

SOUTHWESTERN COLLEGE
POLICE ACADEMY – POST REQUALIFICATION

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.

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STEP 2 – APPLICATION PROCESS:

Access the Police Academy website at www.swccd.edu/policeacademy and read/download all the documents. The following documents must be submitted before the application deadline in order to be placed on the course entrance list.

Program Entry Application - Form
Firearms Instruction Program Questionnaire Form
Criminal Justice Clearance – Instructions
DOJ – Request for Live Scan Service Form
Medical Release Form

Use the **Check-list 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 reviewed or 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.

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Check-List - In order to apply all the following documents must be submitted by the due date.

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 the profile to the Police Academy Office.

3. _____ **Academy Certificate of completion or POST Professional Certificate or POST BCW Authorizing Letter** - Provide a copy of one of these certificates.

4. _____ **Medical Release Form** - Return the form, signed by a California Licensed Physician or California Medical Practitioner with the approval to medically release you for training.

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. You can also inquire with your nearest City Police Department if they have a live scan terminal to complete the live scan at cost. Submit a copy of the completed live scan application.

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; submit the original DOJ clearance letter to the Police Academy Office.

7. _____ **Firearms Instruction Application** - Complete, sign and date.

8. _____ **COPY** of Valid California Driver License

9. _____ **Admissions College Application (Student ID#)** - To create a student ID number and activate an admission status in preparation for registration into the Requalification Course, all student must complete this process. To give you access to the course for registration students must apply so that a student ID number is generated. Once you complete the community colleges application, allow 48-hrs from time of applying online to receive your student ID number. To get started access the college website at www.swccd.edu on the right-upper side of the website you will see a menu link, click on “**Apply to SWC**” (follow the instructions on that link). For assistance or questions email hecom@swccd.edu if you have problems with the application process.

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

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