Basic Law Enforcement Training
Checklist

Name: ___________________________ DOB: ________ Age: ___ Last 4 Digits SS: ________

**Desired Class:** (Check one) □ Fall Day □ Fall Night □ Fall Part-Time Alternating □ Spring Day

Per NC Criminal Justice Standards, the steps below are REQUIRED BY ALL STUDENTS!

**Start Here:**

Click on Apply to SCC.

- □ Complete your NC Residency Determination – see page 2 for additional information.
- □ Complete SCC Application - see page 2 for additional information.

  - ➢ Schedule an appointment to meet with the BLET School Director or Assistant Director to discuss the additional requirements below. You will not be able to register yourself for this program. You will be registered by one of the BLET staff members when ALL the required paperwork is received. See the bottom of page 2 for contact information.

- □ Schedule Placement Test https://www.stanly.edu/future-students/testing-and-assessment. See page 2 for additional information.
  - Test date and Score __________________
    - Placement into course DRE 098 Scoring 136 – 150 on the NCDAP.

- □ Sponsorship Verification or Law Enforcement Employment Verification (waives tuition)
  - Agency Name _________________________

- □ Criminal Record History (from every County lived in since the age of 16 – contact Clerk of Courts Office)

- □ Copy of NC Driver’s License

- □ Copy of Birth Certificate OR Naturalization

- □ Official Transcripts – see page 2 for additional information.
  - □ High School Diploma or GED (required)
  - □ College (optional)

- □ Personal History Statement (Form F-3) – See page 2 for additional information.

- □ Make an appointment with a medical professional for a physical examination and take the following forms along with you:
  - □ Medical History Statement (Form F-1)
  - □ Medical Examination Report (Form F-2)
  - □ Medical Examination Memo
  - **All of these forms must be signed by a medical professional (Physician, Physician’s Assistant or Nurse Practitioner licensed to practice medicine in North Carolina).**

- □ Military DD 214 (if you were formerly in a branch of the Military)
Complete your NC Residency Determination; 
Click on Complete Residency Determination. On the NC Residency Determination Service website, click on Complete Residency Determination again. Create an account.

Complete SCC Application; 
Click on Complete SCC Application. You will be directed to the CFNC.org (College Foundation of NC) website. Create an account. Apply to Stanly Community College, choose the academic year and semester for which you are applying, and choose the BLET Certificate – Code CC55120.

Complete New Student Orientation; 
Click on Setup Your Username and Password first. Then click on the heading ‘Sign Up and Attend New Student Orientation’ – you can choose to either attend the On-Campus (In Person) Orientation, OR you can complete the Online Orientation. Click on the link/option you choose to complete the orientation.

You will be directed to the SCC Sign-In webpage. You need to use the SCC username and password that was provided to you when upon set up. If you have trouble with your username and password, please contact SCC’s Technical Support at 704-991-0222 OR techsupport@stanly.edu. Once logged in, click on the link Welcome to Orientation at Stanly Community College (Click here to start). You will be provided with the Directions for completing New Student Orientation. Please go all the way through this process – you will receive an electronic ‘badge’ of completion when you have concluded Orientation in its entirety.

Schedule Placement Test; 
https://www.stanly.edu/future-students/testing-and-assessment
Click on Schedule your Placement Test under the heading Testing Information. Schedule the test online, go in person to take the test. Retain and submit the paper copy of your test results to the BLET Director or Qualified Assistant. *All students must take a placement test within a year of start date of class, regardless of educational level. You must place into course DRE 098 or above scoring 136-150 on the NCDAP.

Official Transcripts;
You must contact your high school to request an Official copy of your transcript. DO NOT OPEN. These must remain in a sealed envelope when submitted to the BLET Director or Qualified Assistant to be considered Official. We must have your high school transcript; college transcripts are optional but may be submitted.

Sponsorship:
All students must be sponsored or employed by a public (municipal, county, or state) North Carolina law enforcement agency and maintain that sponsorship or employment throughout the course. Begin contacting any of your local agencies immediately and request a sponsorship. Ask as many agencies as it takes to receive a sponsorship. Sponsorship is not a guarantee of employment, nor does it mean that the agency will provide any monetary assistance toward the cost of attending the BLET program. However, the signed sponsorship form (attached) does waive the student’s tuition cost for the course. The student is responsible for the cost of books, uniforms, supplies and fees.

Personal History Statement (form F3);
The last page of this document must be notarized. The BLET Program has a Notary on staff for your convenience if desired. Remember to wait to sign the document until you appear before any Notary Public.

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