



**SINCLAIR CRIMINAL JUSTICE TRAINING ACADEMY
SINCLAIR COMMUNITY COLLEGE
444 W. Third St. Room 19-128
Dayton, OH 45402**

937-512-2270

Fax - 937-512-5009

www.sinclair.edu/trainingacademy

General Instructions: How To Enroll in the Sinclair Criminal Justice January 2025

Basic Peace Officer Academy

All attendees for the Basic Peace Officer Academy must be registered students of the college. The basic academy is an open enrollment program - cadets do not have to be sworn officers or sponsored by an agency to attend.

NOTE: *The Academy is an intensive program spanning two semesters. Academy students will attend an average of 25-33 hours per week. Many Saturdays and some Sundays will be necessary and all training is mandatory.* **DO NOT APPLY IF YOU CANNOT COMMIT TO THIS CHALLENGING SCHEDULE**

Enrollment Steps – (Listed costs and procedures subject to change)

- Enroll to become a Sinclair Community College student by going to:
 - www.sinclair.edu/apply
 - Please Note: All first-time Sinclair Community College registrants incur a one-time, non-refundable registration, records and ID fee of \$20.
 - Declare Associate of Technical Study as your major (**CJS.S.ATS**)
 - First time college students **ARE** required to take the college's Writeplacer assessment test for reading and writing. A score of 4 or above is necessary to meet academy entrance standards for English and Writing.
 - Note: The Academy will *register* successful applicants for academy training, but we cannot *enroll* someone to become a Sinclair student. This responsibility falls upon you!

- Gaining entrance into the **January 2025** sessions of the Basic Law Enforcement Academy:
 - Applications available approximately 90 days prior to start of program.
 - Day classes offered twice a year – January and June starts.
Night classes Offered every January.
 - Applications available at www.sinclair.edu/trainingacademy
 - Please complete the application on-line. Print single side only.
 - **HANDWRITTEN APPLICATIONS ARE NOT ACCEPTED!**
 - Please pay attention to detail! Applications must be complete.
 - **Follow the attached check-off list included in the application form.**

- Basic Academy Cost (based on residency of student) **(Tuition is subject to change)**
 - Montgomery County Residents
 - Total cost for Montgomery County residents - **\$ 5596.78**
 - State of Ohio – non-Montgomery County Residents
 - Total cost for Ohio –non-Montgomery County residents - **\$ 6825.28**
 - Out of State Residents (less than one year of residency in Ohio = Out of State Rates)
 - Total cost for Out of State Residents - **\$ 10,884.40**
 - Payment Options
 - If an agency is paying for the program, please notify the Academy ten business days prior to the start date and provide a Purchase Order (PO) number and/or a contact person’s name and phone number for billing purposes.
 - If the program is being paid for by the student and he/she desires Financial Aid, please contact Sinclair’s Financial Aid Office immediately at:
<http://www.sinclair.edu/services/finaid/>
 - Academy Training is approved for Veterans Affairs (VA) benefits.
 - Academy tuition is separated into two semester payments. There is also an \$ 85.00 administrative fee each semester to cover parking, printing, etc.

- Location – Parking - Directions and Map:
 - Sinclair Criminal Justice Training Academy is located in Building 19 in the downtown Dayton campus. For MapQuest or other map systems input this address: 214 S. Wilkinson Street, Dayton, OH 45402.
 - The academy office is on the first floor, room 19-128.
 - Parking is available next to the academy in the Sinclair parking lot – the cost is included with your registration.
 - Directions and map to the Academy may be found at:
www.sinclair.edu/trainingacademy

- Contact Information:
 - Academy Office: Administrative Assistant, Patricia Huls (937) 512-2270
 - Academy XO: Lee Edwards (937) 512-5350
 - Training Coordinator: Lt. (Ret.) Joe Niehaus (937) 512-5344
 - Email: sinclair.academy@sinclair.edu
 - Webpage: www.sinclair.edu/trainingacademy
 - Facebook: <https://www.facebook.com/pages/Sinclair-Criminal-Justice-Training-Academy/161266397229>