



Northwest Florida State College  
Criminal Justice Training Center

**BASIC RECRUIT TRAINING ACADEMIES  
LAW ENFORCEMENT & CORRECTIONS**

**PROJECTED SCHEDULES**

**LAW ENFORCEMENT ACADEMY**

Day class: Monday, Tuesday, Wednesday, 7:00 AM – 5:00 PM and Sunday 7 AM – 6PM  
Completed in 2 full semesters

Evening class: Monday – Thursday 6 PM-10 PM and Sunday 7 AM – 6 PM  
Completed in 2 full semesters

*New Law Enforcement Academy classes start twice a year.  
The Fall (mid-August) and the Spring (early January) semesters.*

Courses Required	
CJK0001	Intro To Law Enforcement
CJK0012	Legal
CJK0013	Interaction in a Diverse Commun
CJK0014	Interviewing & Report Writing
CJK0020	Vehicle Operations
CJK0031	First Aid
CJK0040	Firearms
CJK0051	Defensive Tactics
CJK0064	Fundamentals/Patrol
CJK0065	Calls For Service
CJK0077	Criminal Investigations
CJK0078	Crime Scene to Courtroom
CJK0084	DUI Traffic Stops
CJK0087	Traffic Stops
CJK0088	Traffic Crash Investigations
CJK0092	Critical Incidents
CJK0422	Dart-Firing Stun Gun
CJK0096A	Physical Fitness I
CJK0096B	Physical Fitness II

## **CORRECTIONS ACADEMY**

Wednesday—Saturday 7 AM – 6 PM

Completed in approximately 11 weeks (less than one semester)

*Start dates for the Corrections Academy classes vary according to agency affiliation. Typically, academies start twice a year, in the Fall (mid-August) and Spring (early January) semesters.*

<b>Courses Required</b>	
CJK0300	Intro To Corrections
CJK0305	CJSTC Communications
CJK0310	Officer Safety
CJK0315	Facility & Equipment
CJK0320	Intake And Release
CJK0325	Supervising in Correctional Facility
CJK0330	Supervising Special Population
CJK0335	Respond to Incidents & Emergency
CJK0051	Defensive Tactics
CJK0040	CMS Firearms
CJK0031	CMS First Aid for CJC
CJK0340	Correctional PSAV Physical Fitness

Note: All academy programs must meet minimum enrollment standards at least 2 weeks prior to start date to avoid cancellation.

Keep in mind that this schedule is subject to change if we need to make adjustments for course hours, inclement weather, unforeseen school closings, etc. We attempt to keep the hours consistent for subsequent semesters, but this is not always possible.

### **HOW TO APPLY**

**To help you succeed in gaining acceptance to the Basic Recruit Law Enforcement, Auxiliary Law Enforcement and/or Corrections Officer programs at Northwest Florida State College, you must complete the following four steps.**

1. **ADMISSIONS:** All Academy applicants must complete the NWFSC application process. Click on the link below to apply.

**[Apply Now](#)**

Under Academic Program of Interest, make your vocational certificate program selection: VC Correctional Officer (Basic) or VC Law Enforcement Officer (Basic) or VC Auxiliary Law Enforcement.

All applicants are subject to admission requirements as outlined in the NWFSC catalog.

2. **FLORIDA CRIMINAL JUSTICE BASIC ABILITIES TEST (FBAT)**: The FBAT is an exam that is required for all Northwest Florida State College students who are entering the Law Enforcement or Corrections programs. The cost is \$58.50. To sign up for the FBAT, click on the link below.

[RegisterBlast](#)

Choose the applicable exam and schedule a date.

- Corrections Test
- Law Enforcement Test

After you complete the exam, obtain a printout of your score. Put this printout with your application packet.

3. **NWFSC Physical Ability Test (PAT)**: This physical abilities test is designed to test a person's physical strength, muscular endurance, coordination and agility by performing basic physical tasks that professional law enforcement or correctional officers will use throughout their career. Candidates must negotiate an obstacle course that will require them to run, crawl, balance, climb up and over objects, duck, push, pull, and jump. The test is offered on Monday and Wednesday at 9:00 am, however prospective students must be scheduled in advance to ensure a testing slot is available. The cost for the test is \$25.00 and payment must be made in person to the Business Office with **Cash or Check ONLY**. Your receipt must be presented at the time of testing.

Email [criminaljustice@nwfsc.edu](mailto:criminaljustice@nwfsc.edu) to get scheduled.

4. **NWFSC CJTC BASIC RECRUIT APPLICATION**: Obtain an application from the Criminal Justice Department (if not attached, please email [criminaljustice@nwfsc.edu](mailto:criminaljustice@nwfsc.edu)). Fill out the application, including the FDLE and NWFSC Physical Assessment forms. Please type or print legibly in black ink. Please do not leave any blank spaces. Write "N/A" if something does not apply to you. The FBAT printout and DD214 (if applicable) must be attached to the application packet.

Part of the application packet will require a physical exam as well as a minimum 7 panel drug test. These can be completed by a medical practitioner and lab of your choosing. Authorization forms for Labcorp and White Wilson Medical Center are available upon request. The drug test results should be returned directly to the Criminal Justice Training Center at 100 College Boulevard, Building 510, Room 200, Niceville, FL 32578, (850) 729-5378 or emailed from the lab directly to [criminaljustice@nwfsc.edu](mailto:criminaljustice@nwfsc.edu).

**Incomplete applications will not be accepted.  
Seats will be assigned on a first come, first serve basis.**

Return your complete application packet to the Criminal Justice Department, 100 College Boulevard, Building 510, Room 200, Niceville, FL 32578, (850) 729-5378.

## ACCEPTANCE PROCESS

After you have submitted your complete application packet, you will receive notification of acceptance via email. Acceptance letters are scheduled to go out approximately four weeks prior to the start of class.

- Reply to the email within five (5) business days to confirm your seat in the class and RSVP for the mandatory orientation.
- Attend orientation. Dates to be announced.
- The Criminal Justice Office Specialist will register you for your classes and email you. You must check RaiderNet for payment due dates and to confirm your schedule.
- Purchase uniforms and books from the NWFSC bookstore. You will be able to do this after you have been notified of acceptance. Please do not attempt to do so beforehand as they will not sell you these items until we send the bookstore a list of those who have been admitted to the Academy.
- You can obtain your RadierCard (Student ID) once you register and pay for classes. Visit the Student Activities Center, ID Card Office, Building 410.
- Parking permits are available online and at all NWF State College locations. Visit [Parking Services](#) for more information on acquiring a parking permit.

## OTHER IMPORTANT INFORMATION

### **Financial Aid**

If you are using financial aid, tuition assistance or VA funding, please be sure you have completed all requirements with the Financial Aid and/or VA offices. Financial Aid generally takes 4-6 weeks to process, so do not delay in applying! Military Tuition Assistance (TA) processing must occur 7 days prior to the start of the term. Payment plans are available through NelNet. For more information about Financial Aid or Veteran Services go to:

<https://www.nwfsc.edu/students/financial-aid/>

<https://www.nwfsc.edu/students/veterans/>

### **RaiderNet and College Email**

Ensure you are checking your RaiderNet account and assigned NWFSC email regularly. You should ensure you have no holds that could hinder registration should you be accepted into the Academy. The college email address is the official means of communication for all NWFSC students. If you need assistance with access to the account, contact the IT Help Desk @ 729-5396 or [support@nwfsc.edu](mailto:support@nwfsc.edu).