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## **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 Regional Law Enforcement Academy's (RLEA) website, at least six months before the scheduled start date:

<https://www.capcog.org/divisions/regional-law-enforcement-academy/>.

### **Online Registration**

- Prospective cadets are encouraged to read the BPOC announcement thoroughly and follow the instructions.
- Prospective cadets are required to submit his/her online registration.
- Upon registration, there is a non-refundable \$75 registration and entrance exam fee. Payment must be received before taking the test.

### **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 70 averaged across the four sections to continue the qualification phase. The candidate may not use a calculator.
- Candidates who fail the exam are eligible to retest one time for the same BPOC. However, they must repeat the registration and payment process for the additional attempt.
- Candidates who pass the exam will be given verbal instructions on completing an acceptable Personal History Statement (PHS), further instructions and deadline dates.

### **Personal History Statement**

- The PHS can be turned in by email, if it has been notarized, or in person after making an appointment for review and to have the document notarized.
- An acceptable PHS will be given to the RLEA director for review and an background investigation.
- The RLEA director may request to interview a candidate. If so, the RLEA coordinator will make necessary arrangements via email.
- Approved PHS candidates will receive the BPOC packet of required documents and further instructions via email.

### **Disqualified Applicants**

- Disqualified applicants will receive a letter or email from RLEA staff, stating the reason(s) for the disqualification.

- If the applicant wishes to contest their disqualification, they must send an appeal letter to the RLEA director detailing the reason(s) why they believe 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 with the CAPCOG Executive Director.
- The CAPCOG Executive Director will review all documents to determine the final decision. If the initial decision is upheld, 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 coordinator with the date/time they are available to turn in the packet and pay tuition.
- Cadets who do not pay their tuition in full by or on the deadline date will be disqualified from the BPOC.