

## Application Instructions

### Application Part I – complete anytime

- 1) Print and Complete Application Part I (complete in blank ink ONLY). You can bring your application anytime with your \$200 registration fee to secure your spot on the list of applicants. (This does not guarantee your acceptance; you must pass a physical fitness test, and we must receive your background check and drug screening results). You can email Part I of the application to [kfshaff@uakron.edu](mailto:kfshaff@uakron.edu). You can bring your \$200 application fee to the physical fitness test.

### Application Part II: Will be online starting March 6th

- 1) Complete Application Part II **ONLINE, print (1-sided) and sign in black ink ONLY.**
  - a. For School Name: The University of Akron Police Academy
  - b. For School Number: leave blank
  - c. Commander: leave blank

- 2) Complete a background check at The Summit County Jail, 205 E. Crosier Ave, Akron. The cost is \$15.

**\*\*\*Important\*\*\*:** You will need to call 330-643-2141 or 330-643-5545 to set up an appointment. Make sure you let them know you are applying for the Police Academy. You will be required to bring and wear a face mask/covering. The entire procedure will be explained to them when they call to set up an appointment.

- 3) Complete a drug screening at **Summa Center for Corporate Health** (cost is \$50) This can be done anytime starting March 15<sup>th</sup>. You can wait until you pass the physical fitness test to be sure you are accepted before you get this done.

1860 State Rd., Ste C  
Cuyahoga Falls, OH 44223  
(330) 940-5770  
Mon-Fri 7:30 am-4pm

- 4) The Health form **MUST** be filled out by either a MD, DO, PA, or CNP. Please **DO NOT** check the items yourself, the physician must complete it.
- 5) Return (**in person**) your completed application part II (and part I if you have not already done so) to Kathy Shaffer, UA Police Academy, 225 S. Main Street, Polsky Building, Room 327. (Enter building off High Street, past Chik-Fil-A, go through glass doors that say College of Applied Science & Technology. Take left, then first right; turn right again, and my office is the third door on the right)

Once again: You can drop off the application on Tuesdays from 8-1 pm or Thursdays from 3-6 pm. If you cannot make either of these days/times, please email me at [kfshaff@uakron.edu](mailto:kfshaff@uakron.edu), to set up an appointment.

- 6) If you have not turned in Part I already, you will need to bring your \$200 non-refundable registration fee. Make the check payable to The University of Akron Police Academy. The registration fee will go toward the tuition (\$200 registration + \$4750 tuition = \$4,950). **The full registration fee will be refunded only if the class is cancelled. If you fail the physical fitness test, you will be refunded \$150; if your background check or drug screening comes back with issues, there will be no refund.**

### Application Part III

- 1) A prospective cadet must pass the OPOTA 15% physical fitness requirements to enter the Police Academy. We have the following tests scheduled. You can come to any of them; if you fail, you can come on one of the other scheduled test dates:

TBD

All tests will be at Bolich Middle School, 2630 13<sup>th</sup> Street, Cuyahoga Falls, Oh.

### Payment Options:

- a) Pay in Full: \$200 registration fee due with Police Academy application. Balance \$4,750 due by orientation.

b) Full-time Academy, 3 Installments: \$200 registration fee due at the physical fitness test.; \$2,000 by orientation, \$950 end of Aug., \$950 by the end of Sept, and \$850 by the end of Oct.

Part-time academy, 4 installments: \$20 registration fee due at the physical fitness test, \$1500 due by orientation, \$850 by end of Aug., \$800 due end of Sept., \$800 due by end of Oct., and \$800 due by end of Nov.

c) Military benefits. Must take a DD214 to our Military Services office, Simmons, Hall.

Payment options: Check/money order, Visa, Master Card, Discover, or American Express accepted. **NO CASH.**

**A cadet's acceptance into the academy is contingent upon results of background check, drug screening, application, and the physical fitness test.**