

# Basic Law Enforcement Training (BLET)

Fall 2017 | *Annual Bulletin*



*Coastal Carolina Community College*

444 Western Boulevard | Jacksonville, NC 28546  
[www.coastalcarolina.edu](http://www.coastalcarolina.edu) | 910.455.1221



# Coastal Carolina Community College

## **Equal Education Opportunity and Equal Employment Opportunity Policy**

No person shall on the basis of race, color, creed or religion, age, sex, national origin, political affiliation, or physical disability status, except where age or physical disabilities are found to be a bona fide occupational qualification, be excluded from employment or participation in, be denied the benefits of, or be subject to discrimination under any program or activity of this institution.

It is the policy of this institution not to discriminate on the basis of sex in the admission requirements, educational programs, activities, or employment policies as required by Title IX in the Educational Amendments of 1972.

In conformance with the provisions of the Rehabilitation Act of 1973, and other applicable laws and regulations, Coastal Carolina Community College will not discriminate against any student, employee, or applicant for admission or employment because of physical disabilities.

The main campus of Coastal Carolina Community College has been designed with the elimination of physical obstacles so that buildings, restrooms, laboratories, and classrooms are readily accessible to and usable by those with physical disabilities.

Any student or applicant for admission with a disability who wishes to request some accommodation must contact the Admissions Office and ask for the Coastal Carolina Community College Request for Accommodation form. If accommodation is not requested in advance in order to provide the College sufficient and adequate time to meet the student or applicant's needs, Coastal cannot guarantee the availability of a reasonable accommodation when it is needed.

Any student or prospective student who believes that discrimination has limited any educational opportunity, or any College employee who believes employment rights have been denied on the basis of discrimination, or any individual who desires information concerning this policy should contact the following designated responsible employee: Affirmative Action Officer and Title IX Coordinator, Henderson Administration Building, (910) 938-6788.



**Coastal Carolina Community College**  
**Basic Law Enforcement Training**

**Table of Contents**

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General Program Information .....	1
Admission Deadlines .....	2
Admission Information .....	2
BLET Program Admission Requirements .....	3
Coastal Admission Requirements .....	4
Estimated Costs.....	4
Federal Financial Aid.....	4
Veterans' Entitlements.....	5
Sponsorship.....	5



## General Program Information

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Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

The State Certification exam will be offered at the end of each semester.

Basic Law Enforcement Training is a **full-time day** program. It consists of a minimum of 620 hours of instruction during the fall and spring semesters. Some evening and weekend hours will also be scheduled as needed. Students are expected to be flexible to adjust to training times as announced by trainers, the BLET Director, or his staff. Students should be certain that they have the support of their family and friends to be able to dedicate the required time and attention to the BLET Program.

# Basic Law Enforcement Training Curriculum Description

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## Certificate Program - C55120 Full-time Day

			Hours Per Week		
			Class	Lab	Credit
CJC	100	Basic Law Enforcement Training	9	30	19
<b>Total Semester Hours of Credit:</b>					<b>19</b>

### Admission Deadlines

Admission requirements for the NC Criminal Justice Education and Training Standards Commission and Coastal Carolina Community College must be completed by the dates for the corresponding semesters.

The dates listed below are the predicted deadlines for the last day of enrollment in the BLET Program for the Fall 2017 and Spring 2018 semesters:

- Fall 2017: **May 15, 2017**
- Spring 2018: **December 01, 2017**

If, by these dates, the class is not full, enrollment will continue until all spots have been filled.

BLET is a limited enrollment program. When the number of applicants exceeds the number of spots available, a point system will be used to determine the most eligible candidates. All applicants are encouraged to do their best on the Test of Adult Basic Education (TABE) and the required entry level Police Officer Physical Abilities Test (POPAT) and should submit all required documents to complete their application process as soon as possible.

### Admission Information

The Basic Law Enforcement Training (BLET) Program at Coastal Carolina Community College adheres to admission requirements set forth by the North Carolina Criminal Justice Educational and Training Standards Commission. (12 NCAC 09B.0203)

Basic Law Enforcement Training has a two-part admissions process. Students must complete both processes before they are eligible for enrollment in BLET.

## **I. BLET Program Admission Requirements**

1. Be twenty (20) years of age by the start of the semester in which you are enrolling.
2. Receive the minimum required TABE D-Test Score for Reading: 10  
The TABE D-Test is offered in the Testing Center located in room 200 of the Kenneth B. Hurst Continuing Education Building. The test can be taken Monday, Tuesday, or Wednesday, between 7:30 a.m. – 7:00 p.m. Appointments are not necessary. Photo ID required. Call (910) 938-6259 if you need additional information.
3. Meet with:  
The BTLS Division Secretary  
A. D. Guy Business Technology Building, room 210  
Phone: (910) 938-6348 / Fax: (910) 938-6382
4. Successfully pass the Police Officer Physical Abilities Test (POPAT). Applicants are required to successfully complete all portions of the course within 10 minutes and 48 seconds. Applicants will be notified of the test dates by email.
5. Submit a copy of the student's valid North Carolina driver's license.
6. Submit a copy of the student's high school diploma or high school equivalency transcript.
7. Submit a copy of the student's birth certificate.
8. Submit a Medical History Statement and Medical Examination Report. These must be completed during the 90 days prior to the beginning of class. Forms will be provided by the Division Secretary (See Item #3).
9. Submit proof of Sponsorship from an official North Carolina Law Enforcement Agency (if applicable).
10. Submit a certified local criminal records check from all counties in which the applicant has lived since turning age 16.
11. If former military, submit a copy of the DD214 (Member 4). If active military, submit a letter of good standing from a ranking member of the applicant's command.
12. Submit a certified driver's history from the North Carolina Department of Motor Vehicles.

Applicants who have been convicted of any of the following cannot be enrolled in the BLET Program:

- a felony;
- a crime for which the punishment could have been imprisonment for more than two years;
- a crime or unlawful act defined as a "Class B Misdemeanor" within the five year period prior to the date of application for employment unless the individual intends to seek certification through the North Carolina Sheriffs' Education and Training Standards Commission;
- four or more crimes or unlawful acts as defined as "Class B Misdemeanors" regardless of the date of conviction;
- four or more crimes or unlawful acts defined as "Class A Misdemeanors" except the trainee may be enrolled if the last conviction occurred more than two years prior to the date of enrollment;
- a combination of four or more "Class A Misdemeanors" or "Class B Misdemeanors" regardless of the date of conviction unless the individual intends to seek certification through the North Carolina Criminal Justice Education and Training Standards Commission.



## II. Coastal Admissions Requirements

1. Submit a Coastal Carolina Community College application for admission.
2. Submit an official high school transcript showing proof of graduation, adult high school diploma, or high school equivalency scores (recognized by a state-accredited provider) which qualify as a high school equivalency certificate within any of the fifty states.
3. Submit official transcripts from all post-secondary educational institutions attended.
4. Complete Financial Aid (FAFSA) and/or Veterans' Educational Benefits paperwork (if applicable).
5. Attend a BLET student orientation (dates to be determined).

**Candidates will be enrolled in the program when the Program Director, Whalen Condry, confirms final approval to the appropriate personnel in the Admissions Office.** Approved candidates will be notified of enrollment and must meet with the appointed admissions counselor in Student Services to complete the final admissions process.

### Estimated Costs

Students who are not eligible for financial aid, Veterans' Educational Benefits, or sponsorship will be required to pay, in full, all tuition and fee expenses by the date set by the Registrar's Office. Failure to pay by the payment due date will result in disenrollment.

Tuition & Fees*	\$ 1,224.00 (In-State Tuition)
	\$ 4,296.00 (Out-of-State Tuition)
Textbooks	\$760.00
Uniforms	\$400.00 (approximate based on student's needs)

\*The tuition schedule is passed by the NC General Assembly and is subject to change. Prices for books and uniforms are determined by the vendor and are subject to change.

- Appropriate footwear is not included in the cost of uniforms but must be purchased by the student.
- Sponsorship does not does not cover the cost of textbooks and uniforms.
- Students who are awaiting certification for Veterans' Entitlement Benefits must be prepared to pay out of pocket for tuition, fees, textbooks, and uniforms.

### Federal Financial Aid

Students may apply online for Federal financial aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This should be done no later than 60 days prior to the start of classes. Students who are awarded financial aid through a Pell Grant may use the grant to pay for tuition, fees, and textbooks. The ability to do so is based on eligibility. The Pell Grant award will be split into 2 payments; the 1st payment will be issued at the halfway point of the semester. Depending on the amount awarded, the student may receive a partial cost of living check. The 2nd payment will be issued at the end of the semester. Depending on the amount awarded to the student, the student may receive a cost of living check. Approved BLET candidates should meet with their Financial Aid Assistant in the Student Services Department with additional questions.

Students who are awaiting the Pell Grant award must be prepared to pay out of pocket for uniforms.

## **Veterans' Entitlements**

BLET is approved for Veterans' Educational Benefits (VEBs), including benefits for some dependents. Students interested in applying for VEBs should contact the Office of Veterans Programs in Student Services for more information at (910) 938-6380 / [pesiria@coastalcarolina.edu](mailto:pesiria@coastalcarolina.edu).

A student must be fully admitted to the College before being certified to receive VEBs. It could take up to 60 to 90 days to receive the VEBs. When the student receives the VEBs, the amount will be retroactive from the first day of school.

Students who are awaiting certification for Veterans' Entitlement Benefits must be prepared to pay out of pocket for tuition, fees, textbooks and uniforms.

## **Sponsorship**

Candidates may seek sponsorship from a North Carolina Law Enforcement Agency for a tuition waiver. Only candidates who meet the admissions requirements are eligible for sponsorship. Forms can be obtained from the BTLS Division Office in the A.D. Guy Business Technology Building – (910) 938-6348.

Students who have been granted a sponsorship must be prepared to pay out of pocket for textbooks and uniforms. Sponsorship does not cover the cost of textbooks and uniforms.

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