

# CRIMINAL JUSTICE TRAINING CENTER

## BASIC PEACE OFFICER REGISTRATION PACKET

The Basic Peace Officer Course is designed to provide Cadets with preparatory training for the law enforcement profession. The Criminal Justice Training Center is dedicated to a blend of practical application and educational quality and has established a reputation of academic excellence. In order to be eligible to enter the Basic Peace Officer Certification Course you must comply with all the requirements as outlined.

Basic Peace Officer Licensing courses are conducted at the Commerce Street Building:

DAY COURSE	Monday – Friday; 8:00 AM to 5:00 PM

Cadets are required to register online:

<https://www.uhd.edu/academics/publicservice/criminal-justice-training-center/Pages/Basic-Peace-Officer-Requirements.aspx>

Cadets will create an online profile and make any subsequent payments on this site. A \$250.00 registration fee payment is required at the time of the online registration for the BPOC class in order to reserve a position in the CJTC Academy.

**Upon registration you will receive an email from the Academy advising you to make a Guardian Account. This will allow you to upload ALL required documents and fill out PHS digitally. If you do not receive an invite to Guardian, please contact the Academy - [cjtc@uhd.edu](mailto:cjtc@uhd.edu)**

Orientation dates for each class are posted on our website. All prospective cadets must turn in all the required paperwork and attend the mandatory orientation. Please check emails regularly for important updates and information. Failure to submit the required documentation will result in removal from class roster and applicant will not be permitted to attend the requested program.

**YOU MUST PROVIDE ALL ORIGINAL DOCUMENTS TO ORIENTATION  
AND UPLOAD ALL DOCUMENTS VIA GUARDIAN PORTAL.**

**FINAL Acceptance into the program is contingent upon CJTC DIRECTOR APPROVAL**

As per TCOLE Rule 217.1, if you have any of the following, you cannot enter this Academy:

1. Any prior convictions for Felony Offense (No statute of limitation)
2. Any prior conviction for Class A Misdemeanor (No statute of limitation)
3. Any prior conviction of a Class B Misdemeanor (Within 10 years)
4. Any prior conviction of any offense of Family Violence (No statute of limitation)
5. Any open warrants, Class C Misdemeanor or above
6. A Texas Driver's License that is currently under Suspension, Revocation, or Cancellation
7. You must be a U.S. Citizen in order to be licensed by TCOLE

Acceptance into the course is contingent upon **CJTC DIRECTOR APPROVAL** along with completion of all of the steps listed below:

PER UHD CJTC POLICY: The following must be uploaded via Guardian portal and originals checked at orientation: **Application files must include:**

1. Personal History Statement - FILL OUT ELECTRONICALLY VIA GUARDIAN PORTAL
2. Declaration of Eligibility - MUST BE NOTARIZED and uploaded to guardian portal (Found under "Required Documents Tab")
3. FAST Electronic Fingerprint Form marked "Passed" by TCOLE (results are sent to the Academy)
4. Form L-2, Declaration of Medical Condition and drug screen (results are sent to the Academy)
5. Form L-3, Declaration of Psychological and Emotional Health (results are sent to the Academy)
6. Copy of birth certificate – Not issued by hospital
7. High school diploma or G.E.D. (required) College Transcripts/ Diploma (required, if applicable)
8. Copy of a valid TEXAS driver's license (Front/Back copy of card)  
(Out of State Cadets must have a Texas driver's license AND provide a three-year driving history from their previous state of residence.)
9. All military veterans must supply:
  - DD214 (member 4), showing "Honorable Discharge"
10. If using VA education benefits, also provide:
  - College/University or vocational training transcripts
  - Military Joint Services transcripts (SMART transcripts)
  - Education benefit letter for Post 9/11 or Montgomery G.I. Bill® (If applicable)
11. Social Security card (Original) – (Front/Back copy of card)
12. 3 Year driving record (DPS TYPE 2) The required copy of your driving record (type 2) may be obtained at: <https://txapps.texas.gov/tolapp/txldrchr/TXDPSLicenseeManager>
13. Proof of Current Auto Insurance; with applicant listed as a driver

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**\*\* YOU MUST BE A U.S. CITIZEN IN ORDER TO BE LICENSED BY TCOLE \*\***

**\*\* YOU MUST BE 21-YEARS-OLD TO ENTER THE UHD CJTC BPOC PROGRAM \*\***

*"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>."*

## **Fees:**

The total tuition fee for the Basic Peace Officer Course is \$3500.00. This price includes tuition and books. Each cadet will be responsible for supplying their own ammunition.

In addition to the non-refundable registration fee, all cadets are required to make a minimum payment of \$1,500.00, by the first day of class using the online system once they are accepted into the academy. The remaining \$2000.00 will be split into (2) payments of due approximately 4 weeks apart from each other. (Note\*) After the class roster is confirmed, all accounts will be activated to receive course fee related payments.

## **Available payment plans for the Basic Peace Officer Course:**

1. Pay the course in full prior to or on first class day.
2. Eligible Veterans using Post 9-11 G I Bill® benefits:
  - Will be required to sign and follow CJTC payment plan policy
  - If VA is covering less than 100% of tuition, cadet is required to submit payment on or before 1st day of class
3. Eligible Veterans using Montgomery G I Bill® benefits:
  - Required to pay \$1,500.00 on the first day of class
  - Required to follow CJTC payment plan policy

**Financial Aid for this course is NOT available through UHD CJTC**

**Third party loans are not accepted through UHD CJTC**

**Hazlewood Act is not accepted through UHD CJTC**

## **Parking:**

The UHD parking office, located on the first floor of 1 Main Street (next to the police department). Parking for the full-time day academy is available from the Parking Dept. Parking information will be given 2 weeks via email before class begins. **\*Please be advised fees are subject to change**

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**FINGER PRINTING FOR TCOLE/NON-LAW ENFORCEMENT ACADEMIES**  
(ORI TCOLE/Non-Law Enforcement Academies/Service Code 11G4J8)

**The general process for electronic fingerprinting is:**

1. Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their Identogo enrollment centers.
  - a. Internet based scheduling is the quickest and most convenient way to obtain a fingerprint appointment.
    - i. You may begin the process now by simply clicking on this link:  
<https://uenroll.identogo.com/servicecode/11G4J8>
    - ii. Academy Number: LE- 511368.
    - iii. Provide all required pre-enrollment data and select a convenient date and time for your appointment.
  - b. If you prefer to schedule over the telephone, you must:
    - i. Have your Service Code ready (11G4J8), then call (888) 467-2080;
    - ii. MorphoTrust will prompt you for the Service Code (11G4J8);
    - iii. Provide all required pre-enrollment data and select a convenient date and time for your appointment.
2. Arrive at your scheduled appointment with photo identification.
  - a. If you plan on bringing a form of identification other than a valid (unexpired) TX Driver License, please refer to the Department of Public Safety's acceptable document types.
  - b. MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders, and coupon codes (employer accounts) at the time of service.
  - c. NOTE: personal checks and cash are not accepted.
3. Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.
4. At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an Identogo receipt stating that you were fingerprinted.
  - a. **DO NOT LOSE OR DISPOSE OF THE RECEIPT.**
  - b. You may check status on your submission by clicking on this link:  
<https://uenroll.identogo.com/servicecode/11G4J8>.

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.

**FINAL Acceptance into the program is contingent upon C.JTC DIRECTOR APPROVAL**

## **IMPORTANT NOTICE**

The following can not be done any sooner than 180 days from the first day of class:

Fingerprint Search (background report)

Form L-2, Declaration of Medical Condition and drug screen

Form L-3, Declaration of Psychological and Emotional Health

If for any reason you postpone your class start date, you must resubmit your fingerprints for another search.

Note: The University of Houston – Downtown Criminal Justice Training Center will be notified by the State Commission on Law Enforcement (TCOLE) as to whether you have successfully passed the background screening and are allowed to attend training. (This process takes approximately three weeks.)

\*\*\*If you submit your Fingerprints, L-2 & L3 outside the 180 day window, you will have to resubmit and pay the testing fees again! Please check with Program Coordinator if your testing date/submission is within the 180 day window time frame before paying any fees.

**DO NOT WAIT UNTIL THE LAST MINUTE!!!**

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## **CJTC APPROVED L-2 & L-3 PROVIDERS**

**\*Call the listed Providers for pricing\***

### **1.) Drug Test/Health Physical (L-2) & Mental Health Evaluator (L-3)**

OCCU-PRO TESTING SERVICES 5711  
Almeda Rd  
Houston, TX 77004

For appointments:

Online at – [occupro@occupro-online.com](mailto:occupro@occupro-online.com) By phone at – 713-529-1118

### **2.) Mental Health Evaluator (L-3)**

Dr. Rion N. Hart  
1215 Barkdull  
Houston, TX 77006

For appointments:

Office phone number: 713-522-3133 (Ext. 301)

### **3.) Drug Test/Health Physical (L-2)**

NOVA Medical Center (SOUTH LOCATION ONLY)  
12885 Gulf Freeway  
Houston, TX 77034

For appointments:

By phone at - 281-922-9500

### Uniform Policy

All cadets are required to wear the Class A uniform, and PT uniform described below for all classes and class related activities. No cadet will be allowed in class, or to participate in related activities “out of uniform” without advance approval from the Director. Failure to have a properly cleaned uniform available for class will not be considered an excuse for absence. All cadets will be expected to be in the proper uniform and to maintain it in a clean and well repaired condition for the duration of their BPOC program.

Uniforms must be purchased **PRIOR** to the first day of class, **MUST** be purchased only with the recommended vendor listed on the order form, and all cadets will be **REQUIRED** to report to their first day of class dressed in their uniform. **UNIFORM INFORMATION IS SENT OUT ONCE YOU ARE ACCEPTED INTO THE ACADEMY.**

Only the following will be accepted as a Class A and PT cadet uniform for the UHD CJTC BPOC program:

#### **REQUIRED CLASS A ACADEMY UNIFORM:**

**SHIRTS:** Minimum 2

Navy blue polo shirt (short sleeve), academy logo and name embroidered on shirt

**PANTS:** Minimum 2

Navy blue in color

**BELT:** Black – see uniform order form

**SHOES/BOOTS:**

Black leather basic boots and Western Boots **are** permitted, provided they are the same color throughout the boot, have a plain toe with no stitching or silver points.

Military style boots, engineer boots, leather sport shoes or any other type of show/boot with large buckles or cleats **WILL NOT BE PERMITTED.**

Shoes/boots will be clean with no mud or foreign matter on them and will always be polished.

If low cut shoes/boots are worn, socks will be either dark navy blue or black only.

**JACKETS:**

Are not part of the UHD CJTC required Cadet uniform but may be worn while attending class as long as they are **BLACK** or **NAVY** in color only.

#### **REQUIRED PT UNIFORM:**

**SHIRT:** Minimum 1 of either style

T-shirt: Navy blue short sleeve – plain (purchased only from vendor - see uniform order form)

Sweatshirt: Navy blue fleece - plain (purchased only from vendor - see uniform order form)

**PANTS:** Minimum 1 of either style

Shorts: Navy blue (purchased only from vendor - see uniform order form)

Sweatpants: Navy blue (purchased only from vendor - see uniform order form)

**SHOES:** Regular tennis/running shoes of your choice, any color.

(Recommend Brooks, Altra, or New Balance)