



CRIMINAL JUSTICE ACADEMY

Shaping the Mind, Body and Character of Criminal Justice Professionals

Suncoast Technical College

Suncoast.edu

4748 Beneva Road, Sarasota, FL 34233 ~ 941.924.1365 ext. 62314

Admissions information and Application process

Students attend the Criminal Justice Academy (CJA) as one of the following:

- Self-Sponsored: student applies directly to CJA, is accepted, and pays all costs
- Agency Sponsored: law enforcement agency conditionally hires student prior the program, and may pay some/all costs

Programs

- Law Enforcement: 770 hrs (21-22 weeks—Mon-Fri 0800-1630 / weekends at Firearms/Driving Range
Scheduled: July and January)
- Corrections: 420 hrs (12 weeks—Mon-Fri 0800-1630 / weekends at Firearms Range
Scheduled: September and March)
- Cross-Over Corrections Officer to Law Enforcement: 518 hrs. (embedded in Law Enforcement class)

Citizenship and Age Requirements

- Must be a U.S. Citizen before applying to CJA
- Law Enforcement and Corrections: must be 19 years old by graduation

Tuition, Lab Fees, Book

- Cost sheet detailing tuition and fees is available at Student Services; book is purchased at Bookstore
- Payment plans and financial aid handled at Student Services (*financial aid not available for all programs*)

Separate Associated Costs (*subject to change without notice*):

- Background Check: \$40 (paid online)
- Polygraph Exam: \$225 (paid to Polygraph Examiner)
- Uniforms (approx.): \$400 (paid to uniform company)
- Physical Abilities Test \$30 (paid at Student Services during registration)

CJA Application Process

1. Meet with Student Services @ call 941-927-9000 x62292
2. Meet with CJA and receive documents for program and set up physical abilities test (PAT).
3. Go online and schedule FBAT: <https://home.pearsonvue.com/fdle> pay \$40
4. Background Check ~ Live-Scan Fingerprints
5. Polygraph Exam
6. Deliver application documents to CJA by deadline listed on the Application Timetable
7. Oral Board: applicants will be invited to sit for an Oral Board review *provided* their application is complete and their background check is approved by the Director. Oral Board decisions are final.
8. Accepted candidates will be notified of their status by email and letter after the Oral Board interview

NOTE: Application Process will be terminated under the following conditions:

1. Applicant misses a deadline or fails the background check (fingerprints/polygraph)
2. It becomes evident to the Director or Coordinators that the applicant has misrepresented, minimized, omitted, or been deceptive with regard to *any* phase of the application process
3. It becomes evident to the Director or Coordinators that, because of past or present behavior, the applicant has little or no chance of being hired by a law enforcement agency

The Sarasota School Board prohibits discrimination in its educational programs, services or activities, or employment conditions or practices on the basis of race, color, religion, gender, sexual orientation, age, ethnic or national origin, genetic information, marital status, qualified disability defined under the ADAAA, or on the basis of the use of a language other than English, except as provided by law. The Sarasota School Board also ensures equal access to school facilities for the Boy Scouts of America and other patriotic youth groups. Any person who believes he or she has experienced any such prohibited discrimination may file a complaint with the district Equity Coordinator Al Harayda by calling (941) 927-9000, ext. 31217, or writing him at 1960 Landings Blvd., Sarasota, Florida 34231.

Uniform Fitting Day: Approximately 6 weeks before class starts, accepted students will attend uniform fitting day at which time details regarding purchase of class and tactical uniforms.

Registration

Students register and pay for the program at Suncoast Technical College Student Services.

Completion – Remediation – Withdrawal

Students must pass a series of written and practical examinations, and meet CJA’s attendance criteria. Three (3) failed tests will result in withdrawal from the program. Students withdrawn due to test failure may re-apply to the next available program and may be required to complete a new background check. Re-entering students will receive credit for completed courses within the program.

State Officer Certification Exam (SOCE)

Graduates take the State Officer Certification Exam at the Suncoast Technical College Test Center. CJA offers assistance preparing for the SOCE.

Employment

Graduates who pass the SOCE are eligible to apply to any Florida law enforcement agency for employment.

Certification

State Certification (FDLE) granted when a student has completed the program, has passed the SOCE, and is employed by a Florida law enforcement agency. Eligibility window is four (4) years from the program start date.

Keep copies of all documents you submit.
Documents submitted to CJA become the property of CJA.

APPLICATION CHECKLIST (check deadlines on Application Timetable)

Meet with Student Services

- See Guidance Counselor to apply for program (*fee*)
- Pay \$30 Physical Abilities Test (PAT)
- Pass FBAT test for Law Enforcement or Corrections

Meet with CJA Coordinator

- Application documents reviewed
- Applicant Information Form (*filled out and signed by applicant - kept at CJA*)
- Application Termination Agreement (*signed by applicant - kept at CJA*)
- Moral Character and Drug Use Guidelines Form (*signed by applicant - kept at CJA*)
- Application Timetable (*signed by applicant - copy to applicant*)

Complete promptly

- Background Check: Livescans Fingerprinting (*fee*)
- Polygraph Exam **COMPLETED** by deadline (*fee*)

Submit by deadline

- Driving Record (3-5 years)
- Florida Driver’s License (*FL residency and license must be obtained by application due date*)
- High School Diploma (original) **OR** official HS Transcripts (sealed)
- College Diploma (*original*) **OR** College Transcripts (sealed) **Optional**
- Birth Certificate (*original*)
- Military Discharge DD-214 (*copy*)
- Applicant Release Form (*notarized*)
- Physician’s Clearance for Physical Abilities Test
- Physician’s Assessment (CJSTC 75)
- Physical Abilities Test (PAT) *at CJA*
- 2 identical 2”x2” photos (*passport-type photos*)

TITLE	NAME	PHONE NUMBER
Director	Sandy Hotwagner	941 - 927-9000 ext. 62319
Coordinator	Jason Wood	941 - 927-9000 ext. 62320
Coordinator	Brian Rivera	941 - 927-9000 ext. 62139
Secretary	Christy Blue	941 - 927-9000 ext. 62314
FAX		941 - 316-1822