



# PRIVATE SECURITY ACADEMY

OHIO PEACE OFFICER TRAINING COMMISSION  
CERTIFICATION PROGRAM

**SPRING 2019**

<b>APPLICATIONS ARE DUE (ASAP)</b>	<b>METRO CAMPUS DAY ACADEMY</b> 8AM-5PM: M-TH 10+ WEEKS	<b>METRO CAMPUS EVENING ACADEMY</b> 6PM-10PM: M-TH 14 WEEKS	<b>WESTERN WEEKEND ACADEMY</b> 8AM-5PM: SAT-SUN 14 WEEKS
SPRING 2019	FEBRUARY 18	JANUARY 21	JANUARY 26

## PLEASE READ THIS DOCUMENT

**NOTE: THE ACADEMY APPLICATIONS PROFILE PAGE IS DUE ASAP TO HOLD YOUR SEAT IN THE ACADEMY.**

- ALL STUDENTS MUST SUBMIT A TRI-C ADMISSION APPLICATION ON LINE, IF YOU ARE NOT A CURRENT STUDENT ([www.tri-c.edu](http://www.tri-c.edu)) or search Cuyahoga community college
- CURRENT STUDENTS MUST HAVE AN ACTIVE STUDENT NUMBER.
- ALL STUDENTS MUST HAVE THE METHOD OF PAYMENT IN PLACE PRIOR TO THE START OF THE ACADEMY (FINANCIAL AID - VA BENEFITS - THIRD PARTY PAY - PAYMENT PLANS WILL BE SETUP AFTER ORIENTATION)
- To hold your seat in the academy you **MUST** submit the Academy Application Information profile sheet.

The Public Safety Institute of Cuyahoga Community College conducts Ohio Peace Officer Training Commission (OPOTC) Certified Private Security Academies on a regular basis. This **paramilitary** course consists of more than 162 hours and exceeds the minimum required hours of training for OPOTC Private Security Officer Certification. Classes are held regardless of weather conditions (unless the College is officially closed due to weather or other emergencies). State exam dates will be announced at the completion of the Private Security Academy.

### TUITION / FEES (Subject to Change without Notice)

- Cuyahoga County Residents / with Firearms \$2,550 / without Firearms \$2,400
- Out-of-County Residents / with or without \$2,900

**Tuition includes:** Student Performance Objective Material, textbooks, three ring binders, Academy shirts (1 t-shirt and 1 polo shirt), American Heart Association or Red Cross First Aid/CPR certification, firearms training, simulation and live fire, use of a weapon, ear and eye protection. Details will be provided at orientation.

### **1 STEP (YOU MUST BE A REGISTERED STUDENT)**

**TRI-C ADMISSION & ENROLLMENT:** If you are **NEW** student to Tri-C, you must apply for regular student admission and obtain Tri-C acceptance as a student as part of the academy application process. Current Tri-C students must be in good academic and financial standing with Tri-C to attend the academy. ([www.tri-c.edu](http://www.tri-c.edu))

**ATTENDANCE REQUIREMENT:** Please be advised that perfect attendance for the duration of this paramilitary Academy is a requirement for graduation, per OPOTC regulation. Your commitment to meeting this requirement must be unquestionable. If you have any doubt as to your ability to fulfill this requirement (keeping in mind that the duration of the Academy will be approximately 9 weeks or 14 weeks depending on the Academy you choose), please reconsider your application.

**ARRESTS AND/OR CONVICTIONS:** Any felony conviction (including any arrests/convictions that either you or an attorney has had expunged/sealed by the court) may prohibit you from entering the Academy. Note: Applicants who want to be certified to carry a firearm must NOT have a criminal record, to include domestic violence or any conviction of a lesser offense or plea where the original charge was domestic violence. Certain misdemeanor convictions (lesser crimes) to include, but not limited to, domestic violence and drug possession may prohibit you from entering the Academy. Please note that any crime reduction or plea agreement/bargain in which the original charge was domestic violence will prohibit you from entering the Academy

## **(1) STEP 1: MUST BE APPROVED PRIOR TO START OF CLASS**

**FINANCIAL AID / VETERAN'S BENEFITS:** Financial aid and veteran's assistance are available to those who qualify. For Financial Aid packets, please call (216)987-4100 Or **SHEILA GORE HARPER 216-987-2462**. **You must apply for these benefits prior to the start of classes; it can take 4-8 weeks for financial aid to be approved. If your Financial Aid is not in place by the 1<sup>st</sup> day of the Academy, you will need to set up a payment plan or forward your registration to the next available Academy.** In any case, you will be responsible for the total cost and it is the recruit's responsibility to make sure this process is complete. We strongly suggest you check the "YES" box on the Rights & Responsibilities form so that the non-credit portion of your tuition may be paid by your financial aid. Information regarding veteran benefits can be obtained by going online to [www.gibill.va.gov](http://www.gibill.va.gov).

**Financial Aid Packets:** First complete a FAFSA form online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Financial aid packets can be obtained by calling (216) 987-6000. We strongly suggest you check the "YES" box on the Title IV Rights & Responsibilities form so that the non-credit portion of your tuition may be paid by your financial aid. In any case, you will be responsible for the total cost of the Academy. Visit Tri-C's Financial Assistance webpage for detailed information. Use Tri-C School Code: 003040 / Major Code: S607.

- Complete **Veteran Benefit Information:** View information and apply for benefits online at [www.gibill.va.gov](http://www.gibill.va.gov), or by calling (888) GIBILL1. You will receive a Certificate of Eligibility (COE) letter stating what benefits and in what amount you are qualified. If you have already used benefits, you will need to request an updated COE which will show the benefits you have remaining. The Academy office will need a copy of your COE and your DD214 in order to certify you to use your benefits.

**Scholarships:** Check the Tri-C website at [www.tri-c.edu/paying-for-college/financial-aid-and-scholarships/](http://www.tri-c.edu/paying-for-college/financial-aid-and-scholarships/) for general scholarship opportunities.

**2** **ACADEMIC & FINANCIAL STANDING / APPLICATION FOR ADMISSION:** Each applicant must be in good academic and financial standing at the College. If you have any doubt that you meet this requirement, contact the Metro Campus Admissions & Records Office at (216)987-4200. Each new and current Private Security Academy candidate must go online to [www.tri-c.edu/apply](http://www.tri-c.edu/apply) and fill out a Tri-C Admission/Readmission Application. **NOTE: Acceptance by the College is a part of the process but does NOT constitute acceptance into the Private Security Academy.**

**3** **PLACEMENT TESTING (MATH & ENGLISH ASSESSMENT TESTS):** For entry into the Private Security Academy, each applicant must take the standardized Math and English assessment tests, score at the college level and provide the Academy with a copy of test completion. These assessments cannot be taken until your Tri-C Admissions application has been submitted; this process is different from registration. Testing Centers are located on all three campuses; contact the specific center to verify its testing hours. Please visit [www.tri-c.edu/placement](http://www.tri-c.edu/placement) for more information.

**4** **HIGH SCHOOL DIPLOMA / G.E.D. DOCUMENTATION:**  
Each applicant must provide a copy of his/her high school diploma or GED certificate with application.

**5** **BACKGROUND CHECK:** **You must call the Public Safety Institute at (216)987-3199 to schedule your background check → walk-ins will NOT be accepted.** A complete background check is required by OPOTC and scheduled by the Private Security Academy office at the below address. After making an appointment through the Private Security Academy office, applicants pay \$60.00 (via check, money order, credit or debit card- **NO CASH WILL BE ACCEPTED**) at the time of your scheduled appointment. **The following documents MUST be present on the day of the candidate's appointment: REQUEST FOR WEBCHECK@, driver's license OR state ID, and Social Security card.** Fingerprints will be taken electronically.

## APPLICATION CHECKLIST

- ❑ **STEP 1: SUBMIT THE PRIVATE SECURITY ACADEMY APPLICATION**
  - *(this will get you invited to the academy orientation and hold you seat in the academy)*
- ❑ **STEP 2: APPLY FOR FINANCIAL AID OR VETERAN BENEFITS**
  - Financial aid packets can be obtained by calling (216) 987-6000
    - **\*Tri-C school code: 003040 \*Program code: S607**
  - Confirm FINANCIAL AID or PAYMENT PLAN is in place before the academy start date
  - First complete a FAFSA form online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
  - Financial aid packets can be obtained by calling (216) 987-6000
- ❑ **STEP 2: COMPLETE TRI-C ADMISSION / READMISSION APPLICATION**
  - [www.tri-c.edu/apply](http://www.tri-c.edu/apply)
  - Applicants **MUST** be in good financial and academic standing: inquire of any holds on your account
    - \*Admissions and Records: (216)987-4200 (Metro Campus) or (216)987-5150 (Western Campus)
  - New **and** Current Tri-C students **MUST** complete the application
- ❑ **STEP 3: PLACEMENT TESTING**
  - Testing center locations are at all Campuses
- ❑ **STEP 4: SUBMIT A COPY OF YOUR HIGH SCHOOL DIPLOMA or G.E.D. CERTIFICATE**
- ❑ **STEP 5: BACKGROUND CHECK**
  - SCHEDULE appointment by calling (216)987-3199
  - **MUST** bring to appointment:
    - Completed REQUEST FOR WEBCHECK® form
    - Driver's license **or** state I.D.
    - Social security card

**SUBMIT COMPLETED OPEN ENROLLMENT PACKET, ASAP, fax # 216-987-0639  
RETURN TO THE ACADEMY OFFICE A.S.A.P TO HOLD YOUR SEAT.**

### USEFUL CONTACT INFORMATION:

Academy Office Terry Muff	(216) 987-3037 <a href="mailto:terry.muff@tri-c.edu">terry.muff@tri-c.edu</a> Monday - Friday, 8:30a.m.-5:00p.m.
Financial Aid (Tri-C)	(216) 987-6000
FBI / BCI Background Appt.	(216) 987-3199
Tri-C Veteran's Initiative Veteran's Assistance (application)	(216) 987-5204 <a href="http://www.gibill.va.gov">www.gibill.va.gov</a>

# **ATTENTION ALL PRIVATE SECURITY APPLICANTS**

**YOU MUST BE A REGISTERED STUDENT WITH TRI-C, AND HAVE A VALID/ACTIVE STUDENT NUMBER TO ATTEND THE PRIVATE SECURITY ACADEMY**

**YOU MUST SUBMIT YOUR PRIVATE SECURITY APPLICATION INFORMATION PAGE TO BE INVITED TO THE ACADEMY TRAINING.**

**YOU MUST APPLY FASFA ASAP OR HAVE A FUNDING SOURCE APPROVED PRIOR TO PRIVATE SECURITY ORIENTATION. CALL 216-987-6000 FOR HELP**

**YOU MUST ATTEND THE PRIVATE SECURITY ACADEMY ORIENTATION.**



CUYAHOGA COMMUNITY COLLEGE  
PUBLIC SAFETY INSTITUTE

PRIVATE SECURITY ACADEMY APPLICANT INFORMATION (REV 5-9-2016)  
TYPE OR PRINT LEGIBLY IN BLACK OR DARK BLUE INK - FILL IN ALL SECTIONS

\*\* (PRINT) STUDENT ID# \_\_\_\_\_

LEGAL NAME: \_\_\_\_\_ SSN: \_\_\_\_\_  
(LAST) (FIRST) (FULL MIDDLE NAME)

MAILING ADDRESS: \_\_\_\_\_  
(STREET) (CITY, STATE) (ZIP) (COUNTY)

HOME PHONE: (\_\_\_\_) \_\_\_\_\_ CELL PHONE: (\_\_\_\_) \_\_\_\_\_

\*EMAIL ADDRESS: \_\_\_\_\_ \*TYPE:  HOME  COLLEGE  BUSINESS

HAVE YOU LIVED IN OHIO FOR THE PAST FIVE (5) YEARS?  YES  NO

HAVE YOU EVER BEEN CONVICTED OF A SEXUAL RELATED OFFENSE OR A VIOLENT CRIME AGAINST A MINOR?  
 YES  NO

HAVE YOU BEEN CONVICTED OF A SEXUAL OFFENSE IN THE PAST FIFTEEN (15) YEARS?  YES  NO

ARE YOU REQUIRED TO REGISTER AS A SEXUAL OFFENDER?  YES  NO

DATE OF BIRTH (MMDDYYYY): \_\_\_\_\_ UNITED STATES CITIZEN:  YES  NO

BIRTHPLACE: \_\_\_\_\_ GENDER:  MALE  FEMALE  
(CITY) (STATE) (COUNTY)

VEHICLE OPERATOR'S LICENSE NUMBER: \_\_\_\_\_ ISSUING STATE: \_\_\_\_\_

LICENSE EXPIRATION DATE (MMDDYYYY): \_\_\_\_\_ CURRENTLY SUSPENDED?  NO  YES

PLEASE INDICATE UNIFORM SIZE:  M  L  XL  2XL  3XL  4XL

DO YOU PLAN TO APPLY FOR FEDERAL FINANCIAL AID OR SCHOLARSHIPS?  YES  NO

SELECT YOUR PRIVATE SECURITY ACADEMY

CHOOSE ONE:  WESTERN CAMPUS  METRO CAMPUS

CHOOSE ONE:  SPRING

CHOOSE ONE:  DAY  EVENING  WEEKEND

CHOOSE ONE:  WITH FIREARMS  WITHOUT FIREARMS  SEMI-AUTO PISTOL

PLEASE CHECK THE HIGHEST LEVEL OF EDUCATION:

HIGH SCHOOL DIPLOMA  G.E.D./DATE: \_\_\_\_\_  SOME COLLEGE/NO DEGREE  DEGREE

PLEASE CHECK THE APPROPRIATE BOX:

CAUCASIAN  AFRICAN AMERICAN  NATIVE AMERICAN  
 HISPANIC/LATINO  ASIAN/PACIFIC ISLANDER  OTHER:

*My signature signifies that all information contained in this application and any accompanying documentation is factual and is a true representation of me.*

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**SUBMIT THIS COMPLETED PAGE TO HOLD YOUR ACADEMY SEAT, ASAP. fax # 216-987-0639**





# REQUEST FOR WEBCHECK®

ALL INFORMATION MUST BE TYPED OR PRINTED

THIS COMPLETED FORM IS TO BE RETURNED TO THE SCHOOL COMMANDER BY THE STUDENT.

## INSTRUCTIONS TO WEBCHECK® FACILITY

- A BCI&I FOR LICENSING/PERMIT IS REQUIRED
- AN FBI FOR PRIVATE INVESTIGATOR/SECURITY GUARD (4749) IS REQUIRED
- THE RESULTS MUST BE SUBMITTED & SENT BY 'DIRECT COPY' TO PISG OHIO DEPARTMENT OF PUBLIC SAFETY

NAME OF FINGERPRINTING AGENCY: CUYAHOGA COMMUNITY COLLEGE / PUBLIC SAFETY INSTITUTE

DATE FINGERPRINTED: \_\_\_\_\_

AUTHENTICATION #: \_\_\_\_\_

## TO BE COMPLETED BY STUDENT

I AM SCHEDULED TO ATTEND AN OHIO PEACE OFFICER TRAINING COMMISSION-APPROVED PROGRAM TO BE HELD AT:

CUYAHOGA COMMUNITY COLLEGE BEGINNING ON \_\_\_\_\_  
(ACADEMY NAME) (DATE)

AS PART OF THE ENROLLMENT PROCESS, CUYAHOGA COMMUNITY COLLEGE'S PUBLIC SAFETY INSTITUTE REQUIRES THAT I HAVE A CRIMINAL RECORD BACKGROUND CHECK CONDUCTED AT LEAST 60 DAYS, BUT NO MORE THAN 90 DAYS, PRIOR TO THE START OF THE PROGRAM LISTED ABOVE, BY THE OHIO BUREAU OF CRIMINAL IDENTIFICATION & INVESTIGATION (BCI&I) AND THE FEDERAL BUREAU OF IDENTIFICATION (FBI). THEREFORE, I AM REQUESTING A WEB CHECK®, 10-DIGIT, FOR ARMED PRIVATE SECURITY PURPOSES.

NAME: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE INITIAL)

ALIAS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

ADDRESS (INCLUDING P.O. BOX, IF APPLICABLE): \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

## AUTHORIZATION TO OBTAIN & RELEASE INFORMATION

I HEREBY AUTHORIZE THE ATTORNEY GENERAL'S OFFICE, BUREAU OF CRIMINAL INVESTIGATION & IDENTIFICATION (BCI&I) TO RELEASE A COPY OF ANY ARREST OR CONVICTION RECORD PERTAINING TO ME IN THE FILES OF BCI&I AND FBI TO THE OPOTC AND THE OHIO DEPARTMENT OF PUBLIC SAFETY, PISG UNIT. ADDITIONALLY, I AUTHORIZE ANY REQUIRED SHARING OF THIS INFORMATION OR ANY DOCUMENTATION I MAY SUPPLY BETWEEN THESE TWO AGENCIES IN ORDER TO COMPLETE THE REVIEW OF MY APPLICATION.

\_\_\_\_\_  
DATE FINGERPRINTED

\_\_\_\_\_  
SIGNATURE OF PERSON BEING FINGERPRINTED

\_\_\_\_\_  
WITNESS NAME (PLEASE PRINT)

\_\_\_\_\_  
WITNESS SIGNATURE



THIS COMPLETED FORM IS TO BE RETURNED TO THE SCHOOL COMMANDER BY THE STUDENT.

**CUYAHOGA COMMUNITY COLLEGE**  
**PUBLIC SAFETY INSTITUTE**

# BACKGROUND CHECK PAYMENT RECEIPT

## Web Checks are scheduled on:

**Tuesdays 10am-noon**

**-or-**

**Thursdays 1-4pm**

- ✓ You **MUST** bring your driver's license or State ID card **AND** your Social Security Card
- ✓ At this time, we do not take walk-ins.
- ✓ Call (216) 987-3199 to schedule your background check.

NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_ DATE: \_\_\_\_\_

<u>VENDOR/DEPARTMENT</u>	<u>TYPE</u>	<u>CHARGE</u>	<u>choose ONE</u>
Tri-C Private Security Academy	FBI/BCI	\$60.00	X
Stand-alone Firearms & Requalification	FBI/BCI	\$60.00	
New Instructor for PSI	FBI/BCI	\$60.00	
CHIS - Metro Campus	FBI/BCI	\$65.00	
Tri-C Fire & EMS	FBI/BCI	\$65.00	
Non-Tri-C Background Checks	FBI/BCI	\$65.00	
Single Background Check	FBI	\$40.00	
Single Background Check	BCI	\$40.00	
<b>Detail Code: BCFE</b>		<b>TOTAL DUE:</b>	

**IMPORTANT:** A processing fee of 2.4% will be charged when submitting payment by credit or debit cards

### PAYMENT METHOD

CREDIT CARD

CHECK

MONEY ORDER

3<sup>RD</sup> PARTY \_\_\_\_\_

Paid For By: \_\_\_\_\_

Date: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

Public Safety Institute Staff