

## SKAGIT VALLEY COLLEGE PARKS LAW ENFORCEMENT ACADEMY

---

Dear Academy Applicant: The following **instruction sheet and checklist** is provided for your convenience in expediting your application for consideration into the Skagit Valley College Parks Law Enforcement Academy. Please include this checklist with your packet.

- I plan to attend the FALL 2019 Academy, beginning August 19, 2019 and concluding December 13, 2019.
- I plan to attend the WINTER 2020 Academy, beginning January 6, 2020 and concluding May 1, 2020.
- I can attend either Academy session.
  
- I plan to attend the FALL 2020 Academy, beginning August 2020 and concluding December 2020. (Dates to be determined.)
- I plan to attend the WINTER 2021 Academy, beginning January 2021 and concluding May 2021. (Dates to be determined.)

**PLEASE COMPLETE THE FOLLOWING FORMS IN ORDER AND RETURN THEM BY U.S. MAIL TO THE ADDRESS AT THE BOTTOM OF THIS PAGE.**

- 1. Parks Law Enforcement Academy Application.** Please fill out this form completely, truthfully and legibly. You may type this information in all headings **except for Item #IV on page 4** which must be completed in your own handwriting. Attach additional sheets if necessary. Sign and date the form.
- 2. Skagit Valley College Admissions Application.** Please obtain this form from the Internet at [www.skagit.edu](http://www.skagit.edu). If you are an International Student, contact the college's International Program at 360.416.7734. Complete the form, sign and date it.
- 3. Skagit Valley College Criminal Offense Checklist.** Answer all questions on this form **honestly and completely**. Please attach any additional pages that you feel will fully explain your situation to a review board who will determine your acceptability and fitness to attend this Academy. Take this form to a Notary Public and sign/date it in his/her presence.
- 4. Release of Liability Form.** Read this form, take it before a Notary Public and sign and date it in his/her presence.
- 5. Medical Provider Form – No Earlier than 90 days prior to start date.** Each Cadet must have a current physical assessment within 90 days prior to attendance at the Academy. Have your medical provider provide the information in the bottom third of the form, and sign/date it.
- 6. Background Check – No Earlier than 90 days prior to start date.** Conviction Criminal History, Driving Record and Drug Analysis: follow the instructions in the letter regarding your contact with the vendor, providing information, and submitting to the drug analysis. This is a **mandatory requirement** for acceptance into the academy. For purposes of consistency and meeting accreditation standards, Skagit Valley College utilizes the vendor in the letter, and no other; prior background checks and drug screenings used by you for other purposes will not be accepted.
- 7. College transcripts.** These may be unofficial, but must be complete for all classes taken in any college, regardless of whether or not you graduated, earned a certificate, or completed in any other way.
- 8. Three letters of reference.** These may be from friends, peer employees, supervisors, instructors, clergy, etc. Must focus on your abilities relevant to performing police functions in a park setting, i.e., work ethic, interpersonal relations, integrity, honesty, etc. These letters need to be signed in blue or black ink, or as an electronic attachment with scanned signature.
- 9. Photocopy of your driver's license.** Please provide a clear, color copy at 200% of normal size.
- 10. Photocopy of your medical insurance coverage card** or paperwork verification of coverage.

Thank you in advance for your attention to detail and clarity in completing this application package.

**Send all completed forms to:**  
**Director of Public Safety Academies**  
**Skagit Valley College**  
**2405 E. College Way**  
**Mount Vernon, WA 98273**