



**Atlantic Police Academy**  
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To: Police Science (Cadet) Applicants

Fr: Lornie Hughes, Vice President, Corporate Services

RE: **APPLICATION FOR THE POLICE SCIENCE PROGRAM -OPEN APPLICANTS**

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

**To apply, please create your dashboard and submit your application. The program requirements are listed below. If you are applying through a Police Detachment for sponsorship, your process may vary.**

- Completed application form
- Completed Additional information supplemental item
- Official high school transcripts (Grade 12 or equivalent)
- Official transcripts of any post-secondary educational courses (college or university)
- Photocopy of birth certificate (must be 19 years of age by program start) and/or proof of Canadian citizenship/permanent resident status
- Completed vision report (minimum acuity must be met) – **form located on website**
- Completed Medical Examination Report- **form located on website**. Keep a photocopy of your completed Medical Examination Report to present to the PARE Tester (see info on PARE Test)
- Photocopy of the front and backside of your Class 5 unrestricted Canadian driver's license (must have been driving for at least 2 years prior to start of Program)
- Drivers Abstract (can be obtained from your provincial motor vehicle department, and must be within the last year with no moving violations)
- Signed consent for criminal record background check – **use the Holland College form found on website**
- Criminal record check from your local Police Service or the RCMP or applicants can initiate and pay their own checks online through Sterling Backcheck - <https://pages.sterlingbackcheck.ca/landing-pages/h/hollandcollege/>
- Certification in Standard First Aid and CPR Level C. This certification must be current and valid for the duration of the program and cannot be an online course.
- Automated external defibrillator certification
- Up to date resume
- Three letters of reference from work, school, or volunteer experience
- Copy of Credit Record Check (**form located on website**, Equifax: 1-800-465-7166)

**THE ABOVE DOCUMENTS WILL BE ASSESSED TO DETERMINE IF YOU MEET THE MINIMUM CRITERIA.**

1. Applicants will be scheduled to write the Police Officer Selection Test (POST) The current cost of the POST test is \$200.00 and is non-refundable. The following items must be received to attend the testing: completed vision exam, criminal record check, Police Science Additional Information Form, resume, references, transcripts and driver's license. All items received after the testing will be reviewed to ensure they meet the minimum requirements.
2. Applicants who pass the POST will then write the Minnesota Multiphasic Personality Inventory (MMPI-2). The current cost is \$400 and is not refundable.
3. Applicants who successfully pass the POST and the MMPI will be sent a questionnaire entitled Pre-Engagement Polygraph Examination Suitability and Security Booklet. The booklet must be filled out and returned to the Police Academy within the specified time frame.
4. Your responses to the questions in the polygraph booklet will be reviewed. You will be contacted and either:
  - a) requested to attend a phone interview and then a standard polygraph test or
  - b) informed that you are not eligible to continue.The current cost of the polygraph and interview is \$400.00 and is not refundable. **(This fee is payable prior to the interview).**
5. Following successful completion of the POST and MMPI, please submit the following documents:
  - a. Physical Abilities Requirement Evaluation – P.A.R.E. Test with details completed and signature of tester. **Please note: (form located on website)** Applicants are required to schedule their own P.A.R.E. test. You must bring a photocopy of your Completed Medical Examination Report with you to the PARE test. The PARE Tester will not test you without a signed medical form which states that you are medically fit. (PARE cost is approximately \$60)
  - b. Completed immunization form. **(Immunization form is located on the website).**
  - c. Ensure your consent for Atlantic Police Academy to conduct a criminal record & background check form **(form located on website)** is submitted along with a photocopy of the front & back of your driver's license allowing us to complete your PROS check. Include names and contact information on the form for 3 additional references who will be contacted as required.
  - d. Upon your arrival to the Academy all accepted students will be sworn in as provincial police officers, as a result you must submit a credit report as per the Provincial Police Act. Your credit report is free to obtain, the form can be found on the website of at [www.equifax.ca](http://www.equifax.ca)
  - e. **All accepted students must have all the required admissions documents completed and submitted prior to program start date**
6. The Admissions Office will notify applicants who are successful in meeting all the above requirements.
7. Applicants who are deemed unsuitable for the program will be notified by the Admissions Office.

The following circumstances will eliminate applicants for consideration to the police program:

- a. Deceit, dishonesty or non-disclosure in response to the questions in the Polygraph booklet
- b. A criminal record for which no pardon has been received
- c. A history of the use of certain drugs
- d. Any criminally related activity even if no criminal record exists (this does not include a criminal record for which a pardon has been received)

The Police Science program is a residential program. Cadets are **required to live in residence** in single person room for the duration of training excluding the on-the-job training component. The residential environment serves as a training lab in the same way as the driving track and firing range. Residence provides experiential learning that would not be possible if students interacted with one another in an instructional setting alone. Residence allows students to develop skills in teamwork, problem solving, time management, and communication. Additionally, residence life allows for the development of attitudes such as gender and cross-cultural sensitivity that are essential to a successful career in the policing community.

Thank you for your interest. We look forward to receiving your application. If you have any questions, please call 1-800-446-5265 or 1-902-888-6400 and ask for Susan Clarkin or email: [sclarkin@hollandcollege.com](mailto:sclarkin@hollandcollege.com)