



Basic Law Enforcement Training Program Applicant Information Guide

For more information please contact:
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SCHOOL OF JUSTICE, PUBLIC SAFETY AND LAW STUDIES BASIC LAW
ENFORCEMENT TRAINING PROGRAM

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WELCOME

“The purpose of life is not to be happy. It is to be useful, to be honorable, to be compassionate, to have it make some difference that you have lived and lived well.”

- Ralph Waldo Emerson

Choosing a career in public service requires a unique dedication to serving others and making a positive impact on society. It often involves selflessness, compassion, and a strong commitment to the greater good. Their contributions help build stronger, more equitable societies for everyone.

On behalf of the more than 646,000 law enforcement professionals nationwide and the 351,000 correctional officers in Miami Dade County alone we encourage you to forge forward (U.S. Bureau of Labor Statistics, 2024). Contained within this packet is information on how to apply for acceptance into a basic training program, estimated expenses associated with attending an academy class and the various required tests you must complete to be considered.

The Miami Dade College School of Justice, Public Safety and Law Studies, in its more than 50 years has earned the reputation as a premier provider of training and education for criminal justice and correctional practitioners in the Southeastern United States. On average more than 300 students graduate annually from our basic police and corrections training programs and an equal number from our career development courses. Our staff, eminently qualified, is seasoned and talented with the unique ability to turn training concepts into performance outcomes.

Today symbolizes the start of your journey; from applicant to recruit to police or correctional professional and we assure you of our commitment to your success.

There is a full-time and part-time Basic Law Enforcement Academy. The full-time academy runs for approximately six months, Monday - Thursday, 7:00 AM to 6:00 PM. The part-time academy runs for approximately nine months - Monday to Thursday from 5:30 PM to 10:30 PM.

Firearms training is scheduled from 2:00 PM to 11:00 PM for both. The cost for both programs is the same.

NOTE: Applicants are scheduled for training at the discretion of the School of Justice Staff.

To have all your questions answered it is recommended that you attend orientation which is scheduled every Tuesday at 6:00 pm at Miami Dade College North Campus **School of Justice Courtroom (Room J107)**.

BASIC LAW ENFORCEMENT ACADEMY MINIMUM REQUIREMENTS

- ☐ Submit a completed Personal History Questionnaire. Application fee and photo required.
- ☐ Be at least 19 years of age.
- ☐ Be a citizen of the United States.
- ☐ Have earned a high school diploma or equivalent (GED).
- ☐ Have not been convicted of any felony including a “withholding of adjudication” nor convicted of a misdemeanor involving perjury, false statement and/or moral turpitude. Any and all arrests will be reviewed by the School of Justice.
- ☐ Have not received a dishonorable discharge from any of the Armed Forces of the United States.
- ☐ Be of good moral character as determined by a background investigation and defined by 11B 27.0011 of the Florida Administrative Code.
- ☐ Have a valid State of Florida Driver’s License and no more than 4 moving violations within the past 36months; No Driver’s License suspensions within the past 5 years; No conviction of D.U.I. including a “No Contest Plea” within the past 10 years; and No convictions for reckless driving, fleeing, or leaving the scene of an accident.
- ☐ Successfully passed a background investigation, to include screening for illegal substances.
- ☐ Have passed a physical examination by a licensed physician, physician assistant, or certified advanced registered nurse practitioner.

THE APPLICATION PROCESS

The application process is designed to identify individuals best suited for a career in law enforcement. To complete the process, you must provide the requested documents included in the Basic Law Enforcement Pre-Admission Packet and complete the steps on the Basic Law Enforcement Training checklist.

Miami Dade College as an institution of higher learning and vocational training is guided in the administration of its programs by the Southern Association of Colleges and Schools and Florida Department of Education. The School of Justice must adhere to these standards as well as those of the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission and Miami Dade Association of Chiefs of Police. <https://ibrinc.com/mdc/select>

Process:

1. Apply to the College and **THEN** submit your high school transcripts
mdc.edu/admissions-info/

4. If your background/fingerprints are cleared, SOJ will notify you and you will be able to move to Step 5 and Complete BLE required documents (checklist found on pg.5) and submit these to the Assessment Center

7. Schedule and pass your PAT
Email NAC@MDC.EDU

2. Schedule your background and fingerprints at ibrinc.com/mdc/select

- Choose School of Criminal Justice Provide OIR number - **FL922340Z**

5. Schedule to take the CJBAT AND TABE Reading at the MDC North Testing Center, Room 1160
<https://www.mdc.edu/testing/contact/online-appointments/>
****Active military/veterans and those with an associate degree or higher are exempt from the TABE and CJBAT.**

8. The BLE Recruiter will schedule your interview with the Director of Academy and Panel

3. Follow up with Transcripts Services to ensure that your transcripts are accepted

6. Once your documents and PHQ are reviewed you can schedule and take your CVSA testing and psychological assessment with the Assessment Center NAC@MDC.EDU

9. If accepted into the academy, attend orientation recommended)
NAC@MDC.EDU

IMPORTANT: As of July 1, 2022, section 943.17(1)(g) states that any candidate wishing to enter a law enforcement academy that either (i) is a **veteran as classified in section 1.01(14), F.S.**, or (ii) **holds an associate degree or higher from an accredited college or university** is not required to take the Law Enforcement Basic Abilities Test. Please note that veteran is defined as being honorably discharged from military service. No other discharge classifications qualify. This does not apply to candidates wishing to enter a corrections academy. The Associate Degree must be from an accredited college or university. Your transcript needs to be submitted to Miami Dade College for approval before you proceed.

BLE REQUIRED DOCUMENTS AND STEPS

Important: Complete the steps in order. Do not submit the remaining documents until you have received fingerprint/background clearance.

APPLICATION PROCESS

☐ **Pay & Schedule**

Pay the \$60 BLE application fee (email Nac@mdc.edu to obtain the payment form) and schedule your fingerprints/background check for \$60 at ibrinc.com/mdc/select - Select School of Criminal Justice and use OIR # FL922340Z.



☐ **Submit Fingerprint Form**

After completing fingerprints, email your Fingerprint Applicant Form to Nac@mdc.edu and request the PHQ and remaining application forms.

☐ **Receive Clearance & Complete Requirements**

Once cleared, complete the PHQ and gather the required documents listed below.

☐ **Submit to SOJ Assessment Center in person**

Bring your completed forms, required copies, and original documents where indicated.

FORMS

☐ Personal History Questionnaire (PHQ) — must be notarized + include passport photo

☐ Signed Acknowledgement Form

☐ CJSTC 75 – Physician's Assessment Form

☐ CJSTC 75A – Patient Information Form

CHECKLIST

☐ CJBAT results — if required home.pearsonvue.com/fdle/bat



☐ TABE Reading results — if required <https://www.mdc.edu/testing/contact/online-appointments/>



☐ Florida Driver's License — copy + original

☐ Social Security Card — copy + original

☐ Birth Certificate — copy + original; translation/notarization required if not in English

☐ Proof of Citizenship — if applicable

☐ CJSTC 75 – Physician's Assessment Form

☐ CJSTC 75A – Patient Information Form

☐ 7-Panel Drug Test results

☐ Current Health/Medical Insurance

☐ Credit Score – Previous 12 Months <https://www.creditkarma.com/signup>

☐ DD-214 (Long Form) — if applicable

MDC ADMISSION (PRIOR TO THE BASIC LAW ENFORCEMENT ADMISSION)

1. Apply & Get Admitted <https://www.mdc.edu/admissions-info/>



2. To apply for the BLE program select:
 - **I want to get a career in a year or less (Certificates)**
 - **Florida Law Enforcement Academy (C.T.E./V.C.C.57022)**



3. Create Your MyMDC Account (if you are a returning student you already have an account) mdcwap.mdc.edu/NTAuth_self_student/StdAccountCreationInstructions



4. Pay Less Tuition by submitting Proof of Florida Residency mdc.edu/admissions-info/tuition/florida-residency.aspx



5. Send Official High School Transcripts. **This is the first step you should complete before proceeding.** If you have never attended Miami Dade College or never submitted your high school transcript previously or if you included that you attended a university during your application process you will also need to submit a transcript for that university. mdc.edu/transcripts/



6. Apply for Financial Aid. mdc.edu/financialaid/ If you are sponsored by a law enforcement agency skip this step.



OVERVIEW OF BLE ACADEMY APPLICATION AND SELECTION PROCESS

The application and selection process typically requires two months or more before any admission decisions are made by the School of Justice (SOJ). Because the process is highly competitive, there is no waiting list for applicants.

Phases of the Selection Process

Phase One - Application and Documentation Submission

Applicants must complete the general admissions application to Miami Dade College and the BLE Academy application for SOJ. This includes completing their fingerprint background information, filling out the Personal History Questionnaire, and submitting all required forms and supporting documentation.

Phase Two - Assessment Center Testing

If your submitted documentation is complete and meets requirements, you will proceed to complete your assessments at the Assessment Center and the MDC Testing Department (as applicable). If any required documentation is missing or incomplete, you will be given a single opportunity to correct or provide the missing materials. Applicants who successfully complete this stage of the process move on to the next phase.

Phase Three - Physical Agility Test

Qualified applicants will be scheduled to participate in a Physical Agility Test, which includes a swim test. Only those who successfully pass this test will advance further.

Phase Four - Interview

Applicants who pass all prior phases will be scheduled for a formal interview. Those who do not complete Phases One through Three successfully will not be eligible for an interview. After all phases are complete, and if you meet all requirements, admission decisions are made. Applicants not selected to move forward will be notified via email.

I understand that the application and selection process may take time. The School of Justice will contact me when additional information or action is needed and when I am ready to proceed to the next step in the process.

PAYMENT SCHEDULE

Applicants are responsible for paying all fees related to the application process. Financial Aid, Student Loans, G.I. Bill, and Pre-paid College Programs pay tuition costs only.

The following represents costs associated with the application process and basic training program:

Application and Program Fees**	
	Amount
BLE Application Fee (paid at the Bursar's Office)	\$60.00
Physical Abilities Test (+swimming) and Practice Test combined OR	\$90.00
Physical Abilities Test (+swimming) NO Practice Test	\$80.00
Computerized Voice Stress Analysis Test	\$180.00
Psychological Exam	\$315.00

Academy Program Fees **	
Tuition and Books	\$5,749.13
Uniforms and equipment (approximate cost; prices subject to change)	\$850.00

Other Items required (fees will be based on your personal choice)	
Physical Exam	
Passport size photo	
Health Insurance	

Testing Validity	
Background and Fingerprint	6 months
Criminal Justice Basic Abilities Test (CJBAT)	4 years
Computerized Voice Stress Analysis Test	12 months
Physical Abilities Test (PAT)	6 months
Physician's Assessment (CJSTC 75)	12 months
Psychological Exam	12 months
7-Panel Drug Test	6 months

**Fees are subject to change without notice

THE FDLE CRIMINAL JUSTICE BASIC ABILITIES TEST (CJBAT)

The CJBAT, developed by Industrial/Organizational Solutions (IOS), Inc., measures the defined “minimum competencies” in three separately-timed sections as follows: Section I - behavioral attributes; Section II - memorization; and Section III – written comprehension, written expression, deductive reasoning, and inductive reasoning. In total, there are 97 questions on the CJBAT. You will have 1 ½ hours (90 minutes) to complete the exam. Follow link for registration <https://home.pearsonvue.com/fdle/bat>

IMPORTANT

As of July 1, 2022, section 943.17(1)(g) states that any candidate wishing to enter a law enforcement academy that either:

- (i) is a veteran as classified in section 1.01(14), F.S., or
- (ii) holds an associate degree or higher from an accredited college or university

is not required to take the Law Enforcement Basic Abilities Test. Please note that veteran is defined as being honorably discharged from military service. No other discharge classifications qualify. Please note that this does not apply to candidates wishing to enter a corrections academy.

PHYSICAL EXAM PROCESS

The physical examination can be completed by a doctor of your choice, which must include a 7-panel narcotics screening in compliance with 11B-27.00225.

11B-27.00225 Testing shall include the analysis of a urine sample furnished by the applicant for the presence of controlled substances or metabolites, which shall be consistent with the procedures for drug testing pursuant to Section 112.0455m, F.S. and Rule Chapter 59A-24, F.A.C., which have been adopted by the Agency for Health Care Administration.

- a. The procedures for collection sites and specimen collection comply with the requirements of Rule 59A-24.005, F.A.C.
- b. Each applicant gave written consent prior to giving the sample for collection, analysis for evidence of controlled substances, and disclosure of the analysis results to the employing agency and to the Commission.
- c. The procedures for analyzing and reporting the urine sample were consistent with Rule 59A-24.006, F.A.C.
- d. Seven Substances:
 - i. Amphetamines (amphetamine and methamphetamine)
 - ii. Cannabis or Cannabinoids
 - iii. Cocaine or Cocaine Metabolite
 - iv. Phencyclidine
 - v. Opiates (codeine and morphine)
 - vi. Barbiturates
 - vii. Benzodiazepines

NOTE: You are responsible for payment as well as returning forms to the Assessment Center, School of Justice, Public Safety and Law Studies prior to participation in the Psychological, CVSA, and Physical Abilities Tests.