

Cardinal Criminal Justice Academy

Pre-employment Training Program

MINIMUM APPLICATION REQUIREMENTS

Individuals who wish to make application to Cardinal Criminal Justice Academy Pre-employment training program must meet the following minimum requirements. Failure to meet any one of the following may disqualify such individual from making application.

INDIVIDUAL REQUIREMENTS:

1. An original birth certificate documenting United States citizenship, and that the potential candidate has or will have reached their twentieth birthday no later than the day of program opening.
2. A valid vehicle operators licenses, if the training program requires the pre-employment student to operate a motor vehicle as a part of the required curriculum.
3. An official high school diploma, or official transcripts documenting that the potential candidate has successfully been awarded a high school diploma, or; official documents that indicate successful completion of GED requirements.
4. An original Cardinal Criminal Justice Academy Physician's Certification of Medical Eligibility form signed by a licensed physician from a medical facility designated by the director stipulating no training restrictions or disabling health conditions.
5. A completed Cardinal Criminal Justice Academy Physician's Certification of Mandatory Drug Testing, signed by the attending physician from a medical facility designated by the director or the laboratory technician conducting the analysis reporting a negative presence of illegal drugs.
6. A completed fingerprint based criminal history records check in Virginia and for all states of residency in which the applicant has resided beyond their fourteenth (14) birthday which indicates the applicant has not been convicted of or plead guilty or no contest to a felony or any offense that would be a felony if committed in Virginia. An applicant may, at the discretion of the Academy Admissions Committee, also be disqualified from the application process for having been convicted of or having plead guilty or no contest to a serious misdemeanor, or habitual minor misdemeanors.
7. Demonstrate, through a written testing instrument, that the applicant is capable of reading and writing on a tenth grade level.
8. Must successfully complete a vocational suitability evaluation.
9. Must have sufficient financial resources to; pay tuition, fees, purchase training equipment, and complete program pre-evaluations and examinations.
10. Successfully complete an oral review board interview.