under non-credit courses
CLICK   *TESTING CENTER*
CLICK   *BACKGROUND CHECK*
SELECT   *STANDARD BACKGROUND $55.*
 Add to cart, log in or create account and make payment

E-MAIL baldwinc@cf.edu to schedule your appointment for fingerprinting. Report to Criminal Justice, Building 31, Room 108A for submission of fingerprints.   Bring your driver's license/photo ID for identification.

Contact the Criminal Justice Institute at 352-854-2322 ext. 1569 or by email at baldwinc@cf.edu with any questions.