2017/2018 Registration Procedures

(The procedures and information listed below are subject to change based on the State of Ohio OPOTC requirements)

Thank you for your interest in the Natural Resources/Ranger/Basic Peace Officer Academy!

We are sure you will find the program to be exciting and rewarding in your pursuit of your future career. This program will adhere to all State of Ohio Attorney General’s (OAG) office OPOTA/C standards.

Please follow these steps IN SEQUENTIAL ORDER to complete the registration process:

Step 1. **Physical Exam** - Obtain a physical exam prior to attending the Physical Assessment. The exam must be performed by a Medical Doctor (MD), Doctor of Osteopathy (DO), Physician’s Assistant (PA), or Certified Nurse Practitioner (CNP). The *Student Health Data Form (SF114bas)*, must be completed and signed by the person performing the exam. The student must complete this requirement **prior to attending** the Physical Fitness Assessment session scheduled and bring the **completed form to the assessment**. The student will be prohibited from completing the assessment if the signed and completed form is not received.

Step 2. **Physical Fitness Assessment** – The student must schedule his/her Physical Fitness Assessment by calling 440-891-7697 or 440-891-7653. The assessments will begin promptly at 6PM at Polaris Career Center, room 203 and will complete off-campus by 8PM.

The OPOTC training physical assessment requirements are listed on the attached *Basic Training Physical Fitness Assessment (SF195bas)* form and indicate the entrance requirements (Initial 15%) and the passing requirements, (Final 50%) scores for each age and gender category.

The following are Physical Fitness Assessment dates:

- Tuesday, June 13, 2017 6:00 P.M.
- Tuesday, June 27, 2017 6:00 P.M.
- Tuesday, July 11, 2017 6:00 P.M.
- Tuesday, July 25, 2017 6:00 P.M.
- Tuesday, August 1, 2017 6:00 P.M.
- Tuesday, August 8, 2017 6:00 P.M.
- Tuesday, August 15, 2017 6:00 P.M.
- Tuesday, August 22, 2017 6:00 P.M.

Once the student has passed the physical assessment, he/she may register for the OPOTA program (see reverse side for information), however, if the student registers and fails to pass the drug screening or background check, the student must withdraw from the program and will be charged a $100 cancellation fee.

Step 3. **Drug Screening** – Upon passing the Physical Fitness Assessment, the student must complete a drug screening at one of the locations listed below after June 9, 2017 and prior to August 28, 2017 and within 72 hours of passing the Physical Fitness Assessment. The cost of the drug screening is $37.00 and is at the expense of the student.

The *OAG Authorization for Use of Disclosure of Drug Screen Information (SF147bas)* form and drug screening referral form will be given to the student upon passing the Physical Assessment. The disclosure form must be signed and returned to Polaris Career Center before August 28, 2017.
Integrity Verification, Inc
7155 Pearl Rd Suite 201 Middleburg Hts., OH 44130  440-886-0900  8 AM – 5 PM
4635 Richmond Rd. Suite 103, Warrensville Hts., OH 44146 216-645-5576  9 AM – 5 PM
735 North Court St, Suite D, Medina, OH 44256  330-725-3866  8 AM – 5 PM
8224 Mentor Ave, Suite 144, Mentor, OH 44060  440-290-5501  9 AM – 5 PM

Step 4.  Background Check – The student must complete the background check OPOTC Request for National WebCheck Form (SF102bas) after June 9, 2017 and prior to August 28, 2017 at one of the locations listed below. The student must return the completed form by August 28, 2017.

Cuyahoga County Sheriff’s Office Locations
12100 Snow Rd. (Inside the Auto Title Bureau) Parma, Ohio  44130
   • By appointment only - To schedule an appointment, call 216-443-5587 or visit:  cuyahogacountyccw.checkappointments.com (Parma location only)
   • Mon 9:00 AM – 4:30 PM, Wed 9:00 AM – 6:00 PM, Thurs & Fri 9:00 AM – 4:00 PM
   • No fee charged - Request for National WebCheck Form (sf102bas) is required
   • Driver’s License or State I.D., and Request for National WebCheck Form (sf102bas) are required.

1215 West 3rd St. (Justice Center - 3rd Floor Criminal Records Division) Cleveland, Ohio 44113
   • No fee charged - Request for National WebCheck Form (sf102bas) is required
   • By appointment only – To schedule an appointment, call 216-443-6080.
   • Monday – Friday 10:00 AM – 3:00 PM
   • Driver’s License or State I.D., and Request for National WebCheck Form (sf102bas) are required.

Lorain County Sheriff’s Office
9896 Murray Ridge Rd. Elyria, Ohio 44035
   • No appointment necessary
   • Phone - 440-329-3703
   • Monday – Sunday 8:00 AM – 6:00 PM
   • No fee charged - Request for National WebCheck Form (sf102bas) is required
   • Driver’s License or State ID, and the Request for National WebCheck Form (sf102bas) are required.

Medina County Sheriff’s Office
555 Independence Dr. Medina, Ohio  44256
   • By appointment only – To schedule an appointment call 330-764-3629
   • Monday – Friday, 8:00 AM – 10:15 AM and 1:00 PM – 2:15 PM
   • No fee charged - Request for National WebCheck Form (sf102bas) is required
   • Driver’s License or State I.D, and Request for National WebCheck Form (sf102bas) are required.

Step 5.  Register for OPOTA – After completing the steps listed above, the student must register in-person at Polaris Career Center Adult Education Department
   • Appointments are recommended, call 440-891-7653
   • Walk-in hours Monday – Thursday 8:30 AM – 3:30 PM and Fridays 8:30 AM – 3:00 PM.
   • Please bring required documentation as follows:
     • High School diploma/transcript or a certificate of high school equivalence including GED, HiSET or TASC (Test Assessing Secondary Completion)
     • Valid driver’s license
     • Proof of automobile insurance
     • Tuition payment (amount is determined by financial aid award)

If you have any questions, please call the Polaris Career Center Adult Education Department at 440-891-7697 or 440-891-7653.