

BLET Admission Checklist

All BLET applicants will be required to complete ALL of the following before admission into the BLET class, this includes applicants hired by law enforcement agencies. All of the following forms/items should be submitted to the Director of Law Enforcement Training in one packet by the requested due date.

Submission of an online “Application for Admission” to VGCC. Maintain the confirmation form in your packet.

Completion of the **Test for Adult Basic Education. TABE will test** skills and aptitudes in reading, math, and English, as you'll apply them in the workforce or classroom. Maintain a copy of the results in your packet. You must score at least a **597**.

Obtain sponsorship from a North Carolina **public** law enforcement agency. It is the applicant's responsibility to secure sponsorship and submit the signed Letter of Sponsorship to the Director of Law Enforcement Training. Applicants currently employed by a public law enforcement agency must also furnish a Letter of Sponsorship. There will be no exceptions to this sponsorship requirement. Maintain in your packet.

Not all public law enforcement agencies will sponsor candidates in basic law enforcement training and we do not refer applicants to any specific agencies. Each agency that does sponsor applicants has its own requirements and limitations regarding whom they will sponsor for law enforcement training. Therefore, the applicant must seek sponsorship in the same manner one would seek a job. Also note that if the agency rescinds its sponsorship, your enrollment in the program will be terminated.

Obtain official transcripts from high school and college(s). Maintain in your packet.

A certified copy of your criminal record from every jurisdiction that you have lived since age 16. Generally you may obtain these from the Clerk of Superior Court of each county of residence, but this may vary from State to State. This is also required for Military personnel while stationed in the United States. (If military – you will need a criminal history check from each place you were stationed. Not just from the military.) Maintain in your packet.

Prior Military personnel are required to submit an entire copy of their DD-214. If this is applicable to you it must be maintained in your packet.

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Complete the **Personal History Statement Form F-3** and maintain it in your packet.

Provide copies of your **birth certificate, social security card and driver's license** in your packet.

Possess a valid **North Carolina Driver's license** with good driving record and provide the Director of Law Enforcement Training with a certified copy of your driving record in your packet.

Complete the **Forms F-1, F-2**, according to the *Medical Screening Guidelines for the Certification of Criminal Justice Officers in the State of North Carolina, Implementation Manual*. Maintain the originals for your packet.

Complete the **Medical Questionnaire**. Maintain in your packet.

Print and read the **release** authorizing exposure to CS & CN gas, and participation in the Physical Fitness program and the Police Officers Physical Abilities Test. Make sure your doctor is aware of the required exposures and participation. Maintain the original in your packet for signature at the pre-registration meeting.

Print and read the **BLET Rules and Regulations. Print the Rules Agreement** and maintain the originals in your packet for signature at the pre-registration meeting.

All of the above must be completed and submitted to the Director of Law Enforcement Training before an applicant will be allowed to continue with the registration process and attend the registration meeting.

NOTE: Each cadet must have a new set of BLET manuals and books relevant to the course dates of attendance. The mandated books may be purchased through the NC Justice Academy or if you are receiving financial aid they may be ordered through the VGCC bookstore. Failure to have the most updated versions will be grounds to be removed from the Academy.

NOTE Any applicant not admitted into the program would need to reapply for entry at next course offering if interested.

