__ 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. (Do within the 90 days before classes start. 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. Must be done by an MD, DO or CNP. Chiropractors are not allowable.)

__ 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 (unsigned)
   __ OPOTC Student Acknowledgement Form (unsigned)
   __ Student Enrollment/Certification Record form (unsigned)
   __ $50 check or money order payable to University of Cincinnati for academy administration 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 the exam)

Questions?

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