STEPS TO APPLY

STEP 1 – QUALIFICATIONS & REQUIREMENTS:

Applicants must meet the following *POST Entry Qualifications* and requirements prior to applying for this course.

Three-Year Requalification*

This course is available to individuals who have successfully completed a POST-certified Regular or Specialized Investigators' Basic Course, the Basic Course Waiver (BCW) process, or who have been awarded a POST Basic Certificate and have a three-year or longer break in service.

Basic Course Waiver Examination (BCWE)

After an evaluation has been approved by POST, this course may be completed to meet the examination requirements for the BCW process, which consists of written and skill components.

*Six-Year Exception: Individuals who successfully completed a Regular Basic Course (RBC), Specialized Investigators' Basic Course (SIBC), or the Basic Course Waiver process on or after July 1, 1999 but who never served in a position for which a Regular or Specialized Investigators' Basic Course was required by law, may requalify by completing the POST Requalification Course one time within six years from the date of basic course or waiver process completion. After six years, those individuals must complete the appropriate basic course (RBC or SIBC) to requalify, regardless of when the Requalification Course was completed.

Criminal History Clearance

An applicant for the Requalification Course who is not sponsored by or employed as a peace officer by a local or state agency, department or district must submit a written criminal history clearance from the Department of Justice to the training presenter. POST Bulletin 98-28 provides further information about obtaining a clearance.

Medical Release

An applicant for the Requalification course must have a medical release signed by a California Licensed Physician or California Medical Practitioner with the approval to medically release you for training.

STEP 2 – APPLICATION PROCESS:

Access the Police Academy website at www.swccd.edu/policeacademy and read/download all the documents. All documents listed on page 3 of the Checklist must be submitted before the application deadline in order to be placed on the course entrance list.

Use the **Checklist on page 3** of this document as a reference to make sure that you have all the required documents before emailing your application to the Police Academy. **Incomplete applications will not be accepted.**

STEP 3 - SUBMISSION:

Submit your application & supporting documents via email to swcpoliceacademy@swccd.edu

STEP 4 – SELECTION:

Only students that receive a confirmation from the Police Academy that requirements have been met, will be given clearance to register for the course when it is time. Students who receive a confirmation will then receive via email an ACCEPTENCE notification with details to prepare for Day 1.

There are no exceptions for students who do not meet the POST entry requirements for the Requalification Course.

SOUTHWESTERN COLLEGE
POLICE ACADEMY – REQUALIFICTION COURSE

Checklist: ALL DOCUMENTS below will be submitted via email to swcpoliceacademy@swccd.edu

1._____**ORIGINAL –** Program Entry Application
   a) DO NOT HANDWRITE your responses on the application, the application is a fillable form, use Acrobat Reader (download a free copy of https://get.adobe.com/reader/) on your computer if you do not have the software to type in your responses.
   b) Initial every page at the bottom right corner; where it says: "initial this page to indicate that you have provided complete and accurate information:___"
   c) Your signature is required on page 1 and page 15 of the application.

2._____**POST Profile –** you can download a copy of your **POST Profile** from the POST website at https://post.ca.gov/post-profile. Your POST profile contains your training history. Submit a scanned PDF of this document.

3._____**Academy Certificate of completion or POST Professional Certificate or POST BCW Authorizing Letter.** Submit a scanned PDF of this document.

4._____**Medical Release Form -** the form must be signed by a California Licensed Physician or California Medical Practitioner with the approval to medically release you for training. Submit a scanned PDF of this document.

5._____**Live Scan Application Form Copy –** complete the form as required and take the Live Scan form to a Live Scan Business that runs a Live Scan Terminal at cost. Click on the Live Scan Businesses https://oag.ca.gov/fingerprints/locations website. Submit a scanned PDF of this document. **Note: if you are an out of state residence you will be required to submit two (2) fingerprint cards with the live scan application and follow the instructions on the "Process for Out of State and Basic Waiver Applicants" found on the requalification webpage.**

6._____**Department of Justice Fingerprint Clearance –** After you complete the Live Scan Form you will receive your Department of Justice Clearance Letter via US Postal mail. The original DOJ clearance letter may be requested by the Police Academy Office, so please keep the original on file in case. Submit a scanned PDF of this document.

7._____**Firearms Instruction Application -** Complete, sign and date. Submit a scanned PDF of this document.

8._____ **COPY** of Valid California Driver License. Submit a scanned PDF of this document.

9._____**Admissions College Application (Student ID#) for Southwestern College -** Refer to the "How to Apply to Southwestern College" instructions for returning students and new students, before accessing the Apply & Register link on the college main webpage www.swccd.edu

Once you have received a confirmation/acceptance letter from the Police Academy Office that you have been accepted to start the course and are registered in the course, you will receive an email from Student Services that the course fees are due.

Course Fee - To be paid upon five (5) days of registering into the course.