PRE-SERVICE TRAINEES BASIC TRAINING PROGRAM

Act 120 - Municipal Police Officers' Education and Training Commission (MPOETC)

For admission to the Police Academy (Act 120), the following procedures are required:

U. S. Citizenship is Required: ("Green Cards" are NOT acceptable) – see below for acceptable documents

A $50.00 fee must be paid in order to apply ($25.00), and take the required MPOETC Fitness Test ($25.00.) The fitness test is valid for 6 months. After 6 months, a physical exam and re-test are required. In the event an individual does not attain qualifying score on the MPOETC Fitness Test, one re-test will be permitted and another fee of $25.00 must be paid. All fees charged are non-refundable.

Be a minimum of twenty-one (21) years of age prior to the start of the firearms training. Applicants/Cadets must have a valid driver's license.

Attain a qualifying score on the Nelson-Denny Reading Test, which evaluates reading comprehension and vocabulary. This test will be conducted by Dr. Lou Laguna, along with your psychological examination (see below for more information). You are responsible for scheduling with and payment to Dr. Laguna. One re-test is permitted if there is a failure, at an additional cost.

Attain qualifying scores on the MPOETC Fitness Standard Test. This test consists of: one-minute sit-ups, 300-meter timed run, one-minute push-ups, and a 1.5-mile timed run.

Report the day of scheduled testing as follows (pre-registration is **REQUIRED**):

**Submit the required MPOETC Physical Examination form in which the examining physician verifies the individual is able to participate in the MPOETC Fitness Standard Test and rigorous physical training is not prohibited. Form must be submitted PRIOR to test date. It must be dated within six months of the start date of the Academy you are planning to attend.

**Be attired in gym clothing to include good quality running shoes. Bring water.

Submit results of drug screening (on an official form, which notes the laboratory)

A letter from the Chief of Police in the jurisdiction in which you reside (to include Pennsylvania State Police) is required. The letter is to be addressed to the MPOETC School Director, Senator Jeffrey E. Piccola Law Enforcement Complex and should include the following (this is NOT a letter of recommendation):

a. A statement indicating the Chief is unaware of any arrest record for the applicant, which would preclude him/her from being employed as a Police Officer.

b. Provide additional information the Chief deems relevant for the applicant's admission to the Police Academy.

Obtain a Criminal History Check through the PENNSYLVANIA STATE POLICE. For ONLINE application for the Criminal History Report (CHRI), go to: https://epatch.state.pa.us/Home.jsp Please list yourself as the requestor. This **must** be dated within 6 months of the start date of the Academy that you plan to attend. A **VOLUNTEER** check will **NOT** be accepted.

Obtain an FBI Criminal History Check: **https://www.fbi.gov/services/cjis/identity-history-summary-checks**
Recommended instructions will be provided in your application packet.

Obtain a copy of the applicant's complete 10-year driving record from the PENNSYLVANIA DEPARTMENT OF TRANSPORTATION. License Messenger Services are also authorized to conduct this check. For ONLINE application go to: www.dmv.pa.gov This **must** be dated within 6 months of the start date of the Academy that you plan to attend.

Submit the following information:

a. An 'Application for Admission (4 pages)' as provided by the Senator Jeffrey E. Piccola Law Enforcement Complex, HACC/Central Pennsylvania's Community College (PLEC-HACC).

b. Two (2) signed letters of reference from non-relatives.

c. Two (2) signed letters of reference from former employers. If in the event you do not have two (2) former employers, you may use a personal/non-relative reference for each employer that you may lack. You must have a total of four (4) references.

Complete a Psychological Examination MMPI and a clinical interview with D. Lou Laguna with the written report to be submitted by the psychologist to the MPOETC School Director. This must be dated within 6 months of the start date of the Academy you plan to attend.

Show proof of graduation from high school (copy of diploma) or a G.E.D. certificate and transcript. **In addition, a copy of high school transcript must be attached/submitted. Transcript does not need to be a certified, official document. It can be a photocopy.**

Submit a copy of military discharge (DD214), only if applicable.

Submit copies of transcripts from all colleges, technical schools or other schools attended by the applicant. These do not need to be certified, official documents. Photocopies are acceptable.

Successful completion of an oral interview conducted by three members of the law enforcement community along with the MPOETC School Director and Director of Law Enforcement Training. Successful completion of the oral interview will have been accomplished if the members, by majority, vote to admit the candidate to the Police Academy. The oral interview will occur approximately three to four weeks prior to the Academy's starting date. The PLEC will schedule this interview and you will receive notification of the date and time by email provided you have completed all application requirements.

Tuition for the 2023 full-time and the part-time Academies will be $5,750.00. Please be informed that every hour of the Academy is absolutely mandatory. While we understand that there are unavoidable situations that may arise, all missed hours must be made up, possibly at your expense at the rate of $35.00/hour.

Starting in January 2023, there will be two full-time academies each year, one beginning in January and the other in July, and one part-time Academy beginning in January and ending in December.

Proof of Citizenship is required. See information on the bottom of page 4 of this document. These documents must be presented at your oral board interview.

NOTE: The MPOETC Fitness Standard Test and the Physical Examination Form, Psychological Examination, criminal history check, FBI check and the driving record MUST be dated within 6 months of the start date of the Academy that you are planning to attend.

A number of pre-service recruits may attend the Academy on a space-available basis.

Where: HACC/Central Pennsylvania's Community College, Senator Jeffrey E. Piccola Law Enforcement Complex, One HACC Drive, Harrisburg, PA 17110-2999

Pre-service recruits are responsible for their own tuition and other expenses. **(HACC reserves the right to change the hours and fees.)**

Enrollment: The College will assign a HACC ID number as your student identification for record keeping, identification and billing purposes.

Pre-service recruits must complete all pre-service applications and requirements, along with an oral board interview, to be considered for acceptance into the Academy.

Note: the following must be dated within six (6) months of the start date of the Academy that you wish to attend.

Application for Admission

MPOETC Physical Examination Form

MPOETC Fitness Standard Test

Drug Testing Results

MPOETC Psychological Examination Form

State Criminal Record Check

FBI Criminal History Check

Driving Record/History

ACCEPTABLE DOCUMENTS FOR PROOF OF CITIZENSHIP (DO NOT EMAIL – a staff member will view these documents when you come for your oral board interview):

Driver's License and Social Security Card

OR

Driver's License and Certified Birth Certificate

OR

Valid Passport