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.

☐ I plan to attend the FALL 2017 Academy, beginning August 21, 2017 and concluding December 19, 2017.
☐ I plan to attend the WINTER 2018 Academy, beginning January 2, 2018 and concluding April 26, 2018.
☐ I can attend either Academy session.

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. 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. 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—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:
Bill Overby, Academy Commander
Skagit Valley College
2405 E. College Way
Mount Vernon, WA 98273