



## **CORRECTIONAL OFFICER BASIC RECRUIT ACADEMY No. 285**

### **STARTING MAY 22, 2018**

- 1) Go to the CF website ([www.CF.edu/cji](http://www.CF.edu/cji)). Click on Correctional Officer Academy. Click on the Academy Recruit Application Packet. Please read all information in the packet 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 online and provide CF with sealed high school and college transcripts. The program code is 7245 – Correctional Officer.
- 3) Once you receive a student ID number 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 Free Application for Federal Student Aid at [www.fafsa.ed.gov](http://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 tests cores (must be less than 4 years old); copy of birth certificate; copy of FDLE Physician's form (CJSTC 75) (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:**

- You may schedule a packet review for the academy beginning Wednesday, March 21, 2018.
- The last day to schedule and receive a review is Friday, April 27, 2018.
- Student notifications will be on Friday, April 20, 2018.
- MANDATORY CLASS INFORMATION MEETING will be held Friday, April 27, 2018, 1-5 p.m.
- Class will begin Tuesday, May 22, 2018 at 1 p.m.
- Please wear business attire or agency uniform to the packet review and to the class information meeting (no jeans, shorts, or tank tops). Bring a pen, paper and a \$100 uniform deposit for non-sponsored students.
- This will be a FULL-TIME academy. Class hours for this academy will be MONDAY through FRIDAY from 1-10 p.m. and SOME Saturdays from 8:30 a.m. to 5:30 p.m.

Once you have completed the packet and registered with CF, please call 352-873-5838 to schedule your packet review.

College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information, pregnancy or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies contact the Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437.