

Requirements to enroll:

- Be 18 years old at the start date of the academy
- Possess a valid driver's license
- Have a high school diploma or equivalency
- Pass the **Physical Fitness Standards**
- Background check free of any state or federal firearms disqualifies (inquire with the Commander if you have concerns with items on your record)

Enrollment Steps required to be approved by OPOTA (Ohio Peace Officer Training Academy)

All steps below must be completed at least 3 weeks prior to start of the academy

- ☐ Complete a **Registration Form**. This can be emailed to adultregistration@apollocc.org or turned into the Adult Education Office.
- ☐ Pass the Ohio Peace Officer Physical Fitness Assessment. The Commander or support staff member will contact you with test dates.
- ☐ Call 419-998-2990 or 419-998-2961 to pay a \$100 registration fee once you pass the entrance fitness test.
- ☐ Attend an Information Session with the Commander to review the Peace Officer Basic Training Student Handbook and the steps needed to fully enroll.

OPOTA required documents to return to the Commander

- ☐ Student Handbook Acknowledgement and Verification
- ☐ Student Enrollment/Certification Record
- ☐ FERPA Consent to Release Student Information
- ☐ Request for National WebCheck. Fingerprints must be taken at a law enforcement agency. You must be free of convictions (juvenile or adult) for any felony, serious misdemeanors, crimes of violence, domestic violence, or any offense that would disqualify you from possessing a firearm.
- ☐ Completed Student Health Data Form
- ☐ Complete a drug screen and have results sent to the Commander

Additional required enrollment steps

These steps can be completed at the same time or before the above OPOTA requirements, but the OPOTA approval is required before a seat in the academy can be secured

- ☐ Fill out a **FAFSA** form using our School Code 017290. Find detailed instructions for filing FAFSA on the Financial Aid webpage at the “apply for financial aid” button:
<https://www.apollocareercenter.com/adult-education/apollo-financial-aid/>
- ☐ Provide High School Diploma, Transcript, or High School Equivalency (or GED)
- ☐ Provide an unexpired Driver’s License or State ID
- ☐ **Final Step to Secure Your Seat!** Meet with the Financial Aid Specialist to finalize the plan to finance your education. Make an appointment with Joy Baeumel by calling 419-998-2990 or emailing joy.baeumel@apollocc.org.
 - If you file a FAFSA, a Financial Aid Offer will be prepared to include any Pell Grant availability and Federal Student loans that can be borrowed.
 - Any program costs not covered by financial aid can be set up on a monthly payment plan option to be paid during the course of your program.
 - This program is also eligible to utilize Veterans Education benefits by providing a copy of your Certificate of Eligibility from Veterans Affairs to the Financial Aid Specialist.