

CHIPPEWA VALLEY TECHNICAL COLLEGE  
Eau Claire, WI

CRIMINAL JUSTICE-LAW ENFORCEMENT ACADEMY  
(Civilian Personnel)

**Application Process**

I. General Information

- A. Effective January 1980, the Wisconsin Department of Justice Law Enforcement Training and Standards Board has authorized civilians (persons not employed by a law enforcement agency) to enroll in this program.

All persons seeking to enroll in this program will comply with these requirements and procedures.

No recruit shall be admitted to a Board-certified school prior to the proper completion and submission of Department of Justice Form DJLE-303 to the Training and Standards Bureau. Civilians shall qualify to enroll in training by means of the following:

1. They shall have attained an Associate Degree in Criminal Justice-Law Enforcement or its equivalent  
  
or  
  
successfully completed two years of college level studies (60 semester credits)
2. They shall have received a medical examination qualifying them for law enforcement work within six months prior to their attending training. Information must be submitted to the Admissions Office at Chippewa Valley Technical College (CVTC) prior to enrollment.
3. They shall apply to attend training by submitting a uniform written application (the application form to be designed by the Training and Standards Bureau) to a certified school (Form DJLE-330A). The application shall include an Identification File Request (Form DJLE-250) along with a set of fingerprints for the Crime Information Bureau, Wisconsin Department of Justice, to disclose information about felony convictions, if any, to the Training and Standards Bureau.
4. Civilian applicants shall be interviewed in a formal, structured oral interview by a 3-5 member panel of law enforcement executive officers drawn from departments served by the certified school. The panel shall recommend an eligibility list of training candidates to the certified school director.
5. The applicant shall possess a valid Wisconsin driver's license or such other valid operator's permit recognized by the Wisconsin Department of Transportation authorizing operation of a motor vehicle in Wisconsin.

- B. **The daytime program** is thirteen weeks (520 hours) in length with start dates in January and August of each year. It is usually conducted from 8 a.m. to 5 p.m., daily Monday through Friday though there may be occasional evening or weekend activities.

**The part-time evening program** has a January start date, is approximately two years (520 hours) in length, and is conducted two evenings per week (Mondays and Wednesdays from 6 p.m. to 10:00 p.m.) and the first Saturday of each month (8 a.m. to 5 p.m.) throughout the two years.

The cost is approximately \$3,000 (includes tuition and material fees.) **Note:** Applicants to this program do not qualify for financial aid because it is a short-term training program. You may be eligible for an alternative student loan direct from a lender. A list of these lenders and loans can be found by clicking on [Alternative Student Loan Chart](http://www.cvtc.edu/pages/322.asp) at <http://www.cvtc.edu/pages/322.asp>.

- C. Successful completion of this program does not guarantee employment.
- D. Successful completion of this program does not automatically equate with mandatory law enforcement officer certification, but satisfies the curriculum and performance requirements for certification should you be employed. Employing agencies may then request a waiver of training from the Law Enforcement Training and Standards Bureau, consistent with the existing practices. A suitable document will be provided upon successful completion of this program.
- E. All enrollees will be provided with academy uniform attire BUT will be required to purchase BDUs and footwear as specified by the academy guidelines. Academy weapons are available for the Firearms portion of the training.
- F. In addition, certified schools (Chippewa Valley Technical College) may allow qualified civilians to attend this program only after all eligible law enforcement officers have been enrolled.

## II. Application Process

- A. If you wish to seek enrollment in the Law Criminal Justice-Law Enforcement Academy as a civilian (persons not employed by a law enforcement agency) and meet all of the requirements listed above (General Information, Administrative Rule 4.02(2) a-f), please complete the enclosed forms and submit the necessary information to: **Admissions Office, Chippewa Valley Technical College, 620 West Clairemont Ave, Eau Claire, WI 54701**

Item #1 – Chippewa Valley Technical College *Application for Admission*:

Include High School, College, and/or Technical College Transcripts.

Item #2 – High School Transcript showing all grades and date of graduation, or GED/HSED diploma

Item #3 – *Application for Employment as a Law Enforcement Officer* (DJLE-330)

Item #4 – Fingerprint Card: Complete card provided by CVTC.

Item #5 – *Physician's Assessment* (DJ-LE-332): A Wisconsin licensed physician is required to complete the *Physician's Assessment* form which concludes that, in the physician's opinion, the applicant (you) has the ability to physically perform the duties of a law enforcement officer. Examinations shall have been conducted within six months of the date of application and are to be submitted by the first day of classes. (Military discharge or life insurance examinations are acceptable).

- Item #6 – *Conditions for Attending and Rules and Regulations*
- Item #7 – *Release of Driving Record Information* (3 x 5 blue card)\*  
\*Out-of-state residents must submit current copy of out-of-state driving record
- Item #8 – *Wisconsin Criminal History Single Name Record Request*. (DJ-LE-250):  
Complete and submit with *Application for Admission* along with \$18 processing fee (make checks payable to “CVTC”).
- Item #9 – *Authorization for Release of Information* (DJ-LE-305)
- Item #10 – *Student Authorization for Release of Information* (DJ-LE-310)

**B. APPLICATIONS MUST BE COMPLETE IN THEIR ENTIRETY IN ORDER TO RECEIVE CONSIDERATION FOR ENROLLMENT.**

- C. All persons who meet the minimum requirements will be notified in writing of the date, time, and place for the second phase of the application process, which will include the oral interview aspect, in compliance with Administrative Rule 4.02(2) d.

**Note:** You are required to bring to your oral interview:

- ***Certified copy of your Birth Certificate*** (not hospital records)
- ***Valid Driver's License***

- D. Applications will be considered on an annual basis for the fall, spring, and summer programs (approximate starting dates of August, January, and May of each year.) All applications must be completed and on file with the Admissions Office of Chippewa Valley Technical College ***45 days prior to the starting date*** of the program for which they are seeking admission.