UC Clermont College Police Academy Enrollment Checklist

__ Apply for Admission to UC Clermont College (pay $50 application fee)
__ Complete Student Information Form and return to academy commander
__ Complete Statement of Understanding (notarized) and return to academy commander
  (most banks will notarize without charge, check with your banker)
__ Get fingerprinted and submit signed Request for National Webcheck form to academy commander
  (No more than 90 days before start of classes. Call commander for information that can save you money on fees.)
__ Get a physical exam; Have physician complete and sign the OPOTC Student Health Data Form
  (cost varies & depends on your health insurance coverage)
__ Get two signed reference letters
__ Schedule your interview; bring
  __ Both reference letters
  __ Completed OPOTC Student Health Data Form
  __ Copy of your valid driver’s license (& the original)
  __ Copy of your Proof of Insurance
  __ Copy of your H.S. diploma with transcript, or GED Certificate
  __ OPOTC Student Waiver of Liability and Indemnity Agreement
  __ OPOTC Student Acknowledgement Form
  __ Student Enrollment/Certification Record form
  __ $50 check or money order payable to University of Cincinnati for academy admin fee
__ Confirm admission (pay $50 matriculation fee)
__ Attend academy orientation; bring
  __ Completed Uniform Purchase Form (pay at orientation - exact cash or check)
__ Begin Academy I classes (pay tuition and fees)
  (payment plan available-visit www.onestop.uc.edu for details)
__ Begin Academy II classes (pay tuition and fees)
  (payment plan available-visit www.onestop.uc.edu for details)
__ Take OPOTC state certification exam
  (all tuition/fees must be paid in full before you may sit for exam)

For questions, contact:

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