PART-TIME APPLICATION

Dear Applicant:

I am pleased to hear of your interest in the Law Enforcement Academy for your education/training needs. The academy meets and exceeds the State of Missouri’s minimum basic training requirement for peace officer certification.

This part-time evening academy is designed to meet the needs of individuals unable to attend a full-time or daytime academy. The 900 plus hour academy consists of three separate classes taken over the course of one year. You may begin with any of the three classes; however, all three classes must be taken consecutively in order to satisfy POST requirements.

Like the full-time academy, the evening academy may be used to fulfill partial requirements for both an Associate of Science and Bachelor of Science Degree in Criminal Justice. Degree seeking students meeting admission requirements and wishing to take additional coursework to qualify as a full-time student may be eligible for financial aid.

During the final segment of the three consecutive classes, you will be required to complete a series of practical exercises. These practical exercises will be completed during final exams week of the last class. Upon satisfactory completion of all academy requirements, a Missouri POST certification examination will be scheduled.

This information packet has been prepared to help you complete the application process completely and expeditiously. It is your individual responsibility to make sure all required information is complete.

Applications received after the deadline may or may not be accepted based on space available in the program and criminal background history.

APPLICATION CHECKLIST: REQUIRED INFORMATION

☐ Missouri Western Application for Admission  
Applies to new Missouri Western students only. Not applicable to current Missouri Western students. Can be completed online or by paper form included in this packet.

☐ Application Fee  
$15.00 non-refundable fee - This applies to new students only. Not applicable to past or current Missouri Western students. Will be added to your tuition.

☐ Pre-Entrance Requirements  
Initial each line and sign.

☐ Law Enforcement Application  
Please complete the form as instructed.

☐ Matriculation Fee  
$15.00 – Will be added to your tuition.

☐ Personal Interview  
Upon reviewing application, schedule an interview to discuss any concerns or questions of the academy, please be prompt and punctual to your interview. If for some reason you must reschedule, please call to cancel your appointment.
### Pre-Screening

State certified academies are required to pre-screen applicants. The screening consists of the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal history and fingerprint check by 3m</td>
<td>Cogent.</td>
</tr>
<tr>
<td>Proof of US Citizenship (copy of birth certificate)</td>
<td></td>
</tr>
<tr>
<td>Copy of high school diploma AND official high school transcript or GED</td>
<td><em>High school transcript or GED scores from the high school you last attended is required. This may be obtained by requesting an official copy from your school. The transcript must be OFFICIAL and have the graduation date on it. Have OFFICIAL transcript mailed to the academy or turn in unopened with your application.</em></td>
</tr>
<tr>
<td>*If GED, a copy of the GED scores and certificate must be provided.</td>
<td></td>
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</tbody>
</table>

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<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult/Post-Secondary Transcript</td>
<td>If you have attended any educational institution(s) after high school, please request that an OFFICIAL transcript be sent to the academy. Have OFFICIAL transcript mailed to the academy or turn in unopened with your application.</td>
</tr>
<tr>
<td>Copy of DD214 (if applicable)</td>
<td>If you were in the military, please submit a copy of your DD214.</td>
</tr>
<tr>
<td>Copy of Driving Record</td>
<td>Obtain from the DMV.</td>
</tr>
<tr>
<td>Copy of Driver's License</td>
<td></td>
</tr>
<tr>
<td>Notarized Liability Risk Agreement</td>
<td>Sign and return. Must be notarized.</td>
</tr>
</tbody>
</table>

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<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notarized Legal Questionnaire</td>
<td><strong>DEADLINE:</strong> Two weeks prior to class start</td>
</tr>
<tr>
<td><strong>If “YES”, please provide certified copies of court records, etc.</strong></td>
<td><em>If you have answered “YES” on the legal questionnaire, you have been “arrested” or “charged with” a criminal offense. PLEASE provide all the court records, police reports, disposition of the case AND your narrative in your own words what happened and what you have done with your life since the offense occurred. PLEASE include this when turning in your application. Make sure these are all CERTIFIED copies; the Department of Public Safety, when reviewing your case, only accepts certified copies.</em></td>
</tr>
</tbody>
</table>

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<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notarized Medial Release Form</td>
<td>Sign and return. Your doctor must fill out the second portion of this form. Must be notarized.</td>
</tr>
<tr>
<td>Withdrawal/Refund Form</td>
<td>Keep in mind that signing the withdrawal/refund form is an agreement that you WILL attend the academy. IF you decide PRIOR to the beginning of the academy that you do NOT want to attend, YOU need to OFFICIALLY withdraw from the academy. Not attending class does not equal withdrawal, and failure to withdraw will result in tuition obligation.</td>
</tr>
<tr>
<td>Missouri Peace Officer License Application</td>
<td>With license application, provide copy of high school diploma or it’s equivalent and any college degrees attained; proof of U.S. Citizenship; and completed Legal Questionnaire. Other information may be required including agency ORI and commissioned date.</td>
</tr>
</tbody>
</table>
Release of Information

- Notarized Authorization for release of information
- Authorization for release of information
- Missouri Western Staff - Cadet Permission to Release Information

Uniform Measurements

Please complete and return with your application.

Financial Aid and the Academy

Choose one of three paths. Sign form indicating that you understand the options available to you. Review developmental coursework information.

DeKraai Memorial Scholarship

Optional

**Selection:** Applicants will be reviewed and selection made without consideration of age, marital status, sex, national origin, color, creed, financial status, and/or religion to the extent required by law. Applicants whose records are complete and indicate the greatest potential for achievement will be selected. Final approval and acceptance to the academy is handled by the Department of Public Safety.

**Financial Aid:** Veteran’s benefits and/or financial aid are available to those that qualify. See page 24.

**Part-time Academy Schedule:**

- May 7, 2018-May 2019 (Mon/Tues/Thurs 5:30 pm–10:00 pm --- Sat 8:00 am-5:00 pm)
- August 27, 2018-August 2019 (Mon/Tues/Thurs 5:30 pm–10:00 pm --- Sat 8:00 am-5:00 pm)
- January 22, 2019-May 2019 (Mon/Tues/Thurs 5:30 pm–10:00 pm --- Sat 8:00 am-5:00 pm)

**Tuition:** The part-time academy is 21 credit hours (does include PED 101).

- 900+ hour academy (in-state tuition): $5,720.00
- Admission fee (Missouri Western): $15.00
- Matriculation fee: $15.00
- 3m|Cogent: $40.30

Please note: costs are subject to change.
Supply List:

Supplied by the Academy:

☐ Three polo shirts
☐ Academy team jacket
☐ Sweatshirt
☐ T-shirt

Provided by you:

☐ Khaki pants – no cargo pants
☐ Black sweat pants
☐ Black shorts
☐ Black shoes – no tennis shoes except in physical training and defensive tactics
☐ Black belt
☐ Black socks
☐ Flashlight – 3D cell full size mag light
☐ Eye and ear protection for firearms class

Deadlines: Please adhere to the deadlines listed in the checklist. Classes fill quickly so consider submitting your application early.

If you have any questions, please contact me at (816) 271-5843.

— Kip Wilson, Law Enforcement Academy Director
# Application for Admission

**APPLICATION FOR UNDERGRADUATE ADMISSION (U.S. CITIZENS)**

For faster application processing, complete your application online at: missouriwestern.edu/apply

## A. Legal Name and Contact Information (Please Print Clearly)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Former or Maiden Name(s)</th>
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<tbody>
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</table>

Social Security Number: [ ] Are you (Hispanic, Latino or Spanish origin)?
- [ ] Yes
- [ ] No

- [ ] What is your race? (select one or more)
  - [ ] Asian
  - [ ] Native
  - [ ] Native Hawaiian or Other Pacific Islander

- [ ] Male
- [ ] Female

Birth Month: [ ] Birth Day: [ ] Birth Year: [ ]

- [ ] Are you a veteran of the U.S. Military?
  - [ ] Yes
  - [ ] No

## Permanent Address

- Street Address: [ ] Apt/Box #: [ ] City: [ ] State: [ ] Zip Code: [ ]
- Area Code: [ ] Phone Number: [ ]

## Current Mailing Address (if different from permanent)

- Street Address: [ ] Apt/Box #: [ ] City: [ ] State: [ ] Zip Code: [ ]
- Area Code: [ ] Phone Number: [ ]

## Emergency Contact Information (this should be your parent or legal guardian if applicable)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M</th>
<th>Area Code</th>
<th>Phone Number</th>
<th>Relationship to You</th>
</tr>
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</table>

- [ ] Phone Number (  ), [ ] Effective Until (mm/dd/yyyy): [ ]

## B. Admission & Academic Information

- Semester you will enroll:
  - [ ] Fall ______ (year)
  - [ ] Spring ______ (year)
  - [ ] Summer ______ (year)

- Select an enrollment classification:
  - [ ] Degree Seeking
  - [ ] Non-Degree Seeking
    - [ ] Visiting High School Student
    - [ ] Visiting College Student
    - [ ] Personal Enrichment

- Intended major:
- [ ] A major is required.
- [ ] If undecided, see the back for a list of options.

- [ ] Select your U.S. citizenship:
  - [ ] I am a U.S. Citizen
  - [ ] I am a Resident Alien
  - [ ] Deferred Action
  - [ ] Not a U.S. citizen or permanent resident

- [ ] High School GPA (write UNKNOWN if you are unsure about your HS GPA):

- [ ] Are you, or will you be, a resident of the state of Missouri having met the Missouri A+ Program requirements at a designated A+ high school?  [ ] Yes  [ ] No

- [ ] I have taken the ACT  [ ] SAT (circle one)  Test Date: [ ] Test Score: [ ]

- [ ] Have you ever attended Missouri Western before? (This includes high school)  [ ] Yes  [ ] No

Continue application on the back
MISSOURI WESTERN APPLICATION FOR UNDERGRADUATE ADMISSION (U.S. CITIZENS)
For faster application processing, complete your application online at: missouriwestern.edu/apply

APPLICATION CONTINUED FROM FRONT

1 Have you ever pled guilty or been convicted of a crime, a felony anywhere, either within or outside of the United States? (A plea of no contest, or its equivalent, is still a conviction for the purpose of this application. This would include having received a Suspended Imposition of Sentence probation for an offense that would be considered a felony.) ☐ Yes ☐ No

2 High School Attended or GED: ___________________________ State: __________ Graduation/Completion Date (mm/yyyy): ______/____

3 Please list ALL colleges attended, beginning with the most recent, including dual credit/enrollment. If currently enrolled, please indicate in the dates of attendance space.

<table>
<thead>
<tr>
<th>College/University (not including Missouri Western)</th>
<th>Location (City, State)</th>
<th>Dates of Attendance</th>
<th>Hours Earned</th>
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</tbody>
</table>

Please include a list of any additional colleges/universities you have attended on a separate piece of paper

Estimated Cumulative GPA: ______

5 Highest school your mother completed (please circle) - middle high school college or beyond other/unknown

6 Highest school your father completed (please circle) - middle high school college or beyond other/unknown

C. CHOOSE A MAJOR

If you are still unsure of a major, that's okay. Instead, choose one of the focus areas listed below. Choosing one of these paths will help you stay on path to graduation until you declare an actual major.

(Add your selection to Section B, number 3, page 1).

- Undecided - Business and Entrepreneurship
- Undecided - Education
- Undecided - Health Sciences & Health Careers
- Undecided - Humanities
- Undecided - Social & Behavioral Science
- Undecided - STEM
- Undecided - Visual & Performing Arts

I certify that all information is accurate and complete. I understand that if I misrepresent, falsify, or withhold required information I may be dismissed from the University. I also understand that the University reserves the right to investigate and review the records of any prospective student to determine the applicant's eligibility to enroll.

Applicant's Signature: ___________________________ Date: ________/_____/_____

Please Send Application, ACT Scores, Transcripts, etc. to: Missouri Western State University • Office of Admissions Eder Hall 101 • 4525 Downs Drive • St. Joseph, MO 64507

Missouri Western is an equal opportunity institution. 2001.
PRE-ENTRANCE REQUIREMENTS
FOR LAW ENFORCEMENT TRAINEES

Directions: It is important that you, the applicant, know and understand the entrance requirements in the Missouri Western Law Enforcement Academy. Please read and initial each of the following entrance requirements.

1. Effective September 1, 2003, the office of the Director of Public Safety will DENY the basic training center application of any individual who has been convicted of “driving while intoxicated”, “driving with excessive blood alcohol content” or “possession of a controlled substance” within (3) three years of the date of application. This shall include those offenses where the imposition or execution of sentence was suspended. This denial shall be in accordance with section 590.100.1, RSMo, and 11 CSR 75-13.090, and the applicant shall have the ability to appeal this denial within the Administrative Hearing Commission.

2. Must be 19 years of age. Must be 21 years of age to take POST test, and COMPLETE all phases of the academy.

3. Must have a high school diploma or GED.

4. Must have visual ability sufficient to operate a vehicle in the State of Missouri (20/40) by both day and night, to observe traffic violations, to read and write reports, correspondence, etc.

5. Must have the ability to effectively communicate via radio and telephone.

6. Must complete all phases of the application process.

7. Must have a good driving record.

8. Must have a current valid drivers license.

9. Must be of good moral character and personal habits (good background).

10. Must have no gross conduct indicating ability to function as a peace officer. No felony convictions, S.I.S., or arrests, no misdemeanor convictions or arrests involving moral turpitude.

11. Must successfully complete pre-entrance screening and review of Academy application.

12. Must be a citizen of the United States.

13. Military (if applicable): Must have an “honorable” discharge, or “under honorable conditions” discharge if having served in the military.

By my signature below, I have read and understand that above entrance requirements for the Missouri Western Law Enforcement Academy. I understand that failure to comply with any of the above requirements or making any false representation of any kind will result in denial into the Missouri Western Law Enforcement Academy. I also understand that the Missouri Western Law Enforcement Academy in no way guarantees a job in law enforcement, but will provide the required training as a peace officer in the State of Missouri.

I sign this form voluntarily.

Signature _____________________________________________________ Date________________________
# APPLICATION

<table>
<thead>
<tr>
<th>Date</th>
<th>Social Security No</th>
<th>Age</th>
<th>Date of Birth</th>
<th>E-mail Address</th>
</tr>
</thead>
</table>

## A. NAME

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
</tr>
</thead>
</table>

Previous Last Names Used (including maiden name, if applicable)

*Please include a copy of your marriage certificate if last names are different.*

## B. ADDRESS

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

## C. PHONE NUMBERS

<table>
<thead>
<tr>
<th>Home Phone Number</th>
<th>Daytime Phone Number</th>
<th>Days/Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phone Number</td>
<td></td>
<td></td>
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<tr>
<td>Pager Number</td>
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</tbody>
</table>

## D. PERSON TO NOTIFY IN CASE OF EMERGENCY

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Home Phone Number</td>
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<tr>
<td>City</td>
<td>Daytime Phone Number</td>
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<tr>
<td>State</td>
<td>Cell Phone Number</td>
</tr>
<tr>
<td>Zip Code</td>
<td>Pager Number</td>
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## E. EDUCATION

High school graduation or G.E.D. equivalency is required.

<table>
<thead>
<tr>
<th>High School Name</th>
<th>City</th>
<th>State</th>
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</thead>
</table>

Did you graduate?  □ YES  □ NO  If yes, when?

*If you have a G.E.D., please complete the following:*

<table>
<thead>
<tr>
<th>Year Obtained</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
</table>

*Please indicate below all colleges/universities previously attended (if applicable):*

<table>
<thead>
<tr>
<th>Name</th>
<th>State</th>
<th>Dates of Attendance</th>
<th>Major</th>
<th>Date Graduated</th>
</tr>
</thead>
</table>
### F. EMPLOYMENT

List all jobs you have held in the past five (5) years (begin with current or most recent).

<table>
<thead>
<tr>
<th>Name of Employer</th>
<th>Type of Work</th>
<th>Dates</th>
<th>Reason for Leaving</th>
</tr>
</thead>
<tbody>
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### G. MILITARY / DRIVING / ARREST RECORDS

1. Are you a veteran of military service? If yes, please provide a copy of your DD-214. □ Yes □ No
2. Date of Discharge __________________________ Type of Discharge __________________________
3. Do you have a valid driver's license? □ Yes □ No
4. Has your driver’s license ever been suspended or revoked? □ Yes □ No
5. Have you ever been arrested for a felony? □ Yes □ No
6. Have you ever been arrested for a misdemeanor? □ Yes □ No
7. Have you ever been convicted of a felony, including the receiving of Suspended Imposition of a Sentence following a plea or finding of guilty to a felony charge? □ Yes □ No
8. Have you ever been convicted of a misdemeanor involving moral turpitude? □ Yes □ No

If you answered “YES” to questions 5 through 8, please explain and provide COMPLETE CERTIFIED COPIES of investigative reports and court disposition documents.

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

By my signature below, I certify that the information given herein is true and accurate to the best of my knowledge. I understand that any omission or falsification of the above information will disqualify me from attending the Missouri Western State University Law Enforcement Academy.

Signature __________________________ Date ______________

**AUTHORIZATION TO RELEASE INFORMATION**

I understand that the Missouri Western State University Law Enforcement Academy will conduct, or cause to be conducted, a law enforcement records inquiry to learn of any criminal record data pertaining to myself. I hereby authorize this inquiry, and the release of such information to the Missouri Western State University Law Enforcement Academy.

Signature __________________________ Date ______________
FINGERPRINT INFORMATION

3M/Cogent is Missouri’s Fingerprint Service Vendor

The Missouri Automated Criminal History Site (MACHS)
- If you need to be fingerprinted through 3M/Cogent you must first register with the Missouri Automated Criminal History Site (MACHS).
- MACHS is located at: www.machs.mo.gov
- Individuals without access to the internet may contact 3M/Cogent directly at 1-877-862-2425 to have a Fingerprint Services Representative conduct this registration on your behalf.

REGISTERING WITH MACHS
- To begin the registration process with MACHS go to www.machs.mo.gov and click icon to access the MACHS Fingerprint Portal.

REASON FOR REQUEST
- Select the option requiring the 4-digit registration number to begin your registration process. The 4-digit code for Missouri Western Law Enforcement Academy is 5979.

COST OF FINGERPRINTING----------$40.30

MACHS APPLICANT REGISTRATION
At the top of the registration page you should enter your 4 digit registration number (5979) in the space provided. Clicking “POPULATE” will automatically return a message displaying the name and identifying information of the agency for which you are registering. If the agency that populates is incorrect, please contact the Missouri Western Law Enforcement Academy (816) 271-5843 to verify that you are using the correct registration number.

Once you have verified your agency information, you may begin entering your personal demographic date into the spaces provided. Mandatory fields are marked by a red *. When you are finished click “REGISTER”.

At the top of the verification page an 8 digit Transaction Control Number (TCN) will be highlighted. This number will be used to track your fingerprints through the background check process.

Once you have verified that the information that you have entered is correct, click “Schedule Fingerprinting” to schedule an appointment with 3M/Cogent.
PAYMENT
Before an appointment may be scheduled, you will need to make payment arrangements. You will have the option to pay for your fingerprints search online or at the time of your appointment.

APPOINTMENT SCHEDULING
Once payment arrangements have been completed, you will be required to schedule an appointment at a cogent fingerprint services site.

After you confirm your appointment you will be provided a receipt that provides your unique transaction control number (TCN) and all appointment information. If possible you should print this page for your records.

FINGERPRINT REJECTIONS
3M/Cogent and the Missouri State Highway Patrol will make every effort to ensure that your fingerprints are processed and returned to the Missouri Western Regional Law Enforcement Academy in a timely manner. Unfortunately there are times when individual fingerprint submissions do not have adequate detail to be processed successfully. If your fingerprints submissions are rejected for any reason, 3M/Cogent will contact you directly to schedule a new appointment.

RESCHEDULING APPOINTMENTS
Should you need to re-schedule your fingerprinting appointment due to a schedule conflict you may do so via the MACHS Fingerprint Portal by selecting the option to reschedule.

Both the Missouri State Highway Patrol and 3M/Cogent strive to ensure that your entire fingerprinting process is as convenient and hassle-free as possible.

Questions about the fingerprinting process may be directed to:

3M/Cogent
1-877-862-2425

OR

The Missouri State Highway Patrol
573-526-6312
CADET WAIVER:
RELEASE FROM LIABILITY
AND ASSUMPTION OF RISK AGREEMENT

Release from Liability and Assumption of Risk Agreement

1) Intending that this agreement be legally binding upon me, my heirs, executors, administrators and assigns. I hereby waive, release and forever discharge the Administration of Missouri Western State University, their trustees, officers, employees, and agents from any and all liability damage, or claim of any nature whatsoever by reason of any and all known and unknown, foreseen and unforeseen physical and mental injuries and consequences thereof, suffered by me during activities at the Regional Law Enforcement Academy. These may include but are not limited to self-defense, physical role playing, firearms training, and physical agility activities prior to and during the Academy term held:

____________________________________ to ___________________________________

2) In signing this release, I assert that:
   a. I am presently in good physical and mental health.
   b. I have no reason to believe that I am not in good physical and mental health.
   c. I am fully aware of, acknowledge and assume all risk of injury during my participation in the training.
   d. I am aware that I must maintain health insurance coverage during the Academy term and may be asked to provide proof of coverage.
   e. I have read and fully understand the terms and conditions of this agreement, and I agree to all terms and conditions.
   f. I further state that I am cognizant of the inherent dangers and risks, including paralysis and death associated with the activities.
   g. I am of lawful age and legally competent to sign this waiver and release, and I have signed this document as my own free act.

I hereby certify that the above information is true, correct and complete based on my personal knowledge and belief. I understand that providing false or fraudulent information may be grounds for adverse action, up to and including expulsion from the program.

Name (print or type) ____________________________________________________________________
Signature _____________________________________________________________________________
Date _________________________________________________________________________________

Subscribed and sworn to before me the ________________ day of ___________________________ __________
Commissioned in ____________________________________________ County, Missouri
Notary Public __________________________________________________________________________
Missouri Peace Officer License Legal Questionnaire
New Licensure Applicants
Last Revised 03/09/2017

Instructions:

➤ All basic training applicants shall complete this questionnaire prior to being admitted into a basic training course.
➤ If the applicant indicates "yes" to the question listed below, submit the questionnaire to the POST Program for review prior to admitting the individual into a basic training course.
➤ Maintain a copy of the completed questionnaire and submit it along with the individual's Peace Officer License Application.

Missouri Western State University Regional Law Enforcement Academy

Licensed Basic Training Center:

Applicant's Name: ___________________________ DOB: ___________________________

Social Security Number: ___________________________ Daytime Telephone Number: ___________________________

Home Mailing Address: ___________________________

Have you ever been arrested for, charged with, or committed any criminal offense? (§ 590.080.1(2), RSMo)

☐ YES * ☐ NO

*If yes, describe the offense(s) below. If needed, you may attach additional pages.

<table>
<thead>
<tr>
<th>Date</th>
<th>Charge/Offense</th>
<th>City/County/State</th>
<th>Misd/Felony/Ordinance</th>
<th>Disposition</th>
<th>Arresting Agency</th>
</tr>
</thead>
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Before signing and submitting the notarized questionnaire, please feel free to discuss any questions you might have with a representative of the POST Program by calling (573)751-3409.

I am aware that causing a material fact to be misrepresented for the purpose of obtaining a peace officer license issued pursuant to Chapter 590 RSMo, is a Class B Misdemeanor.

Signature of Applicant: ___________________________ Date: ___________________________

Subscribed and sworn to before me this ________ day of ________, 20____. I am commissioned as a notary public within the county of ________, state of ________, and my commission expires on ________, 20____.

________________________________________

NOTARY PUBLIC

*POST USE ONLY*

Based on the information provided, the above listed applicant is eligible for licensure.

POST Program Representative: ___________________________ Date: ___________________________
PHYSICAL EXAMINATION

_____________________________________________ has applied for admission for the MWSU Law Enforcement Academy. Each recruit attending the Academy participates in and must satisfactorily pass a strenuous physical fitness program and training activities. This program emphasizes aerobic exercises, strength development, and the increase of flexibility and other activities.

Specifically, the applicant will be:

1. Achieving the goal of endurance running and sprints.

2. Completing an obstacles course, consisting of running, jumping, climbing, crawling, and lifting.

3. Carrying other recruits and performing calisthenics, such as: push-ups, pull-ups, sit-ups, weightlifting, and various stretching exercises.

4. Participants in defensive tactics and activities such as blocks, kicks, strikes, and ground fighting.

It is imperative that each applicant receives a physical examination designed to ensure his/her ability to perform required exercises and activities. Therefore, the Academy requests that you determine if this applicant is, to the best of your knowledge, physically capable of participation in our program.

Attached is the PHYSICAL APPROVAL FORM. After your examination, please initial and sign at the appropriate place, along with your printed name, signature, and have the doctor's office staff type or stamp the office address information.
MEDICAL HISTORY & RELEASE OF LIABILITY

Part I – To be completed by academy cadet:

Name ________________________________  Session ________________________________

Address ____________________________________________________________________________

Phone # Home (_____) _________________________  Work (_____) ______________________________

Cell (_____) _________________________

Birth date ________________________________  Social Security # ___________________________

Please answer the following questions:

A. Are you aware of any physical, psychiatric, or psychological conditions which would restrict the academy cadet’s ability to participate in moderate activities of the M.W.S.U. Regional Law Enforcement Academy?

   Yes __________________   No __________________

B. If you answered “yes” to A, describe the condition and provide information concerning what you consider to be a reasonable accommodation which would enable the academy cadet to participate safely in the academy activities (attach additional pages if needed):
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

C. Is the academy cadet allergic to any food, drugs, or other substances, and if so, what?
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

D. Is the academy cadet currently taking any prescription drugs, and if so, what?
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

E. In the event the academy cadet is injured while attending the academy and it is necessary to obtain medical treatment for the academy cadet, is there any other information we should know about the academy cadet that would be pertinent to seeking such treatment (attach additional pages if necessary)?
________________________________________________________________________________________
________________________________________________________________________________________
I understand and acknowledge that the Missouri Western State University Regional Law Enforcement Academy, Missouri Western State University, and the Western Institute are not responsible for any injuries or illness existing prior to my participation in the Academy.

I hereby authorize the employees of the foregoing entities to act according to their best judgment in any situation requiring medical attention, whether an emergency or not, until such time as I am able to make decisions concerning treatment.

____________________________________________   _________________________________________
Signature of the Academy Cadet                                           Date

Subscribed before me, a notary public, this ___________________ day of ______________________, 20_____.

______________________________________  My commission expires:  ____________________________
Notary Public

Part 2 – To be completed by physician:

I hereby certify that I have examined __________________________________ and found him/her physically fit to attend and participate in the Missouri Western State University Law Enforcement Academy, and I know of no conditions which would limit his/her participation in all activities in the academy except (attach additional pages if needed):

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

If I am aware of any conditions that would limit his/her participation in the academy, the following is a description of what I would consider to be a reasonable accommodation of such conditions to enable him/her to participate safely in the activities of the academy (attach additional pages if needed).

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Date of last tetanus shot  _________________________  Date of last exam ___________________________

PHYSICIAN’S SIGNATURE  __________________________________________________________________
Physician’s Name (printed) __________________________________________________________________
Physician’s Address  _________________________________________________________________________
Physician’s Phone #  ________________________________________________________________________
## PHYSICAL FITNESS PERFORMANCE STANDARDS

### Push Ups (1 minute)

<table>
<thead>
<tr>
<th>Category</th>
<th>Male</th>
<th>Age 19-29</th>
<th>Age 30-39</th>
<th>Age 40-49</th>
<th>Age 50+</th>
<th>Category</th>
<th>Female</th>
<th>Age 19-29</th>
<th>Age 30-39</th>
<th>Age 40-49</th>
<th>Age 50+</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 100%</td>
<td>47+</td>
<td>39+</td>
<td>30+</td>
<td>25+</td>
<td>A 100%</td>
<td>28+</td>
<td>23+</td>
<td>15+</td>
<td>15+</td>
<td>15+</td>
<td></td>
</tr>
<tr>
<td>B 93%</td>
<td>37-46</td>
<td>30-38</td>
<td>23-29</td>
<td>18-24</td>
<td>B 93%</td>
<td>21-27</td>
<td>16-22</td>
<td>11-14</td>
<td>11-14</td>
<td>11-14</td>
<td></td>
</tr>
<tr>
<td>C 84%</td>
<td>27-36</td>
<td>21-29</td>
<td>16-22</td>
<td>11-17</td>
<td>C 84%</td>
<td>14-20</td>
<td>10-15</td>
<td>8-10</td>
<td>8-10</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>D 77%</td>
<td>&lt; 26</td>
<td>&lt; 20</td>
<td>&lt; 15</td>
<td>&lt; 10</td>
<td>D 77%</td>
<td>&lt; 13</td>
<td>&lt; 9</td>
<td>&lt; 7</td>
<td>&lt; 7</td>
<td>&lt; 7</td>
<td></td>
</tr>
<tr>
<td>F 69%</td>
<td>&lt; 35</td>
<td>&lt; 32</td>
<td>&lt; 27</td>
<td>&lt; 21</td>
<td>F 69%</td>
<td>&lt; 30</td>
<td>&lt; 22</td>
<td>&lt; 17</td>
<td>&lt; 12</td>
<td>&lt; 12</td>
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</table>

### Sit Ups (1 minute)

<table>
<thead>
<tr>
<th>Category</th>
<th>Male</th>
<th>Age 19-29</th>
<th>Age 30-39</th>
<th>Age 40-49</th>
<th>Age 50+</th>
<th>Category</th>
<th>Female</th>
<th>Age 19-29</th>
<th>Age 30-39</th>
<th>Age 40-49</th>
<th>Age 50+</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 100%</td>
<td>:50 or Faster</td>
<td>:51 or Faster</td>
<td>:57 or Faster</td>
<td>1:06 or Faster</td>
<td>A 100%</td>
<td>:58 or Faster</td>
<td>1:06 or Faster</td>
<td>1:12 or Faster</td>
<td>1:12 or Faster</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D 77%</td>
<td>1:02-1:05</td>
<td>1:03-1:06</td>
<td>1:17-1:20</td>
<td>1:27-1:30</td>
<td>D 77%</td>
<td>1:15-1:18</td>
<td>1:22-1:25</td>
<td>1:49-1:50</td>
<td>1:49-1:50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F 69%</td>
<td>1:06+</td>
<td>1:07+</td>
<td>1:21+</td>
<td>1:31+</td>
<td>F 69%</td>
<td>1:19+</td>
<td>1:26+</td>
<td>1:51+</td>
<td>1:51+</td>
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<td></td>
</tr>
</tbody>
</table>

### 300 Meter Run

<table>
<thead>
<tr>
<th>Category</th>
<th>Male</th>
<th>Age 19-29</th>
<th>Age 30-39</th>
<th>Age 40-49</th>
<th>Age 50+</th>
<th>Category</th>
<th>Female</th>
<th>Age 19-29</th>
<th>Age 30-39</th>
<th>Age 40-49</th>
<th>Age 50+</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 100%</td>
<td>10:08 or Faster</td>
<td>10:38 or Faster</td>
<td>11:09 or Faster</td>
<td>12:08 or Faster</td>
<td>A 100%</td>
<td>11:56 or Faster</td>
<td>12:53 or Faster</td>
<td>13:38 or Faster</td>
<td>15:14 or Faster</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Physical Fitness Training Award- Must Achieve an A in all four activities

To Pass Physical Fitness Testing may only get a D in one activity, must get an A,B, or C in other three activities. An F is a Failure.
WITHDRAWAL / REFUND INFORMATION

PART TIME CLASS 8C – SUMMER 2018—12 MONTH COHORT

Cadets accepted into the Law Enforcement Academy according to outlined admission criteria as degree seeking or non-degree seeking students. Registration occurs through Missouri Western State University for all students in a total of 21 credit hours. (SUMMER 2018 9 credit hours; FALL 2018- 6 credit hours; Spring 2019-6 credit hours).

Students who, for any reason, (voluntarily or involuntarily) withdraw from the academy are required to notify the academy and Missouri Western State University in writing. CEASING TO ATTEND CLASS DOES NOT EQUAL WITHDRAWAL! Official withdrawal requires timely submission of the appropriate form to the Registrar’s Office. Students should refer to the information below regarding withdrawal dates, refund dates and transcript activity dates for each term within the cohort.

REFUND POLICY

Refunds are applied by term. Dropping the individual course before the term starts will result in a FULL refund.

<table>
<thead>
<tr>
<th>PERCENT REFUND</th>
<th>SUMMER 2018</th>
<th>FALL 2018</th>
<th>SPRING 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Prior to May 7</td>
<td>Through Aug 31</td>
<td>Through Jan 28</td>
</tr>
<tr>
<td>50%</td>
<td>May 14-18</td>
<td>Sept 1-17</td>
<td>Jan 29-Feb 11</td>
</tr>
<tr>
<td>0%</td>
<td>After May 18</td>
<td>After Sept 17</td>
<td>After Feb 11</td>
</tr>
</tbody>
</table>

Please note that all students who enroll in the Law Enforcement Academy will incur a $150 deposit, which may be non-refundable. Students who withdraw & who are receiving financial assistance may be required to pay back all or a portion of the funds received, according to Federal & State regulations or other entitles that provide funds & regulations of the University.

IMPACT ON TRANSCRIPT BY DATE OF OFFICIAL WITHDRAWAL

<table>
<thead>
<tr>
<th>TRANSCRIPT ACTIVITY</th>
<th>SUMMER 2018</th>
<th>FALL 2018</th>
<th>SPRING 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop w/o transcript activity</td>
<td>May 7-10</td>
<td>Aug 27-Aug 31</td>
<td>Jan 22-28</td>
</tr>
<tr>
<td>Drop with “W” entry</td>
<td>May 11-June 23</td>
<td>Sept 1-Nov 2</td>
<td>Jan 29-Apr 5</td>
</tr>
<tr>
<td>Grade “F”</td>
<td>After June 23</td>
<td>After Nov 2</td>
<td>After April 5</td>
</tr>
</tbody>
</table>

Questions about withdrawals & refunds may be directed to the Law Enforcement Academy 271-5843; Registrar’s Office 271-4211; Financial Aid 271-4361; Business Office 271-4324

I ______________________________ have read & understand the above Withdrawal & refund information.

_________________________________  ____________________________
Student name (printed)               G#                        Student name (signature)

_________________________________________________
Date & Time                                  MWSU Law Enforcement Director

Students who feel that individual circumstances exceptions from this policy may appeal in writing to the Business Office &/ Admissions & Graduation committee. Support from the academy director should accompany any appeal.
WITHDRAWAL / REFUND INFORMATION

PART TIME CLASS – 9A
FALL 2018 --- 12 MONTH COHORT

Cadets accepted into the Law Enforcement academy according to outlined admission criteria as degree seeking or non-degree seeking students. Registration occurs through Missouri Western State University for all students in a total of 21 credit hours. (Fall 2018- 6 credit hours; Spring 2019- 6 credit hours; Summer 2019- 9 credit hours).

Students who, for any reason, (voluntarily or involuntarily) withdraw from the academy are required to notify the academy and Missouri Western State University in writing. CEASING TO ATTEND CLASS DOES NOT EQUAL WITHDRAWAL. Official withdrawal requires timely submission of the appropriate form to the Registrar’s Office. Students should refer to the information below regarding withdrawal dates, refund dates, and transcript activity for each term within the cohort.

REFUND POLICY

Refunds are applied by term. Dropping the individual course before the term starts will result in a full refund.

<table>
<thead>
<tr>
<th>PERCENT REFUND</th>
<th>FALL 2018</th>
<th>SPRING 2019</th>
<th>SUMMER 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Through Aug 31</td>
<td>Through Jan 28</td>
<td>Prior to May 13</td>
</tr>
<tr>
<td>50%</td>
<td>Sept 1-17</td>
<td>Jan 29-Feb 11</td>
<td>May 20-24</td>
</tr>
<tr>
<td>0%</td>
<td>After Sept 17</td>
<td>After Feb 11</td>
<td>After May 24</td>
</tr>
</tbody>
</table>

Please note that all students who enroll in the Law Enforcement Academy will incur a $150 deposit, which may be non-refundable. Students who withdraw and who are receiving financial assistance may be required to pay back all or a portion of the funds received, according to Federal and State regulations or other entities that provide funds and regulations of the University.

IMPACT ON TRANSCRIPT BY DATE OF OFFICIAL WITHDRAWAL

<table>
<thead>
<tr>
<th>TRANSCRIPT ACTIVITY</th>
<th>FALL 2018</th>
<th>SPRING 2019</th>
<th>SUMMER 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop w/o transcript</td>
<td>Aug 27-Aug 31</td>
<td>Jan 22-28</td>
<td>May 13-16</td>
</tr>
<tr>
<td>Drop with &quot;W&quot; entry</td>
<td>Sept 1-Nov 2</td>
<td>Jan 29-Apr 5</td>
<td>May 17-June 29</td>
</tr>
<tr>
<td>Grade of &quot;F&quot;</td>
<td>After Nov 2</td>
<td>After Apr 5</td>
<td>After June 30</td>
</tr>
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</table>

Questions about withdrawal and refunds may be directed to the Law Enforcement Academy, 271-5843; Registrar's Office. 271-4211; Financial Aid Office, 271-4361; Business Office, 271-4324.

I _______________________ have read and understand the above withdrawal and refund information.

_________________________  __________________________  __________________________
Student name (printed)    G#                                    Student name (signature)

_________________________  __________________________
Date & Time                Law Enforcement Director

Students who feel that individual circumstances warrant exceptions from this policy may appeal in writing to the Business Office and /or Admission and Graduation Committee. Support from the Academy Director should accompany any appeal.
MISSOURI PEACE OFFICER LICENSE APPLICATION
Last Revised 01.01.2016

**LICENSED TRAINING CENTER INFORMATION**

<table>
<thead>
<tr>
<th>Training Center Name</th>
<th>Contact Name</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Contact’s E-mail Address</th>
<th>Phone Number</th>
<th>Fax Number</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>APPLICATION INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Last, First, Middle)</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone Number</th>
<th>Date of Birth</th>
<th>Age</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Male</td>
</tr>
</tbody>
</table>

**ATTESTATION BY APPLICANT**

Have you previously applied for admittance into any other a basic law enforcement academy? ☐ Yes ☐ No If yes, please indicate the name of the training center and the state in which it was located: __________________________

I am aware that causing a material fact to be misrepresented for the purpose of obtaining a peace officer license issued pursuant to Chapter 590 RSMo, is a Class B Misdemeanor.

__________________________________________
Signature of Applicant

__________________________________________
Date

**PLEASE ATTACH ALL DOCUMENTS LISTED BELOW IN THE ORDER THAT THEY ARE REQUESTED.**

1. Copy of High School Diploma, GED, or Degree from an accredited college or university.
2. Proof of United States Citizenship: Birth Certificate, Passport, or Naturalization Documentation. If name has been changed, include marriage license, divorce decree, or legal name change documentation.
4. Photocopy of the applicant’s current state issued driver’s license.

**ADDITIONAL INFORMATION REQUIRED FROM CERTAIN TRAINING CENTERS**

In addition to the three items listed above, the following items are required from the Missouri State Highway Patrol, the Missouri Department of Conservation, the St. Louis City Police Department, the Kansas City Police Department, and the Springfield Police Department:

1. Agency ORI: _________________________________
2. Date Applicant will be Commissioned by your department, unless individual is an open enrollment applicant: ____________________

**SEND THIS FORM AND ATTACHMENTS TO POST**

Missouri Department of Public Safety
Peace Officer Standards & Training (POST) Program
P.O. Box 749
Jefferson City, MO 65102

Phone: (573) 751-3409
Fax: (573) 751-5399
Email: post@dps.mo.gov
Website: www.dps.mo.gov/post

FOR POST USE ONLY:

POST Test Date: ____________
Graduation Date: ____________
IADLEST Check: ____________
Basic Training Hours: ____________

Proof of U.S. Citizenship: ______
Diploma/Degree: ____________
Legal Questionnaire: ______
SID#: ____________

Exam Score: ____________ License #: ____________
I, ________________________________ hereby authorize any individual, organization, court, or law enforcement agency to release any and all records related to my prior law enforcement training and certification or licensure, and any and all records related to any criminal or internal investigation conducted on me, to the Missouri Department of Public Safety’s Peace Officer Standards and Training Program for the purpose of obtaining or retaining a peace officer license.

A photo static copy of this authorization will be considered as effective and valid as the original and shall not expire.

______________________________  ______________________________
Signature of Applicant or Licensee                                             Date

Subscribed and sworn to before me this _________ day of _______________, 20___. I am commissioned as a notary public within the county of ________________, state of ________________, and my commission expires on _______________, 20___.

______________________________
NOTARY PUBLIC
AUTHORIZATION FOR RELEASE OF INFORMATION

To Whom It May Concern:

I, __________________________ hereby authorize you to release any and all information regarding my employment, credit, arrest and conviction record, and any other information, whether personal or otherwise, that may be on my records to the:

Missouri Western State University
Law Enforcement Academy
4525 Downs Drive, Wilson Hall 202
St Joseph, Missouri 64507

I further release you from all liability for releasing information.

PLEASE PRINT THE FOLLOWING INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
</tr>
<tr>
<td>DRIVER LICENSE NUMBER</td>
</tr>
<tr>
<td>SOCIAL SECURITY NUMBER</td>
</tr>
<tr>
<td>DATE OF BIRTH</td>
</tr>
<tr>
<td>SEX</td>
</tr>
</tbody>
</table>

I sign this agreement voluntarily.

Signature:_______________________________  Date:__________________
CADET PERMISSION TO RELEASE INFORMATION

I ________________________ specifically give the staff of Missouri Western State University Regional Law Enforcement Academy permission to release any and all information including information about my GPA, specific class grades and performance, academic standings and disciplinary matters. I understand that by signing this release I am not asking the staff members to keep anything "off the record" or "confidential".

___________________________________________________________ ______________________________
Cadet Signature         Date
# UNIFORM MEASUREMENTS

Name: ____________________________________________

Part-time

## POLO SHIRTS

Cadets receive 3 shirts complete below:

<table>
<thead>
<tr>
<th>Short Sleeve</th>
<th>Long Sleeve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>Total</td>
</tr>
</tbody>
</table>

## SPRING T-SHIRT  

| Size |

## FALL SWEATSHIRT

| Size |

## ACADEMY TEAM JACKET

| Size |
Financial Aid & the Law Enforcement Academy

P.O.S.T.
Earning a P.O.S.T. Certificate requires full-time enrollment across approximately 23 weeks (fall and two mini-terms, or spring and two mini-terms).

You can earn the P.O.S.T. at any time in the part-time or full-time pursuit of a degree, or as a stand alone program.

**PATH 1:** Enroll as a degree-seeking student working toward a Bachelor’s in Criminal Justice completing the POST during your degree studies

- Financial aid is available if qualified
- If your ACT scores are below 22 (math) / 18 (English, reading), you must enroll in developmental courses, and be continually enrolled in them and corresponding general education courses (e.g. ENG 104 & 108) until you pass BEFORE you can enroll in the full-time POST program

**PATH 2:** Enroll as a degree-seeking student working toward an Associate’s in Criminal Justice completing the POST during your degree studies

- Financial aid is available if qualified
- If your ACT scores are below 22 (math) / 18 (English, reading), you must enroll in developmental courses, and be continually enrolled in them and corresponding general education courses (e.g. ENG 104 & 108) until you pass BEFORE you can enroll in the full-time POST program

**PATH 3:** Enroll as a non-degree seeking student, earning a POST certificate ONLY

- Financial aid is NOT available; however, VA benefits can apply
- There are no ACT/developmental coursework requirements
- You will earn 21 college credits that you can apply to a degree in the future (ACT requirements will apply at that time)

Goal: Become a Police Officer
FINANCIAL AID AND
THE LAW ENFORCEMENT ACADEMY

Please indicate the path you wish to complete. (You must indicate one path only)

_____ PATH 1 – Enroll as a degree-seeking student working toward a Bachelor’s in Criminal Justice completing the POST during your degree studies.
- Financial aid is available if qualified
- If your ACT scores are below 22 (math) / 18 (English, reading), you must enroll in developmental courses, and be continually enrolled in them and corresponding general education courses (e.g. ENG 104 & 108) until you pass BEFORE you can enroll in the full-term POST program. **You must complete one of the following lines to qualify for this category:**
  - REQUIRED: -My ACT English _________ Reading _________ Math _________
  - Placement test scores: English _________ Reading _________ Math _________
  - Grade: English 108 (or equivalent) __________ Math 110 (or equivalent) __________

_____ PATH 2 – Enroll as a degree-seeking student working toward an Associate’s in Criminal Justice completing the POST during your degree studies.
- Financial aid is available if qualified
- If your ACT scores are below 22 (math) / 18 (English, reading), you must enroll in developmental courses, and be continually enrolled in them and corresponding general education courses (e.g. ENG 104 & 108) until you pass BEFORE you can enroll in the full-term POST program. **You must complete one of the following lines to qualify for this category:**
  - REQUIRED: -My ACT English _________ Reading _________ Math _________
  - Placement test scores: English _________ Reading _________ Math _________
  - Grade: English 108 (or equivalent) __________ Math 110 (or equivalent) __________

_____ PATH 3 – Enroll as a non-degree seeking student, earning a POST certificate ONLY
- **Financial aid is NOT available;** however, VA benefits can apply
- There are no ACT/ developmental coursework requirements
- You will earn 21 college credits that you can apply to a degree in the future. (ACT requirements will apply at that time.)

Print Name: ______________________________ Signature ______________________________ Date: ____________
INFORMATION ON THE WRITING PLACEMENT TEST

The Writing Placement Exam will be given only on the day/time listed at https://www.missouriwester.edu/eml/writing-placement-exam-2/. There will be no additional or make-up session. In addition, the Writing Placement Exam will not be given once classes begin.

All students will be placed in a composition course based on EACT English subscore. If you wish to challenge this placement, you can take the WPE, Writing Placement Exam.

- 17 or lower – ENG 100
- 18 or higher – ENG 104
- 26 or higher – ENG 112

The WPE is administered prior to registration for the fall and spring semesters. If you need to have your placement determined or have any questions, contact the Director of Writing Placement at 271-4313.

The WPE is an essay written on the assigned topic during a 45-minute period. You will be given a test folder containing the topic and a supply of lined paper. Please bring a black ink pen with you. You may prepare for the WPE as much as you wish, but you may not bring any notes or written materials with you.

Your essay will be scored by trained and expert readers. It will be read and scored:

- to evaluate your critical reading, thinking, and writing skills,
- see how well you limit and shape the general topic,
- to evaluate how well you control the essay form, and
- to judge how well you select and develop supporting detail.

Each evaluator will score your paper using a scale of 1 (weak) to 6 (extremely strong), using the criteria set out below. The scores will be averaged to give a range of scores from 1 (lowest) to 6 (highest).

After your test has been scored, you will receive a placement card listing your WPE score and your placement in ENG 100, 104, or 112. We will also place a record of your test results in your electronic registration file so that you will be able to register for the right course.

Placement in ENG 100 Introduction to College Writing:
If your score is below our cut-off, you will enroll in ENG 100 Introduction to College Writing. This is a three-credit course which counts toward graduation in all two-year and four-year programs. You must also complete ENG 104 and, if you are a four-year degree seeking student, ENG 108 in order to satisfy the General Studies requirement.

ENG 100 is a three-credit, college level English course that is Missouri Western’s “Introduction to College Writing.” It prepares students to succeed in ENG 104 and ENG 108, the composition courses that count toward completion of General Studies requirements, as well as many other classes that require academic writing. In this course, students will refine their writing process, engage in critical reading, thinking and writing and be required to write both personal and text-based essays. ENG 100 has both a classroom and workshop component; the class meets three hours a week and the Writer’s Workshop meets one hour a week. In Writer’s Workshop, you will meet with other ENG 100 students and a trained Student Assistant/Tutor for small group tutorials. Students who have taken this course acknowledge its benefits and claim that it prepared them for the rigors of college-level writing and introduced them to college expectations.

Placement in ENG 104 College Writing and Rhetoric:
If your score is above our cut-off, you will enroll in ENG 104 College Writing and Rhetoric. ENG 104 counts toward graduation, fulfilling the General Studies composition requirement for a two-year degree. For a four-year degree, you will also need to take ENG 108 College Writing and Research.

Placement in ENG 112 Honors Composition:
Students who have an adjusted score of 6 on the regular WPE may also enter ENG112. Students who successfully complete ENG112 fulfill the General Studies composition requirement in just one three-credit course. If they do not already have ENG104 credit, students who pass ENG112 also receive three additional hours of credit toward graduation.

Writing Placement Exam

Time: 45 Minutes. Do not waste time recopying; make changes on the draft. The readers will assume that you have used the entire time to complete and polish your writing.

Writing Assignment

We expect college writers to be able to critically read a text and write in response to that text. Please read the following article. Then, write an essay in which you describe and explain why you agree or disagree with the author’s argument. You must offer reasons and support those reasons with your own experiences as well as with the author’s experiences and claims. For this essay, you must have a balance between information from your own life and from the text. If you only write about your own experiences, you will not pass this placement exam. Furthermore, if you do not accurately assess and explain the author’s points, you will not pass this placement exam.
Missouri Western State University
LAW ENFORCEMENT ACADEMY

Time: 45 minutes. Do not waste time recopying; make changes on the draft. You will be informed when you have 5 minutes left to write. The readers will assume that you have used the entire time to complete and polish your writing.

**Goals for Successful Essays**

**Length:** The essays should be long enough to completely address the topic as well as to demonstrate all of your abilities. For most writers, that has proven to be about 3 handwritten pages.

**Purpose:** Your essay must show proof that you have understood the author’s article/argument and made connections to the article/argument.

**Focus:** The essay should clearly focus on the assigned topic.

**Thesis:** The essay should support one main idea, and that idea should be clearly identified. The thesis should include the author’s thesis as well as your connection (agreement or disagreement) to the text. More interesting and challenging ideas will earn higher ratings.

**Detail and Support:** The essay should be full of facts, examples, quotes and explanations from the article as well as your own opinions and experiences that support the main idea.

**Order:** The essay should use an effective order that is easy to follow. Your essay must contain an introduction with thesis, focused body paragraphs and conclusion.

**Clarity:** The paragraphs, sentences, and words should make sense to readers without too much effort.

**Essay Scores and Placements**

Your essays will be scored by expert readers. Those scores will result in the following placements and reflect the following judgments:

<table>
<thead>
<tr>
<th>Score</th>
<th>Course</th>
<th>Judgment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>English 100</td>
<td>The writer also needs additional assistance to pass English 100.</td>
</tr>
<tr>
<td>2</td>
<td>English 100</td>
<td>The writer will be strongly challenged by English 100.</td>
</tr>
<tr>
<td>3</td>
<td>English 100</td>
<td>The writer would struggle in English 104 but should do well in English 100.</td>
</tr>
<tr>
<td>4</td>
<td>English 104</td>
<td>The writer should be able to pass English 104 with a C or higher.</td>
</tr>
<tr>
<td>5</td>
<td>English 104</td>
<td>The writer will do well in English 104.</td>
</tr>
<tr>
<td>6</td>
<td>English 112</td>
<td>The writer clearly should thrive in English 112 and be placed in English 112.</td>
</tr>
</tbody>
</table>

**Department of English and Modern Languages (EML) Policies for Non-Native Speakers:**

- All non-native speakers must take and pass the Writing Placement Exam (WPE) to enter composition courses at MWSU. In addition, all non-native speakers must take the Accuplacer to determine if they need to enroll in RDG 095. These placement exams are the same exams administered to all students.
- The Director of Developmental Writing and Placement administers the WPE during Registration and Orientation sessions for all students prior to the start of each semester for placement. The non-native speaking students can take the exam during the regularly-scheduled WPE sessions or the Director of International Students/IEP can schedule a separate session for non-native speaking students with the Director of Developmental Writing and Placement.
- The Director of Developmental Writing and Placement administers the WPE at the end of the semester to each IEP class to determine if each student is prepared to enter college composition courses (ENG 100, ENG 104). Students who do not receive a “passing” grade are required to continue with IEP courses.
- All information about the WPE can be found at: [https://www.missouriwestern.edu/eml/writing-placement-exam-2/](https://www.missouriwestern.edu/eml/writing-placement-exam-2/)

**Placement Scores:** This scoring scale is slightly revised from the original WPE scale (1-3: ENG 100; 4-5: ENG 104; 6: ENG 112):

1: IEP
2: ENG 100 with IEP
3: ENG 100
4-5: ENG 104
6: ENG 112

For more information about the WPE, contact:

Dawn Terrick
Director of Developmental Writing and Writing Placement
Eder Hall-Room 222 F
(816) 271-4313
E-mail: terrick@missouriwestern.edu
Information on the Math Placement Test

Visit [http://placement.missouriwestern.edu](http://placement.missouriwestern.edu) to review a placement test study guide.

What is the Mathematics Placement Exam?
The Mathematics Placement Exam is an exam created by MWSU faculty using institutional data to more accurately place students into courses that they will have a higher opportunity to succeed in.

Do I have to take the Mathematics Placement Exam to enter MAT110, MAT112 or MAT116?
Yes, unless one of the following applies:
- you have an ACT mathematics sub-score of at least 22
- you have general education credit in mathematics with a D or better.

Is there a flow chart that shows me all of my math options? [Flow Chart of Mathematics Placement at MWSU](#)

I don't like charts, is there an interactive website that shows me all of my math options? [Interactive website of Mathematics Placement at MWSU](#)

Can I retake the Mathematics Placement Exam?
Yes, you can retake the Mathematics Placement Exam as often as you like but you will only be allowed one attempt per calendar week.

What is on the Mathematics Placement Exam?
Material that is needed to be successful in College level Mathematics. A full listing of subjects and objectives can be found on our [Topic List](#)

What can I do to prepare for the Mathematics Placement Exam?
Once you have your G-number, you can access our integrated learning environment that will give you access to video tutorials and on-line homework sets to help prepare for the Mathematics Placement Exam. You may also want to try our [Sample Mathematics Placement Exam](#)

What is my username and password for the Mathematics Placement Exam and its on-line resources?
It is your G# along with the mmdd of your date of birth. For example:
username: G00123456
password: 0428

I cannot log into the on-line resources, who should I contact?
If you experience problems with your G# or the mmdd of your date of birth, please contact the Admissions Office at 816-271-4266 to verify your information.

How do I access the Mathematics Placement Exam?
The Mathematics Placement Exam is a proctored exam, so you do not have direct access to it. However you do have access to the Sample Mathematics Placement Exam and also the full range of possible questions that can be asked on the Mathematics Placement Exam.

Where do I take the Mathematics Placement Exam?
You schedule a time to take the Mathematics Placement Exam on campus. For any questions, you can contact Dr. Michael Ottinger at 816-271-4288.

Can I use my own calculator during the Mathematics Placement Exam?
NO! A four function calculator along with a piece of paper and special instructions will be made available. No electronic devices are permissible during the exam. [Special Instruction Sheet](#)

How do I schedule a time to take the Mathematics Placement Exam?
[Click here to schedule a time](#)

What about Testing Accommodations for the Mathematics Placement Exam?
If you have a documented disability with the Accessibility Resource Center for which you receive testing accommodations at MWSU, you must go to the ARC and get accommodation(s) at least 24 hours prior to testing. For further information, please contact the [Accessibility Resource Center](#).

How will I know my results from the Mathematics Placement Exam?
Within 20 minutes of the end of your exam, an email will be sent to your school email detailing what score you received. When you receive a placement score that grants you access to enroll in a course, your registration restrictions will be removed by 8pm that night. This will be expedited during registration days to allow visiting students to register before returning home.

What are the ranges of Math Placement Exam scores?
- A student who scores between 0%-39% has the choice to retake the Mathematics Placement Exam, or enroll in MAT081.
- A student who receives between a 40%-69% on the Placement test will be allowed to enroll in MAT110E.
- A student who receives a grade of 70%-100% will be allowed to register in MAT110, MAT112, or MAT116.
- A full description of all choices can be found [here](#)

Is there a video introduction to the Mathematics Placement Exam? Yes there is!
NONCRIMINAL JUSTICE APPLICANT’S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints will be used to check the criminal history record of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at [http://www.fbi.gov/about-us/cjis/background-checks](http://www.fbi.gov/about-us/cjis/background-checks).

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

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1Written notification includes electronic notification, but excludes oral notification.
2See 28 CFR 50.12(b)
3See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV9c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).
MINIMUM REQUIREMENTS FOR ENTRY INTO A
POST APPROVED TRAINING CENTER AND
TO RECEIVE YOUR PEACE OFFICER CERTIFICATION

11 CSR 75-3.030.1

(E) On or after August 28, 1996, individuals graduating from a POST certified training center and meeting the certification requirements of sections 590.100—590.180, RSMo, shall be issued certification to be eligible for employment as a Missouri peace officer.

1. Starting August 28, 1996, the training center director shall insure that each individual entering a basic training course meets the POST mandated training center entry requirements. The training center director shall complete a POST Certification/Information Form (I-1), on each student attending basic training, and attach the following:

   A. The results of a criminal background check by the Missouri State Highway Patrol and from the state of residency;
   B. Proof of United States citizenship;
   C. A copy of high school diploma or its equivalent; and
   D. Proof that the applicant is at least eighteen (18) years of age at the beginning of the basic training course.

2. Applicant must be twenty-one (21) years of age at the time certification is issued. If the period of time from training center graduation and his/her twenty-first birthday is greater than ninety (90) days then a criminal background check by the Missouri State Highway Patrol will need to be submitted to Department of Public Safety before certification will be granted.

3. If the individual has a criminal history or the training center director has information that the applicant has committed gross misconduct indicating inability to function as a peace officer, POST approval must be obtained before the applicant may attend the basic training course. Any denial of entry to a POST certified training center shall be in accordance with section 590.135, RSMo.

4. Within thirty-five (35) days prior to the completion of the basic training course the completed Certification/Information Form and supporting documentation will be sent to POST by the training center director. Late applicants shall not be issued certification until the completed Certification/Informational Form and supporting documentation is received and processed by POST. The training center director shall advise the late applicant before admission, in writing, that if the applicant has committed acts in violation of section 590.135, RSMo, s/he shall be dismissed from the academy and/or shall not be certified by POST.

5. The graduate will receive the POST Certification Certificate upon successful completion of the basic training course. The certificate will be distributed by the training center director. The training center director shall return to POST all POST Certification Certificates of those individuals not graduating.
The Dan D. De Kraai Scholarship Application
THE DAN D. DEKRAAI
SCHOLARSHIP APPLICATION

The Dan D. DeKraai Memorial Fund was established in Dan’s name by his family shortly after his death on September 15, 2010. The memorial fund will provide scholarships for those seeking employment in Law Enforcement. Dan loved his family as well as his career. After graduating from the Academy, Dan came back to be an instructor in Physical training. He was dedicated to helping make the cadets the best they could be. He was looked at as a mentor by many.

Scholarship Eligibility
Eligibility is open to anyone pursuing a career in Law Enforcement who is attending the MISSOURI WESTERN STATE UNIVERSITY REGIONAL LAW ENFORCEMENT ACADEMY.

Application Process
Each applicant must complete an application, provide a current transcript and submit an essay. Applicants will also go through an interview process. Scholarships will be awarded annually upon review and recommendations of the executive board.

How to Apply
Scholarship applications are available at the Missouri Western State University Regional Law Enforcement Academy.

Location: Missouri Western State University
4525 Downs Drive --- Wilson Hall 202
St Joseph, Missouri 64507
Phone: (816) 271-5843
Email: young@misouriwestern.edu
THE DAN D. DEKRAAI SCHOLARSHIP APPLICATION

In order to be considered for the Dan D. DeKraai Scholarship, please provide ALL information requested in this application.

Standards for Selection:

1. Character
   The character and integrity of each applicant will be considered.

2. Leadership
   Demonstrated qualities of leadership, either in school or community activities, will also be considered.

3. Athletic Achievements
   The athletic achievement of candidate will be looked at, however, is not a determining factor for scholarships to be awarded.

Scholarship Committee:

Finalists will be chosen on the basis of the selection criteria reviewed by the Scholarship Executive Board. The decision of the Scholarship Board is final.

How to Apply:

The Dan D. DeKraai Scholarship can be obtained online or at the Missouri Western State University Law Enforcement Academy.

The application form must be completed by the applicant. It should be mailed to: Missouri Western State University Law Enforcement Academy, 4525 Downs Drive - Wilson Hall 202, St. Joseph, Missouri 64501.

Application must include a copy of a current official transcript AND a one page essay on – “WHY I WANT TO PURSUE A CAREER IN LAW ENFORCEMENT”.
THE DAN D. DEKRAAI
SCHOLARSHIP APPLICATION

Please type or print:

Applicant First/Last Name: __________________________________________
Mailing Address: ____________________________________________________
City/State/Zip: _____________________________________________________
Phone: ___________________________________________________________
Email: ____________________________________________________________

High School or College: ____________________________________________

I am presently in good health and know of no personal or physical limitation that would prevent my full participation in a
career in law enforcement, law or criminal justice. I know of no reason why Missouri Western State University would not
accept me as a cadet. And, I certify to the accuracy of the foregoing facts in this application.

Signature__________________________________________________________ Date___________ ______________________

Application for the academy class:

Full Time Class:
January Class ________________ July Class ________________

Part Time Class
January Class ________________ May Class ________________ August Class ________________