

KALAMAZOO VALLEY LAW ENFORCEMENT TRAINING ACADEMY APPLICATION PROCESS

Application to the Law Enforcement Training Academy is a competitive process. Only the most qualified applicants will receive enrollment authorization. In order to successfully complete the Basic Police Training Program, you must be properly registered with the Michigan Commission on Law Enforcement Standards (MCOLES) and meet the requirements established by MCOLES. In addition, you must meet the requirements established by KVCC and approved by MCOLES. Instructions for obtaining required documents will be supplied as part of the application.

Pre-Application

Before applying, ensure you meet the **Licensing Standards for Law Enforcement Officers in the State of Michigan**. Standards can be reviewed from the "Additional Links" section of the Law Enforcement Website, or directly from MCOLES

Phase I – Application

All required documents must be submitted to be considered for acceptance. **Phase I must be completed before advancing to Phase II.**

Submission Requirements

- Applications must be submitted and notarized in person at:
Kalamazoo Valley Law Enforcement Training Center
7107 Elm Valley Drive
Kalamazoo, MI 49009 (Groves Campus)
- Appointments are required
Contact: Tracy Williams, Program Coordinator
Phone: 269-353-1275
Email: twilliams1@kvcc.edu
- Walk-ins will not be accepted
- Incomplete applications will not be accepted

Required Documents

- Completed Checklist*
- Warning Letter*
- KVCC Background Questionnaire (including handwritten autobiography) *
- Medical History Statement*
- KVCC Authorization to Release Information*
- KVCC Authority for Release of Information*
- MCOLES Medical History Statement*

- MCOLES Personal History Statement and Affidavit**
- MCOLES Waiver and Authorization for Release of Information**
- MCOLES Pre-Enrollment Reading and Writing Test Results
- MCOLES Pre-Enrollment Fitness Test Results
- Official transcripts showing degree awarded
 - Non-degree applicants must submit counselor verification and official transcripts
- Copy of valid Michigan Driver's License or government-issued ID
- Secretary of State driving record
- Copy of auto insurance card
- Copy of medical insurance card
- Copy of valid First Aid/CPR/AED Certification (must remain valid throughout the Academy; American Heart Association or Red Cross only)
- ICHAT Report
- Copy of birth certificate
- Two (2) letters of reference
 - Must include name, address, and phone number
 - References must have known the applicant for at least two (2) years
 - References cannot be family members
 - Law enforcement references are preferred

* Provided in application packet

** MCOLES-required forms must be downloaded and completed electronically. Handwritten forms will not be accepted.

Phase II – Interview

Arrangements for an interview will be made after Phase I documents have been received and reviewed for approval. This process includes a Background Investigation. Once approved, a panel interview will be scheduled.

Phase III – Post-Conditional Offer Requirements

Applicants who receive a conditional offer must complete the following:

- Physician's Examination (including Physician's Statement of Applicant's Medical Condition)
- Copy of Medical History Statement (from application)
- 10-panel drug screening
- Live Scan fingerprint background check (with receipt)

Phase IV – Final Review and Enrollment Authorization

After successful review of all Phase III materials, the applicant will receive formal authorization to enroll in the Academy.