

LAW ENFORCEMENT TRAINING ACADEMY - APPLICATION CHECKLIST FALL 2024

NAME \_\_\_\_\_

**Please use the list below as a checklist for the application process. Please return with your application.**

1	Academy Application - Notarized
2	Academy student information form
3	Attendance at another academy form (if applicable)
4	Signed form on Arrest, Military
5	Two letters of recommendation must be signed by the person doing the letters. Cannot be copies.
6	Medical Evaluation – Must be signed by a licensed Medical Doctor – NOT AN LPN, RN, etc. – No one else will be accepted
7	Psychological Evaluation – Must be signed by a licensed Psychologist or Psychiatrist – No one else will be accepted.
8	Fingerprints – send receipt with application
9	Military form DD-214 (If applicable) – ALL SERVICE TIME
10	Cleveland State Community College Application (must complete online)
11	Copy of Valid Driver’s license
12	Copy of Birth Certificate
13	Transcripts –high school or GED and <u>all</u> college transcripts, sent to the Cleveland State Admissions Office. (DO NOT SEND COPY OF DIPLOMA).
14	Complete FAFSA if applying for Financial Aid

Please indicate below how you intend to cover the cost of the academy.

\_\_\_\_\_ Being paid by Department- choose one \_\_\_bringing check or \_\_\_letter from department authorizing invoicing

\_\_\_\_\_ Paying for self

\_\_\_\_\_ Financial Aid



## APPLICATION INSTRUCTIONS AND IMPORTANT DATES

### FALL 2024

There are two parts to the application. (Please use the checklist provided to help you complete the application process)

Part 1 - Law Enforcement Training Academy Application and General Information. Please follow all directions and fill out all pertinent forms. For questions regarding Part 1 of the application contact the Law Enforcement Academy Office at 423 – 473 – 2439.

Part 2 - Cleveland State Community College Application. You will receive 23 credit hours as a CSCC student upon completion of the academy. These credit hours can be applied to an Associate of Applied Science Degree if you chose to continue your education.

Applications must be received by: Wednesday, August 21, 2024.

If there is an arrest or anything other than an Honorable discharge on a DD214 the deadline to apply is July 21, 2024. You may need a waiver from the POST commission to attend the academy.

Acceptance decision letters will be sent via email as completed applications are received. Make sure you supply an email address that you check regularly. If you are applying for Financial Aid, we recommend getting your application in as soon as possible so that part can get started; make sure your FAFSA is sent to Cleveland State Community College for the 2024-2025 year.

Fall 2024 Academy Dates:

Orientation: Wednesday, September 4, 2024 9:00 am – 5pm

Cleveland State Community College – Room T 106 – Business Incubator

Academy Resumes: Monday, September 16, 2024

Graduation: Friday, December 6, 2024

# PART 1

Academy Application and  
General Information



## Cleveland State Law Enforcement Academy

### Student Information

NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/ST/ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: CELL: \_\_\_\_\_

HOME: \_\_\_\_\_

WORK: \_\_\_\_\_

EMERGENCY #: \_\_\_\_\_

D.O.B.: \_\_\_\_\_

LICENSE#: \_\_\_\_\_

SSN: \_\_\_\_\_

AGENCY: \_\_\_\_\_

**POSITION (PLACE A CHECK BESIDE WHAT APPLIES TO YOU):**

1.  FULL-TIME PATROL OFFICER
2.  PART-TIME/RESERVE/AUXILIARY PATROL OFFICER
3.  FULL OR PART-TIME/RESERVE/AUXILIARY CORRECTIONS/JAILER/DISPATCHER
4.  SECURITY
5.  CRIMINAL JUSTICE MAJOR OR GRADUATE
6.  NO LAW ENFORCEMENT EXPERIENCE OR TRAINING

WEAPON: MAKE \_\_\_\_\_; \_\_\_\_\_ SEMIAUTO \_\_\_\_\_ CALIBER

HIGHEST GRADE COMPLETED: \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Current Employer (or last place of Employment) \_\_\_\_\_

Employer's Address \_\_\_\_\_  
*street city state zip code*

Name of the head of your Agency \_\_\_\_\_

Your Title or Position \_\_\_\_\_ Rank (if applicable) \_\_\_\_\_

Date you started employment \_\_\_\_\_

Date you ended employment – if applicable \_\_\_\_\_

Work Phone \_\_\_\_\_ Supervisor's name \_\_\_\_\_

**LAW ENFORCEMENT TRAINING ACADEMY INFORMATION**

Does your employment/position require POST certification as a police officer? Yes \_\_\_  
No \_\_\_

Have you been a certified police officer in Tennessee or another state?  
Yes \_\_\_ No \_\_\_

If you have prior law enforcement experience, give the name of the agency and the nature and dates of your association:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been denied certification or had certification revoked as a police officer?  
Yes \_\_\_ No \_\_\_  
(If "yes", attach detailed explanation of circumstances)

Have you ever attended basic police academy training? Yes \_\_\_ No \_\_\_  
(If "yes", identify the academy and dates of attendance. MUST INCLUDE ANY ACADEMIES IN THE USA.)

\_\_\_\_\_

Did you ever start but not complete basic police academy training? Yes \_\_\_ No \_\_\_  
(If you answered "yes" to ANY of these questions see the notation below.)

Are you delinquent on any Federal Student Loans? Yes \_\_\_ No \_\_\_

Are you delinquent on child support? Yes \_\_\_ No \_\_\_

**Reminder: If you have attended another law enforcement training academy, or been employed with a department and attended their own academy, you will have to go back to the initial academy in which you started. A waiver would have to be obtained from the POST Commission to attend a different Academy. The Law Enforcement Training Academy here at Cleveland State Community College will not ask for such a waiver.**

If you are not currently employed full time with a Law Enforcement Department you must include two letters of recommendation.

If you are currently employed full time with a Law Enforcement Department use the form on the next page and have your department fill it out.



**THIS PAGE TO BE USED ONLY BY APPLICANTS ASSOCIATED WITH  
A LAW ENFORCEMENT AGENCY**

**EMPLOYER CERTIFICATION AND RECOMMENDATION**

**Indicate Officer's Position** \_\_\_\_\_

I certify that the status of the applicant is correctly represented below and that this application has been reviewed for accuracy. Applicant is eligible for admission in accordance with POST pre-employment requirements or that suitable waivers have been submitted to POST (Copies Attached) and is recommended for Law Enforcement Training Academy training by this department/agency.

APPLICANT HAS BEEN WITH THE DEPARTMENT IN THE BELOW CAPACITY  
SINCE: \_\_\_\_\_ (DATE)

Position of Applicant \_\_\_\_\_

Chief Executive's Signature \_\_\_\_\_

And PRINTED name of employer or superior \_\_\_\_\_

Title \_\_\_\_\_ Department or  
Agency \_\_\_\_\_

City / State / Zip \_\_\_\_\_

(Verification of employment and position held will be made by the Academy through contact with your department prior to your final admission confirmation.)

**ARREST AND CONVICTION INFORMATION:**

Have you ever been arrested for or convicted, pleaded guilty to or entered a plea of nolo contendere to any violation of any federal or state laws or city ordinances (includes both misdemeanor and felony charges)? YES \_\_\_ NO \_\_\_

Are there currently any pending matters, such as indictments, arrests, charges of any type, or criminal investigation in which you are a suspect, against you? YES \_\_\_ NO \_\_\_

Are you currently under any Restraining Order or Order of Protection?  
YES \_\_\_ NO \_\_\_

If "Yes" in any case, attach a detailed, signed, and notarized explanation of the circumstances to include the date (s) of arrest, place of arrest, charges placed, identity of court jurisdiction, plea entered and conviction or other disposition of the case. The Peace Officer Standards and Training (POST) Commission requires that anyone attending a POST approved Basic Academy to be in compliance with Pre-Employment requirements.

*You must be in compliance with POST Rules for officer certification in order to attend the Law Enforcement Training Academy. Any deception, fraud, or misrepresentation is discovered with regard to the criminal background at any point during the academy, the cadet will be dismissed without recourse or refund, additionally the POST Commission will be notified of the reasons for the Cadet's dismissal.*

**MILITARY**

If a potential student has been in the military they must have an Honorable Discharge. If they have any other type of discharge a POST Commission waiver must be obtained.

A waiver may be requested by a student, but the Academy is under NO obligation to present an individual to the POST Commission for a waiver. A waiver of POST rules request does not guarantee that it will be favorably acted upon by the POST Commission.

**MILITARY SERVICE:** Requires copy of DD-214 be submitted with application.

**PRIOR MILITARY SERVICE** YES \_\_\_\_\_ NO \_\_\_\_\_

Branch of Service \_\_\_\_\_ Dates of Service \_\_\_\_\_

Type of Discharge \_\_\_\_\_

**NOTE: POST Rules 1110-2-.03(1)(e) and 1110-8-.02 require and only accept an honorable discharge as a prerequisite for POST certification.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **The following pages are forms you must use for your physical and psychological exams.**

### **The costs for these are your responsibility.**

- POST Confirmation of Medical Examination – you must pass a physical examination by a licensed physician, nurse practitioner or physician assistant. Have them fill out the form provided.
- POST Confirmation of Psychological Evaluation – you must be certified by a licensed health care provider qualified in the psychiatric or psychological field. Have them fill out the form provided.
  - As a guideline, in the Cleveland/Bradley County area, Hiwassee Mental Health Center located at 940 South Ocoee Street, Cleveland, TN, telephone number (423) 479-5454 can provide you with the necessary testing or you may choose from any one in your residential area by checking the yellow pages under Mental Health Services or Psychologist. The fee for administrating the necessary test(s) may vary depending on the health professional selected.

Please note that the Physical, Psychological and Fingerprints must be completed within 6 months of the academy start date (unless you are with a department and have had no break in service from the date they were completed.)



TENNESSEE  
PEACE OFFICER STANDARDS AND TRAINING COMMISSION

CONFIRMATION OF MEDICAL EXAMINATION  
(To be completed by a licensed medical examiner)

OFFICER: \_\_\_\_\_ SSN: \_\_\_\_\_

AGENCY: \_\_\_\_\_

TO THE HEAD OF LAW ENFORCEMENT AGENCY

This form should be presented to the medical examiner for the purpose of police officer certification. Upon completion of physical evaluation, the examiner should sign the appropriate statement and this form should be returned to the law enforcement agency. This form should then be attached to the Application for Certification – Police Officer, and should be forwarded to the POST Commission.

TO THE MEDICAL EXAMINER

Pursuant to Tennessee Code Annotated, Section 38-8-106, applicants for police certification must have passed a physical examination by a licensed physician or a nurse practitioner or physician assistant, so long as the task is expressly included in the written protocol developed jointly by the supervising physician and the nurse practitioner or physician assistant, whichever is applicable, setting forth the range of services that may be performed by the nurse practitioner or physician assistant. Upon completion of evaluation, please sign the appropriate statement and return this document to the law enforcement agency.

CONFIRMATION STATEMENT OF ATTENDING PHYSICIAN

I have performed a medical examination and find that this officer is:

PHYSICALLY FIT – This person is physically fit within reasonable degree of medical certainty.

NOT PHYSICALLY FIT – This person is not physically fit for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature of Medical Examiner)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(City/State)



**TENNESSEE  
PEACE OFFICER STANDARDS AND TRAINING COMMISSION  
CONFIRMATION OF PSYCHOLOGICAL EVALUATION**

APPLICANT: \_\_\_\_\_ AGENCY: \_\_\_\_\_

**TO THE HEAD OF LAW ENFORCEMENT AGENCY**

This form should be presented to the psychologist/psychiatrist providing psychological evaluation for the purpose of police officer certification. Upon completion of psychological evaluation, the examining professional should check the appropriate confirmation statement and sign this form in the space provided. This form should then be forwarded to the law enforcement agency. This form should then be attached to the Application for Certification – Police Officer, and should be forwarded to the POST Commission. A copy of this report and the confidential results of the evaluation should be kept in the agency's file. DO NOT SEND CONFIDENTIAL EVALUATION TO THE POST COMMISSION.

**TO THE EXAMINING PSYCHOLOGIST/PSYCHIATRIST**

Pursuant to Tennessee Code Annotated, Section 38-8-106 and/or Section 8-8-102, applicants for police certification must have been certified by a Tennessee licensed health care provider qualified in the psychiatric or psychological field as being free from any impairment, as set forth in the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) of the American Psychiatric Association at the time of the examination, that would, in the professional judgment of the examiner, affect the applicant's ability to perform an essential function of the job, with or without a reasonable accommodation. Upon completion of evaluation, please sign the appropriate statement and return this document to the law enforcement agency.

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**CONFIRMATION STATEMENT BY THE EXAMINING PROFESSIONAL**

I have evaluated tests administered to the referenced individual and find that this officer is:

**QUALIFIED**

**NOT QUALIFIED**

to be certified under the provisions of Tennessee Code Annotated, Section 38-8-106 and/or Section 8-8-102. The results of my evaluation are being forwarded to the employing agency.

**Any person who, with the intent to deceive, makes any false statement on this document commits the offense of perjury pursuant to T.C.A. § 39-16-702.**

\_\_\_\_\_  
(Signature of Psychologist/Psychiatrist)

\_\_\_\_\_  
(License Number)

\_\_\_\_\_  
(State of License)

\_\_\_\_\_  
(Name of Psychologist/Psychiatrist – Please Print)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(ZIP)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Date of Psychological Examination)

\_\_\_\_\_  
(Today's Date)

# You must have your Fingerprints run, use the following steps to schedule your appointment.

(Note: If you are with a department and have already had your fingerprints run, please provide a copy of the response report with your application, **DO NOT SEND US YOUR FINGERPRINT CARD!!**)

1. Go to [www.identogo.com](http://www.identogo.com)
2. Click on Services.
3. Select Digital Fingerprinting
4. Select TN under Select a Fingerprinting Service by State and press go.
5. Select Digital Fingerprinting
6. Click Schedule a New Appointment
7. Click Don't Know your Service Code
8. Under Agency ID select Department of Commerce and Insurance and press go.
9. Under Applicant Type select Police Recruits and press go

Follow the rest of the steps to schedule your appointment. Results will go directly to the POST Commission. Please include your receipt with your application so we know you had your fingerprints run. The cost for this is your responsibility.

Please include a copy of the following documents:

1. A copy of your driver's license (you must hold a current and valid driver's license to attend the academy)
2. A copy of your birth certificate

The following page is the Declaration Page, take this to a Notary Public and sign it in front of them, they will then sign and notarize it.



## Declaration Page

**I CERTIFY THAT ALL THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND IF I AM APPROVED FOR ATTENDANCE, I WILL ABIDE BY THE RULES AND REGULATIONS OF THE ACADEMY. I UNDERSTAND THAT FRAUD, MISREPRESENTATION, OR DECEPCION WILL RESULT IN MY DISMISSAL, WITHOUT RECOURSE OR REFUND, FROM THE CLEVELAND STATE COMMUNITY COLLEGE, LAW ENFORCEMENT TRAINING ACADEMY.**

\_\_\_\_\_  
**Signature of applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Notary Name**

\_\_\_\_\_  
**My commission expires**

**MUST BE NOTARIZED**

Notary Public Seal

# **BASIC LAW ENFORCEMENT COURSE**

## **GENERAL INFORMATION**

The mission of the Basic Law Enforcement Training Academy is to provide law enforcement training and education which will meet the requirements of the Tennessee Peace Officer Standards and Training (POST) Commission and which will ensure that the citizens of Tennessee are protected and served by officers that are capable, well prepared and confident.

In its commitment to excellence, the Basic Law Enforcement Course at CSCC continues to review, revise and expand its training programs. It is our goal to provide the highest caliber of instruction and to insure that officers leave the training program equipped with fundamental police knowledge, skills and abilities and are sensitive and responsive to the communities they serve.

At present there are three (3) Basic Law Enforcement Course sessions per year, generally beginning in late January, mid May and mid September.

Each Basic Law Enforcement Course consists of an intensive twelve-week session of instruction within 14 general instructional areas and up to 67 individual topical areas. The Academy provides more than 500 hours of instruction. Classes are scheduled Monday through Friday starting with PT at 5:45am. Classroom instruction begins at 7:45am until about 5:00pm. Occasional mandatory night sessions will be scheduled and may go as late as 11:00 p.m. Some classes require activities each night. Only emergency circumstances will justify an absence from class as missing sessions may affect your graduating with your class.

Twenty-three (23) semester hours of college credit will be granted to each student successfully completing this training. These hours may be applied toward an Associate's Degree at CSCC or at other colleges which agree to accept them. See the Admissions Office for an evaluation of all transcripts.

Physical training and conditioning at the Academy is rigorous. Applicants should prepare for this through personal pre-conditioning in advance of attendance. Fitness & training standards may be obtained from the Law Enforcement Training Academy office or the Academy website.

Financial aid and scholarships may be available to Academy students. Contact Financial Aid at extensions #289 or #284. Veteran's assistance at extension #265 may be available to qualified persons. Also, Tennessee Career Center WIOA funds may be available, contact them at 423-614-8754 for more information.

**ADMISSION**  
**(By Order of Acceptance)**

1. **Full-Time Officer: Must be and continue to be employed full-time during enrollment of the Academy. If you leave full-time status to attend the Academy, you will fall into one of the categories below.**  
(Gets First selection for admission)
2. **Part-time officer: Patrol \_\_\_; Corrections \_\_\_; Jailer \_\_\_; Dispatcher \_\_\_**  
(Gets Second selection for admission, interview may be required)
3. **Temporary/Reserve/Auxiliary/Volunteer officer: Patrol \_\_\_; Corrections; \_\_\_ Jailer \_\_\_; Dispatcher \_\_\_.**  
(Gets Third selection for admission, interview may be required)

**IF YOU ARE NOT ASSOCIATED WITH A DEPARTMENT FULL-TIME OR A RESERVE OFFICER THEN YOU ARE CONSIDERED TO BE A CRIMINAL JUSTICE MAJOR OR GRADUATE.**

4. **Criminal Justice Majors and Graduates.**  
(Gets Fourth selection for admission, interview may be required)

**Officers in category's 2 & 3 are in the same category as Criminal Justice Students and must follow the same guidelines for admission as any other student.**

**REMINDER REQUIRED**  
**ADDITIONAL INFORMATION**

**ALL STUDENTS:**

**DRIVER'S LICENSE** – *Must enclose a copy of your current Tennessee Driver's License.*

**Birth Certificate** – *You must enclose a copy of your birth certificate.*

**MILITARY** - *If you have been in the military you must provide us with a DD-214. If the discharge status is other than HONORABLE, a waiver from the POST Commission will be required.*

**LETTERS OF RECOMMENDATION** – *If you are not employed with a Law Enforcement Agency full-time, you must provide two letters of recommendation. These letters must be signed by the person providing the letter.*

# **TUITION AND FEES**

## **Tuition and Fees are due before Orientation Day.**

If you are employed with a department that is paying your tuition and fees, either bring a check with you to orientation or have the department send a letter stating they are covering your costs and authorizing Cleveland State to invoice them. Please submit this letter with your application.

IN STATE TUITION - \$2833

OUT OF STATE TUITION- \$10,643

**Books are approximately \$100**

**Tuition and Fees are subject to change by the Tennessee Board of Regents on July 1 each year.**

**Other costs include:**

**Minimum order for class shirts is \$54 (you can order more if you wish)**

**Equipment - plan on \$600-\$800 (you will be provided a list of required items that you will purchase on your own.)**

## OTHER INFORMATION

This application will be kept on file for one year from the submission date. It will be used for review of admission to the Basic Law Enforcement Course for the next two sessions. After that it must be updated and resubmitted.

**LODGING -** Neither CSCC nor the Law Enforcement Training Academy provides lodging or meals. Students must pay for their own lodging and meals. We can provide limited assistance in locating lodging. There are several local motels in proximity that have, in the past, provided lodging. (List is included)

**REFUNDS -** Refunds are in accordance with CSCC policies and regulations.

**FINANCIAL AID –** Financial aid may be available to Academy students in the form of a student loan, TN ReConnect, Veteran’s assistance or the American Job Center. (contact list is included)

**INJURY OR ILLNESS -** First aid will be provided when appropriate in cases involving illness or injury. When other medical services are required, the physician of choice will be contacted or transportation by ambulance to a local hospital emergency room will be arranged. All expenses incurred from treatment or ambulance transportation will be the responsibility of the individual.

**BOOKS -** A booklist will be provided to the student at orientation.

**INSURANCE -** Neither CSCC nor the Academy provides medical insurance or workman's compensation for students. Student insurance may be purchased separately. Students covered through their employers should have in their possession the name of the employer's insurance company and policy number.

**DRESS CODE AND EQUIPMENT –** A uniform and equipment list will be provided at orientation. Students will also be briefed on dress code the day of orientation. Khaki BDU pants are required for everyday class. Black shoes or boots, black socks, black belt, black gun-belt are also required for daily classroom attire. Grey shirts with the academy logo will be ordered through class. Alternate colored attire is acceptable for practicums (when permitted by instructors).

**PHYSICAL TRAINING –** Students must furnish personal athletic and gym clothing for physical conditioning training. Grey t-shirts, black gym shorts (females may wear athletic pants), and athletic shoes (no black soles) are required.

If you need additional information on the program you should contact the academy at (423) 473-2439. Inside Tennessee, the toll free number is 800-604-2722 Ext. 439.

## Hotel Information for the Cleveland, Tennessee area

Baymont Inn & Suites 360 Paul Huff Pkwy NW	423-614-5583
Candlewycke Manor Bed and Breakfast 500 Davis Lane, NW	423-310-2215
Classic Suites 179 Bernham Drive	423-339-4900
Comfort Inn 152 James Asbury Drive, NW	423-478-5265
Exclusive Quarters 210 James Asbury Drive, NW	423-479-1333
Fairfield Inn 2815 Westside Drive, NW	423-664-2501
Hampton Inn 4355 Frontage Rd NW	423-458-1222
La Quinta Inn & Suites 130 Interstate Dr. NW	423-813-7300
King Beds~In Cleveland (airbnb \$155 per week per cadet- can accommodate 2 cadets)	dawnmarie0722@aol.com
Mountain View Inn 2400 Executive Park Drive, NW	423-478-5265
Quality Inn 153 James Asbury Drive, NW	423-472-5566
Ramada Inn 156 James Asbury Drive, NW	423-476-5555
Super 8 163 Bernham Drive, NW	423-478-1212
Wingate Inn 110 Interstate Drive, NW	423-380-9010

## **FINANCIAL AID/SCHOLARSHIPS/GRANTS/GI BILL ASSISTANCE**

### **PLEASE CONTACT THE DEPARTMENT DIRECTLY:**

**FINANCIAL AID-** CONTACT INFORMATION – Chad Cameron  
423-472-7141, extension 283  
[ccameron@clevelandstatecc.edu](mailto:ccameron@clevelandstatecc.edu)

**GI Bill**            Kim Allin  
423-473-2265  
[kallin01@clevelandstatecc.edu](mailto:kallin01@clevelandstatecc.edu)

**Tennessee Career Center** – 423-614-8754

This is a needs basis program; an eligibility form is included on the next page.

TN Reconnect – for those 23 years of age or older who don't already have an associates or bachelors degree and meet all other requirements. Contact Adult Student Services for more information and to apply. (Younger ages may qualify if you meet certain criteria)

Adult Student Services  
Email [reconnect@clevelandstatecc.edu](mailto:reconnect@clevelandstatecc.edu)  
Phone: 423-478-6217

You must complete a FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) if you are applying for financial aid. Make sure to have it sent to Cleveland State Community College for the 2024- 2025 academic year.



DATE \_\_\_\_\_ P F

**Interested in Receiving WIOA Services for Employment or Training Assistance?**

In order to receive WIOA services, you <b>MUST</b> register on <b>Jobs4TN.gov - We Can Help!</b>	
Name:	Date of Birth:
Address:	City: Zip:
Email:	Male Female
Last 4 Social:	Phone Number:
Married: Single:	Race:
Are you registered on Jobs4tn.gov? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Approximate household yearly income?	\$
Number of people living in household?	
<b>Are You....</b>	<b>Yes/No?</b>
Currently unemployed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Long term unemployed (27 or more weeks)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Actively receiving Unemployment Benefits?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Laid off due to permanent closure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Transitioning Soldier or Veteran?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Unemployed spouse of active duty military?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Receiving Food Stamps (SNAP) or TANF?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Single parent/pregnant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Receiving SSI or SSDI?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Individual with disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Homeless?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have/Had a justice involved record?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Enrolled in Adult Education?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Aged 18-24 and out of school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
High school dropout?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Currently in or aged out of foster care system?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Currently employed: F.T or P.T. Please circle	Yes <input type="checkbox"/> No <input type="checkbox"/>
Currently attending Post Secondary Training?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Interested in training or going back to school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Already have a degree: AA, BA or Masters? Please Circle the one you have	

*The Career Advisor will contact you to discuss any opportunities and assistance that you may be eligible for.*

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# PART 2

Cleveland State Community  
College Application

The Cleveland State Community College application must be done online at [www.clevelandstatecc.edu](http://www.clevelandstatecc.edu). Use the following when applying: For application type select Certificate. Under planned course of study select Social Sciences for the Career Community and Law Enforcement Training Academy for Major. There is no charge to apply to Cleveland State.

Important documents that must be turned in include:

- Copy of your driver's license
  
- Transcripts
  - Official High School Transcript or GED scores
  - Official transcripts from ALL colleges attended.

**This includes colleges you may have withdrawn from  
These must be sent in a sealed envelope from the  
institution to the Cleveland State Admissions office or  
can be sent electronically to  
admissions@clevelandstatecc.edu  
(electronically is the preferred method) **\*\*DO NOT  
SEND YOUR TRANSCRIPTS TO THE ACADEMY,  
THIS WILL DELAY ENTERING YOU INTO THE  
CLASSES.\*\*** Please note that the college cannot  
accept anything other than a Regular Degree (GEDs  
are accepted) or transcripts from a school that is not  
accredited by an institution recognized by the  
Department of Education. If in doubt please contact  
the admissions office to verify whether your transcript  
will be accepted.**

**\*\*A COPY OF YOUR DIPLOMA IS NOT THE SAME AS  
TRANSCRIPTS, DO NOT SEND IT\*\***

Males born after 1959 must provide a Selective Service Number or proof of exemption from the draft.

For questions concerning your Cleveland State application (Part 2) contact Chad Cameron 423-472-7141 ext. 283 or [ccameron@clevelandstatecc.edu](mailto:ccameron@clevelandstatecc.edu)

For questions concerning the Academy Application (Part 1) contact Kathy Stutzman at 423-473-2439 or [kstutzman@clevelandstatecc.edu](mailto:kstutzman@clevelandstatecc.edu)



**Mail the completed PART 1 of the application packet to:**

Cleveland State Community College  
Law Enforcement Training Academy  
PO Box 3570, Cleveland, TN 37320-3570

**or**

**Hand deliver to:**

Cleveland State Community College Law  
Enforcement Training Academy, Business  
Incubator, Room T-105A.

**Any intentional omissions, or untruthful statements made in this application process will be deemed a violation of the Honor Code and student will not be considered.**