



CAPCOG Regional Law Enforcement Academy Basic Peace Officer Course Admissions Procedures for Prospective Cadets

Basic Peace Officer Course (BPOC) announcements will be posted on the CAPCOG training website, at least six months prior, to the scheduled start date. The URL is www.capcog.org/training/by-topic/sub/basic-peace-officer-certification.

Online Registration

- Prospective cadets are encouraged to read the BPOC announcement thoroughly and follow the instructions.
- Prospective cadets are required to submit their online registration.
- Upon registration, there is a non-refundable \$50 registration and entrance exam fee. Payment must be received prior to receiving entrance exam information. An invitation and instructions will be sent via email.

BPOC Entrance Exam

- Candidates will be required to undergo the BPOC Entrance Exam. The exam is basic mathematics, reading comprehension, grammar, and writing at a high school level. Each section is timed, and the candidate must make a minimum passing grade of 75 on each section to continue the qualification phase.
- Candidates that fail the exam are eligible to retest a year from the date, and repeat the registration process.
- Candidates that pass the exam will be given verbal instructions on completing an acceptable Personal History Statement (PHS), further instructions and deadline dates.

Personal History Statement

- An acceptable PHS will be given to the RLEA director for review and background investigation.
- RLEA director may request to interview a candidate. RLEA admin will make necessary arrangements via email.
- Approved PHS candidates will receive via email the BPOC packet of required documents and instructions.

Disqualified Applicants

- Disqualified applicants will receive a letter signed by the RLEA director, stating the reason(s) for the disqualification(s).
- If the applicant wishes to contest, he/she must send an appeal letter to the RLEA director, detailing the reason(s) why he/she believes the outcome does not meet either TCOLE's or RLEA's criteria.
- Once the RLEA director has received the written appeal, he will address the appeal to the CAPCOG Executive Director.
- The CAPCOG Executive Director will review all documents to determine the final-decision. If the initial decision still stands, the RLEA director will have 10 business days to respond to the applicant. The CAPCOG Executive Director may seek input from the LEEC officers, if necessary, depending on the nature of the dispute and topic involved.

Approved Applicants/BPOC Cadets

- As soon as the packet of required documents is complete, the cadet will email the RLEA admin with the date/time he or she is available to turn in packet and pay tuition.
- Cadets that do not pay their tuition, in full, by or on the deadline date, will be disqualified from the BPOC Academy.