Application Instructions

Application Part I – complete anytime

1) Print and Complete Application Part I (complete in blank ink ONLY). You can bring your application anytime with your $200 registration fee to secure your spot on the list of applicants. (This does not guarantee your acceptance; you must pass a physical fitness test, and we must receive your background check and drug screening results). You can also email Part I of the application to kfshaff@uakron.edu, and then bring your $200 application fee to the physical fitness test.

Application Part II:

1) Complete Application Part II **ONLINE**, **print (1-sided) and sign in black ink ONLY.**

2) Complete a background check at The Summit County Jail, 205 E. Crosier Ave, Akron. The cost is $15.

   Important: You will need to call 330-643-2141 or 330-643-5545 to set up an appointment. Make sure you let them know you are applying for the Police Academy. The entire procedure will be explained to you when you call to set up an appointment.

3) Complete a drug screening at **Summa Center for Corporate Health** (cost is $55). You can wait until you pass the physical fitness test to be sure you are accepted before you get this done.

   > 1860 State Rd., Ste C
   > Cuyahoga Falls, OH 44223
   > (330) 940-5770
   > Mon-Fri 7:30 am-4pm

4) The Health form **MUST** be filled out by either a MD, DO, PA, or CNP. Please **DO NOT** check the items yourself, the physician must complete it.

5) Return (**in person**) your completed application part II(and part I if you have not already done so) to Kathy Shaffer, UA Police Academy, 225 S. Main Street, Polsky Building, Room 327. Please email Kathy at kfshaff@uakron.edu to schedule a time to drop off Part II of the application.

6) When dropping it off, enter building off High Street, go past food court, through double doors and then through glass doors that have a big yellow arch over them. Take left, then first right; turn right again, and my office is the third door on the right.

7) If you have not turned in Part I already, you will need to bring your $200 registration fee. Make the check payable to The University of Akron Police Academy. The registration fee will go toward the tuition ($200 registration + $5250 tuition = $5,450). **The full registration fee will be refunded only if the class is cancelled. If you fail the physical fitness test, you will be refunded $150 (if the registration fee was paid); if your background check or drug screening comes back with issues, there will be no refund.**

Application Part III

1) A prospective cadet must pass the OPOTA 15% physical fitness requirements to enter the Police Academy. We have scheduled the following test dates. You only need to come to one test and you don't need to register. If you fail the test, you can return at another scheduled date to try again.

Test Dates TBD

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<u>**Payment Options:**</u>

a) Pay in Full: $200 registration fee due with Police Academy application. Balance $5,400 due by orientation.

b) Full-time Academy: $200 registration fee due at the physical fitness test; $2,300 by orientation,$1,100 end of Jan., $1000 by end of Feb., and $1000 end of Mar.

c) Military benefits. Must take a DD214 to our Military Services office, Simmons, Hall.

Payment options: Check/money order, Visa, Master Card, Discover, or American Express accepted. <u>**NO CASH**</u>.

A cadet's acceptance into the academy is contingent upon results of background check, drug screening, application, and passing physical fitness test.

 ** Application Part I can be emailed to kfshaff@uakron.edu.

Part II of the application MUST BE dropped off in person at 225 S. Main Street, Polsky Building Room 327. Enter building off High Street. Once inside building, you are on the 3rd floor. Go past food court, through double doors, then , through glass doors that have a yellow arch above them, and follow signs to the police academy office.

Application Deadline: Dec. 1, 2024