



**Clermont College  
Police Academy**  
University of Cincinnati  
5956 Buckwheat Road, Room 217  
Milford, Ohio 45150

David S Gregory  
Commander  
(513) 612-4972

The Clermont College Police Academy offers two (2) Basic Peace Officer Academies annually. The first class begins in January and graduates in July. The second class begins at the end of June and graduates in December. A **mandatory** orientation meeting is held approximately thirty days prior to the beginning of each academy class. The orientation is held at **6:00 pm at the UC Clermont College Campus in Batavia in Snyder Room 142**. Primary hours for the academy are 6:00 p.m. to 10:00 p.m. Monday through Friday, with Saturday sessions for firearms training, defensive driving, and self defense. Saturday hours are 8:00 a.m. – 5:00 p.m.

The State of Ohio Attorney General's Office and the Ohio Peace Officer Training Council (OPOTC) recognize the Basic Peace Officer Training at the Clermont College Police Academy. The Academy consists of 558-hours of state instruction.

### **Enrollment Process**

Applications are now being accepted electronically. To attend the January/June class all forms must be completed and submitted by the end of November. To attend the June/December class all forms must be completed and submitted by May 20<sup>th</sup>. Applicants must complete the following documents on line or by downloading the forms from this site:

- Student Information Sheet
- Statement of Understanding Form
- Ohio Peace Officer Student Enrollment Form
- OPOTA Open Enrollment Form
- OPOTC Student Health Data Form
- OPOTC Student Waiver of Liability and Indemnity Agreement
- OPOTC Student Acknowledgement Form
- Uniform Information and Order Sheet

The Student Information and the Uniform Information and Order Sheet can be completed on line and emailed to the Police Academy Commander.

The Clermont College Open Enrollment form is required from those students that are not currently enrolled at Clermont College. For those students not currently enrolled at Clermont College, the Open Enrollment Form (application) must be completed. Once it has been completed, forward the application and a \$35 non-refundable application fee to the Office of Admissions. The Open Enrollment Form provides complete directions for completing the process. For additional details please see "Tuition Cost" on the next page.

Each student must have a medical examination. The Student Health and Data Form must be used for this exam. Download the Student Health and Form from this site and have the form signed by the examining physician. The Student Health and Data Form must be submitted to the Police Academy Commander at the initial interview.



Once you have submitted the Information Sheet, the Uniform Information and Order Sheet, and completed the medical exam contact the Police Academy Commander @612-4972 to arrange an interview.

**Please Note – All interviews are conducted at the Clermont College Police Academy, Live Oaks Career Development Campus, 5956 Buckwheat Road, Milford, Ohio, Room 217. Bring your Medical Exam documents with you to the interview.**

Applicants must provide the Academy Commander with the following at the initial interview:

- Two Letters of Reference
  - Reference cannot be a relative. They should be someone who has known you for at least two years or more. Former teachers, employers or neighbors are usually a good source.
  - It is preferred that the applicant has had recent contact with the reference in a social, professional or personal level.
- Photo copy of your Driver's License
- Photo copy of proof of Automobile Insurance
- Photo copy of High School Diploma or GED Certificate
- \$50 Check or Money Order Only (No Cash) payable to Clermont College Police Academy.
- The completed Student Health and Data Liability Form signed by the examining physician.

**Federal Law prohibits anyone who has been convicted of a Felony or Domestic Violence from being accepted into this program. Two or more DUI Convictions will be grounds for rejection from the process as well.**

### **Tuition Cost**

Academy students will be enrolled at the Clermont College Police Academy as fulltime students. Academy students will earn 30 credit hours towards an Associate Degree or 15 credit hours towards a Bachelor of Science Degree in Criminal Justice. **All students in the Clermont College Police Academy must be admitted to UC Clermont College – Batavia Campus and matriculated into the Criminal Justice Program. Please call 732-5319 for your admissions and matriculation paperwork.** (This is in addition to applying for acceptance in the UC Clermont College Police Academy). If you are a student at another UC college, you must transfer to Clermont College in order to receive the Clermont tuition rates. Jamie Adkins will also have the paperwork to transfer. If you do not complete the paperwork to transfer, you will be billed at your college's tuition rate and will have to pay the higher rates.

- Tuition payments are due in accordance with University of Cincinnati – Clermont College Payment Policy and are due at the start of each quarter.
- Late tuition payments will be assessed a late fee penalty.
- Students must pay tuition and all first quarter fees in order to enroll in the second quarter of the Police Academy. Students who are not enrolled for the second quarter will be removed from the OPOTC Class list and will not be permitted to attend academy classes. They also will not be eligible for the State Certification Exam.
- Clermont College Tuition - \$3,028.00\* total tuition for two quarters.
- Administrative Supply, Ammunition and Firearms Fee - \$900.
- Students who have not paid 100% of their tuition, administrative supply fee and any late fees for second quarter will not be permitted to take the OPOTC State Certification Test with the class. Once your fees are paid in full, your name and records will be forwarded to OPOTC, and you will be allowed to take the state certification exam. **The University of Cincinnati and the Clermont College Police Academy are not responsible if your OPOTC testing**

**eligibility expires prior to payment of your financial obligation to the University of Cincinnati.**

### **Payment Schedule**

- |                     |                                 |            |                          |
|---------------------|---------------------------------|------------|--------------------------|
| • <b>Payment #1</b> | \$50 Application Fee            | \$ 50.00   | Payment made @ interview |
| • <b>Payment #2</b> | Administrative & Supply Fee     | \$ 450.00  | Due first day of quarter |
| • <b>Payment #3</b> | 1 <sup>st</sup> Quarter Tuition | \$1514.00* | Due first day of quarter |
| • <b>Payment #4</b> | 2 <sup>nd</sup> Quarter Tuition | \$1514.00* | Due first day of quarter |
| • <b>Payment #5</b> | Administrative & Supply Fee     | \$ 450.00  | Due first day of quarter |

**\*Tuition Cost Subject to change.** If you are interested in a payment plan for tuition payments, please contact Tuition Management Systems at <http://www.afford.com> or 1-800-722-4867, ext 705. You must contact them immediately. Tuition payments will be divided into three monthly payments plus a \$35.00 fee for each quarter.

### **Administrative Supply Fees**

In addition to the two quarters of tuition, students must pay an Administrative Supply Fee of \$900. This fee will cover Firearm Rental (9MM-Glock), Leather Equipment, Ammunition, Handout & Test Materials, Physical Conditioning and Self-Defense Venue, Vehicle Rentals for Defensive Driving Class and supplies for the ADAP Certification.

- **\$50 Non-Refundable Application Fee – Payable at initial interview.**
- **\$450 Administrative Supply Fee – Paid by first day of the first quarter.**
- **\$450 Administrative Supply Fee – Pay by first day of the second quarter.**

### **Financial Aid**

For a student to be eligible for financial aid, they must be in a degree granting program through the University of Cincinnati, through the regular admissions process and carrying a minimum of six credit hours. For further information on financial aid, **please call 513.732.5202.**

### **Veteran's Information**

Academy Students eligible for veteran's benefits must contact the Veteran's Record Management Officer at the Registrar's Office on the Clifton Campus. Please contact:

**Debbie Shinall – 513.556.6811**

### **ADA: Students with Disabilities**

The policy of the University of Cincinnati and the Clermont College Police Academy requires students to self-identify and provide proper documentation to the Director of the Learning Center, Room 22 (Batavia Campus), for appropriate academic assistance. Please contact:

**Jennifer Radt @ 513.732.5327**

With written documentation from Ms. Radt, any academy student taking the OPOTC State Certification Exam will be granted special consideration at the time of the written components of the test. All requests for consideration must be in writing from the student. The Academy Commander will forward appropriate documents to the Director of the Ohio Peace Officer Training Commission for their approval. The request to OPOTC must be made 45 days prior to the end of the academy training.