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 also email Part I of the application to kfshaff@uakron.edu, and then bring your $200 application fee to the physical fitness test.

Application Part II:

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 5th. 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) You can email your completed application parts I & II to Kathy Shaffer at kfshaff@uakron.edu. Please keep the originals to bring to orientation if you are accepted as we will need the originals.

6) The registration fee of $200 can paid at the physical fitness test. The registration fee will go toward the tuition ($200 registration + $5400 tuition = $5,600). **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. Test dates will be on our website at www.uakron.edu/police-academy. You only need to come to one test and you don't need to register. If you fail the test, you can return at another scheduled date to try again.

Payment Options:

a) **Pay in Full: $200 registration fee due with Police Academy application. Balance $5,400 due by orientation.**
b) **Full-time Academy Payment Plan: $200 registration fee due at the physical fitness test; $2,500 by orientation,$1,000 end of Apr., $1,000 by the end of May, and $900 by the end of June.**
c) **Part-time Academy Payment Plan: $200 registration fee due at the physical fitness test; $1,500 by end of Aug., $1000 by end of Sept., $1000 by end of Oct., $1000 by end of Nov., $900 by Jan. 15th.**
d) **Military benefits. Must take a DD214 & Certificate of Eligibility 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 passing physical fitness test.

** Application Part I can be emailed to kfshaff@uakron.edu.

Part II of the application MUST BE dropped off in person. They can be dropped off on Mon thru Fri between 9 am and 2 pm, at 225 S. Main Street, Polsky Building Room 327. Enter building off High Street. Once inside building, you are on the 3rd floor. Go past Chik-Fil-A, through glass doors that have a yellow arch above them, and follow signs to my office.

If you can't make the drop off times, please email Kathy Shaffer at kfshaff@uakron.edu to make an appointment for a different day/time.