



Dear Agency Head,

Thank you for your interest in sending an employed recruit to the GVSU Police Academy! Below you will find several items your agency must complete for them to gain admittance to the academy. Furthermore, the following four steps must be completed prior to the start of the academy:

1. **Standards Compliance Verification Affidavit** (generated in MITN and signed by the recruit and the agency head).
2. **Waiver & Authorization for Release of Information** (located in the MITN user guide appendix, signed by the recruit with sections A and B completed).
3. **Affidavit in Support of Application to Enter into Licensing Process** (4-page document located in the MITN user guide appendix, filled out, signed by the recruit, and notarized).
4. **Candidate New Hire Report** (generated in MITN, signed by the agency head).

If you need any assistance in the process, please contact MCOLES Field Representative Gretchen Galloway, 517-648-3767, gallowayg@michigan.gov.

2023 Admittance/Entrance PROCESS:

1. Agency contacts Academy Director with ***estimated number of attendees as soon as possible to request a seat hold*** (Note: preference over pre-service candidates only provided for agencies with in the GVSU geographical service area).
2. Agency contacts MCOLES Field Representative (see above) to determine eligibility and which MCOLES paperwork/standards screening needs to be completed.
Agency is responsible for all screening, testing, documentation, and MITN entry.
3. Agency provides Academy Director with ***final Attendee(s) Name, DOB, MI Ops #, e-mail, mailing address, cell phone number, and brief biography*** no later than:
 - **March 1st for SPRING/SUMMER Basic Academy**
 - **April 1st for MP Veterans Academy**
 - **July 1st for FALL Basic Academy**
4. Academy Director will send agency sponsored recruits (and agency representative) ***instructions on applying as a student to the university***:

- *First week of March for SPRING/SUMMER Basic Academy*
 - *First week of April for SUMMER MP Veterans Academy*
 - *First week of July for FALL Basic Academy*
5. Agency sponsored recruits and an agency representative will **attend the Academy Orientation Meeting** on
- *March 24, 2023, for the 15-week Spring/Summer Basic Academy*
 - *May 12, 2023, for the MP Vets 8-week Summer Academy*
 - *July 28, 2023, for the 15-week Fall Basic Academy*

NOTE: The **Agency will be billed for the Student Fee.**

NOTE: **Course Registration information will be provided at the orientation meeting. Tuition bill will be sent to registering student or the agency (upon request).**

6. The academy sessions:
- *SPRING/SUMMER 15-week Basic Police Academy session runs May 1 - August 10, 2023*
 - *SUMMER 8-week MP Vets Police Academy (dependent upon min. enrollment numbers) runs June 12 – August 4, 2023*
 - *FALL 15-week Fall Basic Academy session runs August 28 – December 8, 2023*

Feel free to contact me with any questions,

Geoff Collard

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Director of Criminal Justice Training

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