

**PHELPS
LAW ENFORCEMENT
TRAINING CENTER**



**Application for Law Enforcement Certificate
Basic Training Program**

Class begins August 2025 with graduation in July 2026

Deadline to apply: June 2, 2025

*****NOTE: A new application must be submitted each year.***

NOTICE OF NON-DISCRIMINATION:

Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, genetic information, age, disability, veteran status or any other characteristic protected by law.

Inquiries related to employment practices may be directed to the Human Resources Director, HH 133, (636) 584-6712 or hrnotice@eastcentral.edu. Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to the Vice President of Student Development, 124 Buescher Hall, 1964 Prairie Dell Road, Union, MO 63084, (636) 584-6565 or stnotice@eastcentral.edu.



EAST CENTRAL COLLEGE

Phelps Law Enforcement Training Center

CERTIFICATE IN LAW ENFORCEMENT

Basic Training Program

Thank you for your interest in our Certificate in Law Enforcement (Basic Training Program)! This **37-college credit hour** program encompasses on-campus classroom instruction at East Central College's Rolla North site as well as practical experience in facilities maintained by the Phelps County Sheriff's Department. Once selected for admission into the program, students complete the part-time law enforcement program in one year. Upon graduation, students receive a Certificate of Achievement in Law Enforcement and are eligible to sit for the Missouri Peace Officer Licensing Exam (MPOLE) to obtain a Peace Officer license in the state of Missouri. *Other states may have individual education level requirements. East Central College has not determined if the Certificate in Law Enforcement program at East Central College meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia.*

Students may choose to pursue the Associate of Applied Science in Law Enforcement by completing additional general education courses on a full- or part-time basis prior to entering or after the completion of the basic training certificate program. The program is approved by the Missouri Department of Higher Education and Workforce Development and the Higher Learning Commission. In addition, the East Central College Phelps Law Enforcement Training Center is licensed by the Missouri Department of Public Safety's Peace Officer Standards & Training Program (POST).

To apply to the basic training certificate program, return the attached application and required documents to the ECC-Phelps Law Enforcement Training Center, 2303 North Bishop, Rolla, MO 65401, with a receipt showing payment of the \$25.00 application fee. Applications must be submitted on an annual basis and are only good for one admission cycle.

APPLICATION DEADLINE: The ECC-Phelps Law Enforcement Training Center accepts basic training certificate students each Fall semester. **The deadline for application is June 2, 2025 and all transcripts must be on file by June 2nd. Applications may not be considered if incomplete on June 2nd.**

It is the *applicant's responsibility* to verify with the ECC-Phelps Law Enforcement Training Center that the application file is complete. Admission to the program is **competitive in nature** and **is not guaranteed**. A selection committee ranks all applications and admission is granted to the most qualified applicants. ***It should be understood that satisfactorily meeting minimum requirements does not automatically guarantee admission.***

All applicants will be notified, *in writing*, of their admission status by July 1, 2025. If you have any questions, please contact the ECC-Phelps Law Enforcement Training Center at (573) 202-6960 or LETC@eastcentral.edu. Law Enforcement program information is also available on our website at <https://www.eastcentral.edu/LETC>.

During the program, accepted students must satisfactorily complete a physical fitness assessment.

Physical Fitness Assessments will be given at the end of the first semester with the final assessment being done at the end of the second semester. Assessment Standards are provided at program acceptance. Students that do not participate in the physical assessment or do not meet the basic requirements of the final physical assessment may be dismissed from the program.

Please let us know if you have any questions or if we can assist you in any way,

Christina Ayres, Director

William Loughridge, Assistant Director

2025 ADMISSION REQUIREMENTS & CHECKLIST**LWE CERTIFICATE PROGRAM**

Program Application with selection process is required for the 1-year law enforcement certificate. To enter this course of study, students must meet the minimum institution and program-specific criteria:

Reset Form

Item	Date Completed	Notes	Program Application - Item Description
1.			<p>APPLY FOR ADMISSION TO EAST CENTRAL COLLEGE Visit https://apply.eastcentral.edu/. Under Academic Goals, select Degree- or Certificate-Seeking → Social Science Pathway → Law Enforcement Contact Admissions at (636) 584-6588 for questions</p>
2.			<p>REQUEST ALL OFFICIAL TRANSCRIPTS: (High School, High School Equivalency, Homeschool, Technical School & College) Send to the Admissions Office by one of the following methods: a. Email: admissions@eastcentral.edu b. Mail: 1964 Prairie Dell Road, Union, MO 63084</p>
3.			<p>APPLY FOR FINANCIAL AID a. Complete the Free Application for Federal Student Aid (FAFSA) and the ECC Scholarship Application. ECC's School Code is 008862. b. Refer to the Financial Aid Checklist for detailed information.</p>
4.			<p>COMPLETION OF ENGLISH COMPOSITION I (with a grade of "C" or better) OR PLACE INTO ENGLISH COMPOSITION I a. Students may be required to take a placement test. Criteria can be found at the Placement Test Guide: https://www.eastcentral.edu/admissions/placement-test-guide/ b. To prepare for the placement test: https://www.eastcentral.edu/learning-center/accuplacer-prep/ c. If additional courses are necessary to complete this requirement; courses must be completed by the end of the summer semester before Fall admission into the program.</p>
5.			<p>COMPLETE THE LAW ENFORCEMENT CERTIFICATE BASIC TRAINING PROGRAM APPLICATION AND PAY \$25 APPLICATION FEE. a. Submit the completed application with the paid application fee receipt of \$25.00 to the Phelps Law Enforcement Training Center: Law Enforcement Program, Rolla North, 2303 North Bishop or to Rolla Main Building at 500 Forum Drive. b. The receipt for the application fee (obtained at the ECC Business Office Union or Rolla Main Front Desk) <i>must</i> accompany your application.</p>

Item	Date Completed	Notes	Program Application - Item Description
6.			<p>COMPLETE AND SUBMIT ALL FORMS PROVIDED IN THE BASIC TRAINING APPLICATION:</p> <ol style="list-style-type: none"> 1. Signed MEDICAL MARIJUANA FORM 2. Signed CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION FORM 3. Signed PROFESSIONAL, ATTENDANCE, ASSESSMENT, AND PROGRESSION EXPECTATIONS FOR STUDENTS FORM 4. Signed and notarized RELEASE OF INFORMATION Forms 5. Signed and notarized BASIC TRAINING LEGAL QUESTIONNAIRE: If a response of "Yes" is given for any question on the legal questionnaire, provide a copy of the complete investigative report, a certified copy of the court record, a narrative (the applicant's signed and dated account of the incident), and any mitigating factors and happenings since the offense. 6. Signed PEACE OFFICER LICENSE APPLICATION and copy of high school diploma, GED, or degree from an accredited college or university.
7.			<p>AGE REQUIREMENT: Must be 20 years of age prior to the start date of the 1-year law enforcement certificate coursework (and turn 21 prior to taking the MPOLE).</p> <p><i>*NOTE: If the applicant has provided written verification of current employment as a non-commissioned employee of a law enforcement agency, is otherwise eligible to apply for a peace officer license pursuant to 11 CSR 75-13.020, and will turn twenty (20) years of age prior to taking the MPOLE at the end of program, the applicant may apply for the program.</i></p>
8.			<p>VISION REQUIREMENT: Each eye must be correctable to 20/40.</p>
9.			<p>MUST BE A CITIZEN OF THE UNITED STATES (11 CSR 75-13.020). Provide a copy of your birth certificate or proof of citizenship with your application.</p>
10.			<p>MUST POSSESS A CURRENT, VALID DRIVER'S LICENSE Provide a copy with your application.</p>
11.			<p>MUST HAVE AN "HONORABLE" DISCHARGE OR "UNDER HONORABLE CONDITIONS" DISCHARGE. Provide a copy of your dd214 (if you served in the military) with your application.</p>
12.			<p>NO DISQUALIFYING CRIMINAL HISTORY as outlined in Section 590.080.1 and Section 590.100.1, RSMo. Must be free from conviction. Must have no gross misconduct indicating inability to function as a peace officer. No Felony Conviction, SIS (Suspended Imposition of Sentence), or SES (Suspended Execution of Sentence).</p>

Item	Date Completed	Notes	Program Application - Item Description
13.			SUBMIT THREE (3) COMPLETED PROFESSIONAL REFERENCES (see basic training application and reference form for criteria); the applicant is responsible for distributing reference forms. It is the applicant's responsibility to check with the ECC-Phelps Law Enforcement Training Center to make sure that the references have been received by the June 2 nd deadline.
14.			SCHEDULE & COMPLETE A PHYSICAL FITNESS ASSESSMENT with satisfactory results. Perform an initial physical fitness assessment consisting of a 1-mile run, 2-minute push-ups, and 1-minute sit-ups at the beginning of the program. If the applicant does not meet minimum standards, they may not be admitted. Minimum entrance standards are: <ul style="list-style-type: none"> • Sit-ups - Must be able to complete at least 10 in a minute. • Push-ups - Must be able to complete at least 10 in two minutes. • Complete 1-mile run (run or jog without stopping). Contact the ECC-Phelps Law Enforcement Training Center to schedule your date and time. 2025 PT ASSESSMENT DATES: <ul style="list-style-type: none"> • Tuesday, 5/20/25, 6 PM • Thursday, 5/22/25, 8 AM
15.			SCHEDULE & COMPLETE THE LAW ENFORCEMENT APPLICANT INTERVIEW PROCESS with satisfactory results. Contact the ECC-Phelps Law Enforcement Training Center to schedule your date and time. LETC@eastcentral.edu or call 573-202-6960
Item	Date Completed	Notes	After Program Acceptance - Item Description
16.			BACKGROUND CHECK with satisfactory results through MACHS FINGERPRINT COLLECTION : Fingerprint collection is submitted to the Missouri State Highway Patrol and the FBI for a criminal history check. The fee is set and charged by IDEMIA. Details are provided in acceptance packet.
17.			DRUG SCREENING with satisfactory results (site determined by ECC). Details are provided in acceptance packet.
18.			MEDICAL EXAMINATION with satisfactory results. A physical examination (completed within 90 days before the scheduled beginning date of the program) is required after acceptance at the student's expense (the form is provided in the acceptance packet). <ul style="list-style-type: none"> • Applicant must be examined by a licensed physician (licensed to practice medicine in the State of Missouri). • Applicant must be physically and psychologically capable of performing the job task and licensing requirements of the law enforcement profession.
19.			ATTEND PROGRAM ORIENTATION on Thursday, August 14, 2025, 12:30 – 4:30 PM.

NOTE TO ALL STUDENTS: It is the **RESPONSIBILITY of the STUDENT** to maintain communication with the ECC-Phelps Law Enforcement Training Center to ensure that the application folder is complete and up to date with current admission requirements. You may call (573) 202-6960 or e-mail LETC@eastcentral.edu.

During the program, accepted students must satisfactorily complete a physical fitness assessment.

Physical Fitness Assessments will be given at the end of the first semester with the final assessment being done at the end of the second semester. Assessment standards are provided at program acceptance. Students that do not participate in the physical assessment or do not meet the basic requirements of the final physical assessment may be dismissed from the program.

UNIFORM REQUIREMENTS:

- Academy students are required to wear the program issued uniform (unless otherwise directed). The program uniform will include at least two pairs of pants, two shirts, belt, and hat.
- **Students are responsible for providing** black lace-up boots (must be clean and must be able to shine and polish), black shorts/black athletic pants, athletic/running shoes, stocking cap and gloves (may be worn outside during colder weather).

REQUIRED EQUIPMENT: All equipment will be issued to the student during training. This includes firearms, duty belt/gear, and ammunition for use during the scheduled practical, tactical, and field experience lab course time.

ATTENDANCE REQUIREMENTS: Due to the complex nature of class content, students need to attend all scheduled classes. The student will be responsible for content missed during an absence.

The attendance policy of the Law Enforcement Program (in accordance with POST requirements):

A student's absence must not exceed thirty (30) hours of the total certified hours of instruction for any reason. Students are expected to track the total hours they have missed. The Director of the Law Enforcement Program will also record and track student attendance as part of the student's file. Student Make-up Plans will be issued for each absence. Students will be required to attend additional sessions or complete an alternative assignment to make-up for the missed class time and ensure successful academic progress.

Summary of Drug Screening and Physical Examination Policies

Drug Screening

The purpose of the Law Enforcement Program Drug Testing Policy is to ensure that students entering the Program are drug- and alcohol-free and to comply with the Drug-Free Schools and Communities Act Amendments of 1989. Offers of acceptance to the Basic Training program are made as conditional offers. Applicants may be denied admittance if a positive drug screen is detected. An applicant who refuses to authorize and pay for testing, or who tests positive for drugs, alcohol, or controlled substances, may not receive a final offer of admission. A current student who refuses to authorize and pay for testing, or who tests positive for drugs, alcohol, or controlled substances, may not be allowed to continue in the Basic Training program.

Physical Examination

The purpose of the Physical Examination Policy is to ensure that students entering the program are in a state of physical and mental health compatible with the responsibilities of a career in law enforcement and in general, ready for experiential training and practical application of the subject matter. Upon acceptance to the program, all incoming students are required to have a physical examination (forms will be provided). Applicants may be denied admittance if they are not in a state of physical and mental health compatible with the responsibilities of a career in law enforcement.

Graduate Learning Outcomes

Upon completion of the ECC Law Enforcement Certificate program, the graduate will be eligible to sit for the MPOLE (Missouri Peace Officer Licensing Exam). Upon passing the exam, graduates will be licensed as peace officers in the State of Missouri.

EAST CENTRAL COLLEGE CERTIFICATE OF ACHIEVEMENT LAW ENFORCEMENT

BASIC TRAINING PROGRAM COURSES

COL 100	Campus Orientation	0
COL 101	Falcon Seminar for Law Enforcement	1
LWE 101	Introduction to Law Enforcement	3
LWE 102	Law Enforcement Procedures	4
LWE 103	Constitutional Law for Law Enforcement	2
LWE 104	Missouri Statutory Law	3
LWE 105	Traffic Control & Investigation	3
LWE 106	Physical Training for Law Enforcement I	0.5
LWE 151	Defensive Tactics for Law Enforcement	4
LWE 152	Law Enforcement Skills	5
LWE 153	Criminal Investigation for Law Enforcement I	3
LWE 156	Physical Training for Law Enforcement II	0.5
LWE 203	Criminal Investigation for Law Enforcement II	3
LWE 204	First Responder for Law Enforcement	3
LWE 205	Practical Applications in Law Enforcement	2
TOTAL HOURS:		37

NOTE: To achieve success in the law enforcement program, a student is expected to spend additional hours outside of class studying and preparing. Some examples include but are not limited to: preparing for class, reviewing notes and procedures, preparing for practical application assignments, studying for exams, developing written assignments and reports.

ASSOCIATE OF APPLIED SCIENCE DEGREE OPTION:

Students may elect to complete the following courses prior to entry or after the completion of the basic training certificate program.

Course Number	Credits	Course Title
COM 101* or 110*	3	Public Speaking or Oral Communications
ENG 101*	3	English Comp I
CIS 110	3	Computer & Digital Literacy
Core 42 Civics*	3	HST 101, 102, or PSC 102
PSC 100	0	Civics Achievement Exam
MTH 102, 110*, 140*, 150*, or higher	3	Business Math, Intermediate Algebra, Contemporary Math, Statistics (recommended), or higher
PSY 101* or SOC 101*	3	General Psychology or General Sociology
Electives	6	Recommended: CHM 100, CRJ 101, CRJ 201, ENG 104*, PHL 203*, SPN 101*, PSC 101, PSC 102, PSC 103, PSC 202, PSY 221, PSY 222, PSY 224, MC 206, SOC 104*
TOTAL HOURS:	24	

*denotes a Core 42 course per Missouri's Core Curriculum Higher Education Transfer Act

**EAST CENTRAL COLLEGE
CERTIFICATE IN LAW ENFORCEMENT**

****Estimated tuition is calculated based on AY24-25 Tuition Rates****

Law Enforcement Program - Estimated Expenses	AY24-25	
Application Fee	\$ 25.00	
MACHS Fingerprint Fee	**fee set by IDEMIA**	
Drug Screening	**fee set by TOMO**	
Medical Exam Fee	**fee set by Medical Provider**	
Acceptance Fee	\$ 125.00	
	In-district	Out-of-district
Credit Hour Rate	\$138.00	\$192.00
1st semester, credit hours:	16.5	
Tuition	\$2,277.00	\$3,168.00
General Fees (Support Services/Student Activity/Tech/Facilities/Security)	\$660.00	\$660.00
Course Fees (Special Lab/Supply Fee)	\$215.00	\$215.00
TOTAL 1st SEMESTER	\$3,152.00	\$4,043.00
2nd semester, credit hours:	12.5	
Tuition	\$ 1,725.00	\$ 2,400.00
General Fees (Support Services/Student Activity/Tech/Facilities/Security)	\$ 500.00	\$ 500.00
Course Fees (Special Lab/Supply Fee)	\$ 725.00	\$ 725.00
TOTAL 2nd SEMESTER	\$ 2,950.00	\$ 3,625.00
3rd semester, credit hours:	8	
Tuition	\$1,104.00	\$1,536.00
General Fees (Support Services/Student Activity/Tech/Facilities/Security)	\$320.00	\$320.00
Course Fees (Special Lab/Supply Fee)	\$160.00	\$160.00
TOTAL 3rd SEMESTER	\$1,584.00	\$2,016.00
TOTAL: <u>Law Enforcement Certificate Program</u>	\$7,836.00	\$9,834.00

ALL costs are estimated and intended only to give a general idea. Amounts are subject to change during the time allotted for the certificate.

TOTAL: Law Enforcement Certificate Program includes

- Cost for 37 college credit hours.
- Cost for textbooks and the use of all equipment such as firearms and ammunition for use during the scheduled practical, tactical, and field experience lab course time.

EAST CENTRAL COLLEGE
LAW ENFORCEMENT CERTIFICATE
BASIC TRAINING PROGRAM

SCHEDULE

LWE PROGRAM ORIENTATION: Thursday, AUGUST 14, 2025, 12:30 – 4:30 PM

FALL 2025: AUGUST 18, 2025 - DECEMBER 9, 2025

Class meets every Monday, Tuesday, Wednesday, 5 - 9 pm & Saturday 8 am - 5 pm excluding the following holidays/important dates:

- Labor Day Weekend (College Closed): August 30, 2025 & September 1, 2025
- Fall Break (College Closed): October 11, 2025
- Thanksgiving Break (College Closed): November 26, 2025 & November 29, 2025

SPRING 2026: JANUARY 20, 2026 - MAY 13, 2026

Class meets every Monday, Tuesday, Wednesday, 5 - 9 pm & Saturday 8 am - 5 pm excluding the following holidays/important dates:

- Spring Break (College Closed): March 16 - 21, 2026
- Spring Holiday (College Closed): April 4, 2026

SUMMER 2026: JUNE 1, 2026 - JULY 23, 2026

Class meets every Monday, Tuesday, Wednesday, 5 - 9 pm & Saturday 8 am - 5 pm excluding the following holidays/important dates:

- July 4th Weekend (College Closed): July 4, 2026

GRADUATION 2026: JULY 24, 2026

Schedule is subject to change

EAST CENTRAL COLLEGE
LAW ENFORCEMENT CERTIFICATE
BASIC TRAINING PROGRAM

STUDENT ASSESSMENT

Written Assessments and Exams

1. Exams start at the established, communicated time. A late student may not start the exam once it begins and will be counted absent during the exam time.
2. Students are expected to notify the program Director ***before*** class time in order to be able to take the exam upon return. If the student does not ***properly*** notify the program Director (see attendance expectations), the student may not be permitted to take the exam.
 - a. If the student is not allowed to take the exam, they will receive a zero and must retake the exam to be graded on a pass/fail basis as described below.
 - b. If the student is permitted to take the exam, it must be taken the day the student returns to class.
3. Students will be assessed on each subject area in the curriculum. Some exams may assess more than one subject area simultaneously.
4. Students must achieve a minimum score of seventy percent (70%) on all written exams (80% is required for the DWI/Standardized Field Sobriety Test).
 - a. Students who do not achieve the minimum score must retake the exam prior to the next scheduled exam.
 - i. Retakes will be scheduled through the program Director or designee.
 - ii. Students may be required to complete remediation work to enhance their skills prior to retesting.
 - iii. The retake will be graded on a pass/fail basis and will be included in the final overall average as a minimum passing score of seventy percent (70%).
 - iv. Students will be allowed to retake an exam once.
 1. Students who fail to achieve a passing score on the retake exam will be dismissed from the program.
5. A minimum score of 80% is required for the DWI/Standardized Field Sobriety written test.
 - a. Students who do not achieve the required score must retake the exam but will not be certified via the Department of Health.
6. Report writing assessments are pass/fail.
 - a. All report writing assessments must be successfully completed in order to complete the program.
 - b. If the student does not pass the report writing assessment on the first attempt, they may retake the assessment a second time.
 - c. If the student does not pass the report writing assessment on the second attempt, they will be dismissed from the program.
7. Faculty provide student feedback in a variety of methods. Grade Advisements are utilized during the semester to notify students regarding performance when achieving less than a 70%. Faculty also utilize the Exemplary Performance form to recognize outstanding performance.
8. Students are expected to write clearly and submit well-organized, correctly spelled responses to test questions and written exercises. Answers or submissions that are not readable will be given zero credit.

9. Academic dishonesty will not be tolerated. Refer to the Academic Honor Code for more information and examples on academic dishonesty and expectations. Failure to comply with expectations as described in the Academic Honor Code may result in program dismissal.
10. Electronic devices such as cell phones, smart watches, laptops, or tablets should not be accessible during exams.
11. All hats, hoods, headphones, and Bluetooth devices must be removed. Other articles of clothing and/or accessories may be requested to be removed at the discretion of faculty.
12. Students are encouraged to see faculty to make an appointment to review questions or concerns. Students are encouraged to seek exam-taking skills assistance early in the semester if difficulty in testing is experienced.
13. The Missouri Peace Officer License Exam (MPOLE) will be administered during the last week of the basic training program.
 - a. The qualifying score to obtain a peace officer license is 70% or above (11 CSR 75-13.050.5).
 - b. Students who fail the MPOLE may retake it at their own expense up two additional times as described in 11 CSR 75-13.050.6. Additional testing dates are arranged through the Peace Officer Standards and Training Program by the student.

Skill-based Performance Exams

1. Defensive tactics, physical fitness, driver training, first responder, firearms (handgun qualification, shotgun qualification, and night fire qualification), and practical application skills will be assessed on a pass/fail basis.
 - a. Students are required to pass each practical or skill-based performance exam in order to graduate from the Law Enforcement program.
 - b. If the exam involves multiple tasks, each task must be successfully completed.
 - i. Physical Fitness Assessment Charts for the 1st and 2nd semester are provided in the course syllabi. To successfully pass each physical fitness course and progress in the Academy (Law Enforcement Certificate program), a minimum score of 70% must be achieved in each category (1.5 mile run, 1-minute sit-up, and 2-minute push-up).
 - c. Written exams given in these areas (as described in the previous section) will not be counted in the pass/fail skill-based performance assessment.
 - d. Students who do fail a skill-based assessment must retake the exam prior to the next scheduled exam or as determined by the LETC Director or designee.
 - i. Retakes will be scheduled through the LETC Director or designee.
 - ii. Students may be required to complete remediation work to enhance their skills prior to retesting.
 - iii. The retake will be graded on a pass/fail basis.
 - iv. Students will be allowed to retake a skill-based performance exam once.
 1. Students who do not pass the retake will be dismissed from the Law Enforcement program.
2. Academic dishonesty will not be tolerated. Refer to the Academic Honor Code for more information and examples on academic dishonesty and expectations. Failure to comply with expectations as described in the Academic Honor Code may result in program dismissal.



EAST CENTRAL COLLEGE

Phelps Law Enforcement Training Center

The 2025-2026 Law Enforcement Certificate Program (Academy)
Application begins on the next page.

If you have any questions about the application process, program requirements, or the forms that follow, please contact LETC@eastcentral.edu or (573) 202 – 6960.

LAW ENFORCEMENT CERTIFICATE PROGRAM APPLICATION FOR ADMISSION

OFFICE USE ONLY
Receipt # _____
Received by: _____
Date Rec'd: _____

RETURN APPLICATION by June 2, 2025

with receipt for \$25.00 application fee,

TO: EAST CENTRAL COLLEGE

Phelps Law Enforcement Training Center

Law Enforcement Program

2303 North Bishop

Rolla, MO 65041

Telephone: (573) 202-6960

*** Deadline for all Basic Training Certificate Program applications:
June 2, 2025

Completion of this application does not constitute admission to the program of study.

NAME: _____

Last First MI Previous or Other Names Student ID Number

ADDRESS: _____

(Mailing) *Street City State Zip Code County*

Primary Phone: _____ Secondary Phone: _____ E-Mail: _____

Person to be notified in case of emergency:

Name: _____ Relationship: _____

Address: _____ Phone: _____

EDUCATION:

High School Attended: _____ Year Graduated _____

OR, Earned GED: State: _____ Date Received: _____

COLLEGE/PROFESSIONAL SCHOOL(S) ATTENDED:

NAME: _____ Dates Attended _____ Degree _____

NAME: _____ Dates Attended _____ Degree _____

NAME: _____ Dates Attended _____ Degree _____

If you are currently attending college, list the courses being taken: _____

PROFESSIONAL REFERENCE INSTRUCTIONS: Please fill in the following information. **Three (3) references are required by June 2** for a completed application file. **Please note:** It is your responsibility to contact references and distribute the enclosed reference form to those individuals, with a stamped envelope addressed with the ECC-Phelps Law Enforcement Training Center address above. **Your references should be by a professional, no friends/relatives, who can attest to your character and work ethic.**

NAME (First and Last) PLEASE PRINT LEGIBLY	STREET/BOX ADDRESS/CITY/STATE/ZIP (Must have <u>complete</u> addresses. If business address, please include name of business.)	TITLE/ POSITION	RELATIONSHIP (No friends/relatives)

WORK HISTORY: List employment beginning with the *most recent* position.

NAME OF EMPLOYER	ADDRESS	POSITION HELD	DATES	
			From	To

**If yes, explain fully, in a separate notarized statement, and provide certified copies of court documents (i.e. docket sheet, complaint, and final disposition).				
	YES		NO	Have you ever been arrested, charged, questioned, accused, warned, or detained from any offense, or alleged violations for any statute, ordinance, law, or regulation by any civil or military authority, either in this country or any other county? If yes, please explain and provide the date, charge, city/state/country, arresting agency, and disposition.
	YES		NO	Have you ever been convicted of any crime other than a traffic offense. If yes, please explain.
	YES		NO	Have you ever committed or been a participant in an undetected crime? If yes, please explain.
	YES		NO	Have you ever been served with a criminal or civil subpoena or summons other than a traffic offense. If yes, please explain.
	YES		NO	Have you ever applied to any other law enforcement training program or academy? If yes, please provide the date, name of the program, and the outcome.

Any student who is found to have a criminal history, as defined by state law, or is found to be on one of the governmental sanction lists, may not be able to continue enrollment in the East Central College Law Enforcement program. **Acceptance into, and completion of the program, does not guarantee licensure by the Missouri Department of Public Safety. If criminal history prohibits peace officer licensure in the state of Missouri, you will not be admitted into the law enforcement program at East Central College.**

Admission is contingent upon a successful criminal background check and a satisfactory drug screening. The procedures for the criminal background check (MACH fingerprinting) and drug screening are completed after the initial acceptance letter is sent.

I understand that all information contained in this application, high school, college or university transcripts, together with the information received from references, will be presented to an admissions committee for review. I hereby grant permission to have my records reviewed.

In applying for admission to the law enforcement program at East Central College, I hereby _____waive my right of access or, I hereby _____do not waive my right of access, to confidential letters and statements of recommendation submitted by references on my behalf as provided by Federal Law, PL93-380.

By signing this application, I understand that it is my responsibility to check the completion status of my application file no later than June 2, 2025. The file must be complete for consideration. I also understand that any falsification of this application will result in ineligibility for admission.

Date

Signature

EAST CENTRAL COLLEGE - LAW ENFORCEMENT CERTIFICATE CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

In the interest of your own personal safety, the safety of others, and the potential liability to the school, there are significant requirements that must be met before your admission to the program is finalized. The attendance requirements and stamina demands require law enforcement students to be in good physical and mental health. Please read this form carefully and initial each technical skill if you can comply with the associated standard. When complete, please sign, date, and return the original copy to the Law Enforcement program with your application.

Technical Skill	Standard	Examples of Necessary Action (not all inclusive)	Initials
<p style="text-align: center;">Auditory Use of hearing</p>	<p style="text-align: center;">Auditory ability sufficient to effectively perform tasks in a safe manner.</p>	<ul style="list-style-type: none"> • Hear and speak in a variety of environments using communication tools such as two-way radio and telephone. • Effectively receive and respond to direction from instructors, supervisors, and peers. • Hear and appropriately respond to equipment alarms, various audible signals, and voices under duress. 	
<p style="text-align: center;">Visual Use of sight</p>	<p style="text-align: center;">Visual ability is sufficient for observation and assessment necessary in law enforcement.</p>	<ul style="list-style-type: none"> • Identify and respond to non-verbal communication. • Rapidly assess surroundings for hazards in various conditions and light levels. • Identify and protect evidence. • Identify signs of an individual needing medical attention. 	
<p style="text-align: center;">Tactile Use of touch</p>	<p style="text-align: center;">Tactile ability sufficient for physical assessment and assistance necessary to be an effective peace officer.</p>	<ul style="list-style-type: none"> • Conduct full search for visible and hidden contraband on persons or property. • Recover and process evidence. • Safely handle law enforcement equipment. • Obtain accurate pulse, detect signs of breathing, and perform CPR. 	
<p style="text-align: center;">Mobility Physical ability: strength and stamina</p>	<p style="text-align: center;">Physical abilities are sufficient to move with agility and without restriction in various scenarios and conditions.</p>	<ul style="list-style-type: none"> • Perform physically demanding tasks (such as climbing, jumping, crawling, and running) that may require prolonged physical exertion. • Move (lift, carry, push, or pull) objects up to 50 lbs. • Enter and exit patrol car without assistance. 	
<p style="text-align: center;">Motor Physical ability: coordination and dexterity</p>	<p style="text-align: center;">Gross and fine motor abilities are sufficient to perform safe and effective law enforcement procedures.</p>	<ul style="list-style-type: none"> • Safely operate law enforcement equipment. • Administer appropriate personal protective equipment and devices. • Walk, crawl, crouch, stoop, bend, and kneel as necessary to complete law enforcement duties. 	

Technical Skill	Standard	Examples of Necessary Action (not all inclusive)	Initials
<p>Communication Use of the English language including speech, reading, and writing.</p>	<p>Communication abilities are sufficient for effective interaction with others in verbal, nonverbal, and written form.</p>	<ul style="list-style-type: none"> • Read and understand policies and procedures. • Communicate effectively with others in verbal, non-verbal, and written forms. • Hear and speak over two-way radio to receive and provide information. • Prepare accurate, legible handwritten and typed reports. • Proficient use of technology 	
<p>Interpersonal Ability to relate to others</p>	<p>Abilities are sufficient to effectively interact with diverse populations from a variety of social, emotional, cultural, intellectual, and economic backgrounds and collaborate with others to achieve a desired result.</p>	<ul style="list-style-type: none"> • Establish and maintain rapport with others under stressful and non-stressful situations. • Possess the ability to regulate emotions and operate without bias. • Communicate effectively and promptly with other public safety personnel. • Effectively use de-escalation techniques. 	
<p>Behavioral Emotional and mental stability</p>	<p>Functions effectively under stress, maintains self-control, and assumes responsibility for actions.</p>	<ul style="list-style-type: none"> • Adapt rapidly to stressful, dangerous, and emergency situations. • Display high levels of personal accountability, integrity, and professionalism. • Present a professional appearance and maintain personal hygiene. • Recognize personal limitations and request assistance as appropriate. 	
<p>Critical Thinking Ability to problem solve</p>	<p>Ability is sufficient for law enforcement industry situations, especially emergency crime scenes.</p>	<ul style="list-style-type: none"> • Appropriately apply policy and procedure to make decisions and draw reasonable conclusions. • Calmly intervene in verbal or physical conflicts. • Assess crime scenes and interpret evidence to determine the cause of the incident. 	
<p>Environmental Tolerance Ability to tolerate environmental stressors</p>	<p>Sufficient ability to adapt and function safely in changing work environment regardless of weather or terrain.</p>	<ul style="list-style-type: none"> • Perform all the functions of a law enforcement officer in all weather (extreme heat/cold, rain, ice, and snow), daylight/darkness, and terrains. • Endure hostile environments, physical attacks, and verbal antagonism. 	
<p>Print Name: _____ Signature: _____ Date: _____</p>			

EAST CENTRAL COLLEGE
CERTIFICATE IN LAW ENFORCEMENT
Basic Training Program

Professional, Attendance, Assessment, and Progression Expectations for Students

To the applicant:** Review and sign this page to indicate you understand the assessment, performance, and progression standards listed on the previous pages. **Return the signed page with your application materials by the June 2nd deadline.

Student Responsibilities:

Students are expected to follow professional standards set by the Law Enforcement Certificate program and to conduct themselves in an ethical and responsible manner with other students, faculty, administrators, community professionals, equipment, and supplies.

Attendance Policy:

Students are expected to attend all scheduled classes and will be responsible for content missed during an absence. **The Attendance Policy of the Law Enforcement Program (in accordance with POST requirements) states: a student's absence must not exceed thirty (30) hours of the total certified hours of instruction for any reason.** Students will be required to attend additional sessions or complete an alternative assignment to make-up for the missed class time and ensure successful academic progress. *If the student is absent the equivalent of the number of clock hours for the number of credit hours for each course, attendance counseling will be required to maintain participation in the program.* If student absenteeism continues, further disciplinary action may be taken up to and including dismissal from the program.

Assessment Requirements for Successful Completion of the Law Enforcement Certificate program:

Students are expected to meet the assessment requirements for written exams, skill-based performance exams, and practical applications to determine if they are otherwise qualified to be a licensed peace officer.

Progression Policy:

Students are required to meet the standards of progression policy to successfully complete the program. Details are published in the Law Enforcement Student Handbook (obtained after acceptance and available on the Law Enforcement program website).

Upon completion of the Law Enforcement Certificate program, the graduate will be able to meet the standards outlined to take the Missouri Peace Officer License Exam (MPOLE).

I acknowledge receiving, reading, understanding, and meeting the Law Enforcement Certificate program Performance Standards and the Missouri POST Commission basic training/peace officer licensure requirements.

I realize that these Performance Standards must be met for successful completion of the Law Enforcement Program. I further understand that completion of the Law Enforcement Certificate program does not guarantee licensure with Missouri Department of Public Safety.

Student Name (printed legibly):

Student Signature: _____ **Date:** _____

NOTE: *Students who do not meet Performance Standards or POST Commission requirements may not be eligible for the Law Enforcement Certificate Program. Any applicant who is concerned about being eligible for licensure may discuss this matter with the ECC-Phelps Law Enforcement Training Center Director by contacting (573) 202-6960 for an appointment.*



EAST CENTRAL COLLEGE

Phelps Law Enforcement Training Center

Medical Marijuana Policy

As of December 2018, Article XIV of the Missouri Constitution now allows for the possession and cultivation of marijuana for medical use, after voters approved a statewide ballot measure. Under the program developed by the Missouri Department of Health and Senior Services, Missouri physicians may certify that their clients are eligible for medical marijuana use. Clients who receive certification must then apply for an identification card authorizing their use of medical marijuana.

Please note, *marijuana is still illegal at the federal level*. Regardless of whether medical marijuana is legal in Missouri, federal law requires that colleges and universities adopt and enforce drug-free workplace policies, as well as programs to prevent the unlawful possession, use, or distribution of illicit drugs by students and employees. Accordingly, because marijuana is still considered illegal under federal law as a “Schedule I” drug, ***East Central College must prohibit its distribution, possession, and consumption on property owned and operated by the College or its affiliates (partner affiliations)***.

Students and employees who are found in possession or under the influence of marijuana will be subject to disciplinary action in keeping with the College’s policies and procedures. Please be advised that disability accommodations are not available for medical marijuana use. Students are encouraged to seek assistance with ACCESS services for options related to alternative accommodations. In the event that the authorized use of marijuana for medical purposes while off-campus impairs a student or results in student conduct violations, it may result in disciplinary consequences from the program and/or College.

CBD oils, supplements, and products derived from hemp are legal under both federal and Missouri law, but may not be sold on campus. Individuals are cautioned to use these products at their own risk. ***These types of supplements may still be detected in small amounts or types and can result in a positive drug screen (AJN, 2/2021)***.

Student Name (printed legibly): _____

Student Signature: _____ Date: _____

**Please submit this form with your application.

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____ hereby authorize any individual, organization, court, or law enforcement agency to release any and all records related to my prior law enforcement training and certification or licensure; any and all records related to any criminal or internal investigation conducted on me; and any and all pre-employment application or employment records pertaining to me, to **East Central College** and the **East Central College Phelps Law Enforcement Training Center** for the purpose of obtaining admission to or remaining in the law enforcement academy.

A copy of this authorization will be considered as effective and valid as the original and shall not expire.

Signature of Applicant or Licensee

Date

Subscribed and sworn to before me this _____ day of _____, 20____. I am commissioned as a notary public within the county of _____, state of _____, and my commission expires on _____, 20____.

NOTARY PUBLIC

AUTHORIZATION FOR RELEASE OF INFORMATION

Rev. 10.21.2022

I, _____ hereby authorize any individual, organization, court, or law enforcement agency to release any and all records related to my prior law enforcement training and certification or licensure; any and all records related to any criminal or internal investigation conducted on me; and any and all pre-employment application or employment records pertaining to me, to the Missouri Department of Public Safety's Peace Officer Standards and Training Program for the purpose of obtaining or retaining a peace officer license.

A copy of this authorization will be considered as effective and valid as the original and shall not expire.

Signature of Applicant or Licensee

Date

Subscribed and sworn to before me this _____ day of _____, 20____. I am commissioned as a notary public within the county of _____, state of _____, and my commission expires on _____, 20____.

NOTARY PUBLIC



Missouri Peace Officer License Legal Questionnaire



New Licensure Applicants

Last Revised 09.26.2023

Instructions:

- All basic training applicants shall complete this questionnaire prior to being admitted into a basic training course.
- If the applicant indicates “yes” to the question listed below, submit the questionnaire to the POST Program for review **prior** to admitting the individual into a basic training course.
- Maintain a copy of the completed questionnaire and submit it along with the individual’s Peace Officer License Application.

Licensed Basic Training Center: East Central College Phelps Law Enforcement Training Center

Applicant’s Name: _____ DOB: _____

Social Security Number: _____ Daytime Telephone Number: _____

Home Mailing Address _____

Have you ever been arrested for, charged with, or committed any criminal offense? (§ 590.080.2(2), RSMo)

YES * NO

*If yes, describe the offense(s) below. If needed, you may attach additional pages.

Date	Charge/Offense	City/County/State	Misd/Felony/Ordinance	Disposition	Arresting Agency

Before signing and submitting the notarized questionnaire, please feel free to discuss any questions you might have with a representative of the POST Program by calling (573)751-3409.

I am aware that causing a material fact to be misrepresented for the purpose of obtaining a peace officer license issued pursuant to Chapter 590 RSMo, is a Class B Misdemeanor.

Signature of Applicant: _____ Date: _____

Subscribed and sworn to before me this _____ day of _____, 20____. I am commissioned as a notary public within the county of _____, state of _____, and my commission expires on _____, 20____.

NOTARY PUBLIC

POST USE ONLY

Based on the information provided, the above listed applicant is eligible for licensure.

POST Program Representative: _____ Date: _____



Missouri Peace Officer License Application

Last Revised 10.21.2022



LICENSED TRAINING CENTER INFORMATION

Training Center Name

East Central College Phelps Law Enforcement Training Center

Name (Last, First, Middle)	E-Mail Address		Social Security Number	
Mailing Address	City		State	Zip Code
Telephone Number ()	Date of Birth	Age	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	

ATTESTATION BY APPLICANT

Have you previously applied for admittance into any other a basic law enforcement academy? Yes No

If yes, please indicate the name of the training center AND the state in which it was located: _____

If you did not attend this training center, or your application to attend was not accepted, please list why:

I am aware that causing a material fact to be misrepresented for the purpose of obtaining a peace officer license issued pursuant to Chapter 590 RSMo, is a Class B Misdemeanor.

Signature of Applicant

Date

PLEASE ATTACH ALL DOCUMENTS LISTED BELOW IN THE ORDER THAT THEY ARE REQUESTED.

1. Copy of High School Diploma, GED, or Degree from an accredited college or university.
2. Proof of United States Citizenship: Birth Certificate, Passport, or Naturalization Documentation. If name has been changed, include marriage license, divorce decree, or legal name change documentation.
3. Completed Missouri Peace Officer License Legal Questionnaire **and** the Authorization for Release of Information.
4. Photocopy of the applicant's current state issued driver's license.

ADDITIONAL INFORMATION REQUIRED FROM CERTAIN TRAINING CENTERS

In addition to the three items listed above, the following items are required from the **Missouri State Highway Patrol, the Missouri Department of Conservation, the St. Louis City Police Department, the Kansas City Police Department, and the Springfield Police Department:**

- 1 Agency ORI: _____
- 2 Date Applicant will be Commissioned by your department, unless individual is an open enrollment applicant: _____

SEND THIS FORM AND ATTACHMENTS TO POST

Missouri Department of Public Safety
Peace Officer Standards & Training
(POST) Program
Attn: Cheryl Parris
P.O. Box 749
Jefferson City, MO 65102

Phone: (573) 526-2764
Fax: (573) 751-5399
Email: cheryl.parris@dps.mo.gov
Website: <https://dps.mo.gov/post>

FOR POST USE ONLY:

POST Test Date: _____ Proof of U.S. Citizenship: _____
 Graduation Date: _____ Diploma/Degree: _____
 IADLEST Check: _____ Legal Questionnaire: _____
 Basic Training Hours: _____ SID# _____
 Processed by: _____ Reviewed by: _____
 Program Manager Approval: _____ Date: _____

