

PENNSYLVANIA STATE POLICE



APPLICATION FOR ENROLLMENT IN STATE POLICE TRAINING COURSE

(FOR OFFICIAL USE ONLY)

DATE RECEIVED _____ AMOUNT RECEIVED _____
 CONFIRMATION SENT _____

A. STUDENT INFORMATION (TYPE OR PRINT)

1. NAME _____
2. MALE FEMALE
 EMPLOYEE NO. (PSP PERSONNEL) _____
 SOCIAL SECURITY NO. (ALL OTHERS) _____
3. RANK _____
4. DATE OF ENLISTMENT/HIRE _____
5. WORK TELEPHONE NO. _____
 APPLICANT'S EMAIL ADDRESS _____

6. ASSIGNMENT: CRIME PATROL STAFF
 ADMINISTRATION LCE
 OTHER (Specify) _____

7. _____
 APPLICANT'S SIGNATURE

B. COURSE INFORMATION (CHECK A LOCATION)

- STATE POLICE ACADEMY (ACADEMY)**
 175 EAST HERSHEY PARK DRIVE, HERSHEY, PA 17033
 PHONE: 717-533-9111 FAX: 717-533-1201
 SP, PSP Training and Education ra-psptrainingandeducation@pa.gov
 - SOUTHWEST TRAINING CENTER (SWTC)**
 2900 SEMINARY DRIVE, GREENSBURG, PA 15601
 PHONE: 724-832-5250
 SP, PSP Training and Education ra-psptrainingandeducation@pa.gov
 - NORTHWEST TRAINING CENTER (NWTC)**
 195 VALLEY VIEW DRIVE, MEADVILLE, PA 16335
 PHONE: 814-332-6888
 SP, PSP Training and Education ra-psptrainingandeducation@pa.gov
 - NORTHEAST TRAINING CENTER (NETC)**
 1989 WYOMING AVENUE, FORTY FORT, PA 18704
 PHONE: 570-288-3659
 SP, PSP Training and Education ra-psptrainingandeducation@pa.gov
 - SOUTHEAST TRAINING CENTER (SETC)**
 2047B BRIDGE ROAD, RT 113, SCHWENKSVILLE, PA 19473
 PHONE: 610-584-8633
 SP, PSP Training and Education ra-psptrainingandeducation@pa.gov
 - TROOP H 2nd FLOOR CLASSROOM**
 175 EAST HERSHEY PARK DRIVE, HERSHEY, PA 17033*
 PHONE: 717-533-9111 FAX: 717-533-1201
 - OTHER** _____
- IF ACADEMY IS CHECKED, WILL STUDENT REQUIRE LODGING? NO YES, FOR **NIGHT(S)** OF _____ TO _____
- MEALS? NO YES
8. COURSE TITLE _____
 9. DATE(S) OF TRAINING COURSE
 FROM _____ TO _____
 10. FEES (IF ANY) \$ _____

C. MUNICIPAL POLICE AND OTHER CRIMINAL JUSTICE AGENCIES ONLY

11. NAME OF CURRENT EMPLOYING AGENCY OR DEPARTMENT _____
12. ADDRESS OF AGENCY/DEPARTMENT (INCLUDE COUNTY) _____
13. NAME OF CHIEF/AGENCY HEAD TO RECEIVE OFFICIAL NOTICE _____
14. ADDRESS FOR OFFICIAL CORRESPONDENCE TO BE MAILED _____
15. CHIEF/AGENCY HEAD EMAIL ADDRESS FOR OFFICIAL CORRESPONDENCE TO BE SENT _____

I certify that the above-listed applicant is employed by this agency/department, and recommend their acceptance as a student.

 SIGNATURE OF CHIEF OR HEAD OF AGENCY

 PRINT NAME

D. PENNSYLVANIA STATE POLICE USE ONLY

16. TROOP/BUREAU/OFFICE LOCATION _____
- ADDRESS _____
- TELEPHONE NO. _____ TROOP CLEAN TERMINAL IDENTIFIER _____

 SIGNATURE TROOP COMMANDER OR BUREAU/OFFICE DIRECTOR

 DATE

NOTE: MAIL OR FAX THE COMPLETED APPLICATION TO THE PENNSYLVANIA STATE POLICE ACADEMY. FAX # - 717-533-1201 WHEN APPLICATION IS FAXED, DO NOT MAIL ORIGINAL APPLICATION.

**INSTRUCTIONS FOR COMPLETION OF APPLICATION FOR ENROLLMENT IN
PENNSYLVANIA STATE POLICE TRAINING COURSES**

GENERAL

1. READ THE APPLICATION CAREFULLY. ENSURE EACH BLOCK OR QUESTION IS COMPLETED BEFORE YOU SUBMIT THE APPLICATION.
2. TYPE OR PRINT IN INK. IF MORE SPACE IS NEEDED, USE AN ADDITIONAL 8 ½" X 11" SHEET OF PAPER.
3. THE APPLICATION FOR ENROLLMENT IN POLICE TRAINING COURSES SHALL BE SUBMITTED AND RECEIVED NO LESS THAN 30 DAYS IN ADVANCE OF THE SCHEDULED COURSE. (NO LESS THAN TEN DAYS FOR MPOETC/ACT 120 TRAINING.)

WHO MAY APPLY

REFER TO THE PENNSYLVANIA STATE POLICE TRAINING CALENDAR, COURSE DESCRIPTIONS, FOR REGISTRATION RESTRICTIONS.

SECTION "A" - STUDENT INFORMATION

1. LIST THE APPLICANT'S FULL NAME AND COMPLETE ALL OTHER STUDENT INFORMATION AS REQUESTED.
2. BLOCK 2 -PSP PERSONNEL (AND OTHER COMMONWEALTH EMPLOYEES) ENTER YOUR EMPLOYEE NUMBER, ALL OTHERS ENTER YOUR SOCIAL SECURITY NUMBER.

SECTION "B" - COURSE INFORMATION

COMPLETE SECTION "B," BLOCKS 8 THROUGH 10, USING A CURRENT PENNSYLVANIA STATE POLICE TRAINING CALENDAR OR THE COURSE ANNOUNCEMENT.

1. SECTION B - SELECT ONE LOCATION ONLY. IF HERSHEY IS SELECTED, INDICATE IF STUDENT WILL REQUIRE LODGING. IF "YES," LIST THE NIGHTS LODGING IS REQUIRED.
2. BLOCK 8 - INSERT THE EXACT TITLE OF THE COURSE FROM THE TRAINING CALENDAR OR COURSE ANNOUNCEMENT.
3. BLOCK 9 - INSERT BEGINNING AND ENDING DATES OF THE TRAINING COURSE.
4. BLOCK 10 - (NOT APPLICABLE TO STATE POLICE PERSONNEL.) THE STATE POLICE ACADEMY CHARGES FEES FOR ACT 120 TUITION, MEALS, AND LODGING. SOME COURSES HAVE A FEE FOR CLASS MATERIALS THAT WILL BE LISTED IN THE TRAINING CALENDAR. REFER TO THE COURSE DESCRIPTION IN THE TRAINING CALENDAR FOR FEES ASSOCIATED WITH THE COURSE. **ALL FEES MUST BE SUBMITTED WITH THE APPLICATION FOR ENROLLMENT IN POLICE TRAINING COURSES.** MAKE CHECKS PAYABLE TO THE COMMONWEALTH OF PENNSYLVANIA.
5. IF A CHECK IS REQUIRED, PLEASE SUBMIT SEPARATE CHECKS FOR TRAINING AT DIFFERENT LOCATIONS. (NOT APPLICABLE TO PSP PERSONNEL.)

*TROOP H – 2ND FLOOR CLASSROOM IS LOCATED AT THE TROOP H HEADQUARTERS BUILDING, 8000 BRETZ DRIVE, HARRISBURG, PA 17112. THE ADDRESS LISTED ON THE FRONT OF THIS FORM IS A MAILING ADDRESS ONLY.

SECTION "C" - MUNICIPAL POLICE AND OTHER CRIMINAL JUSTICE AGENCIES ONLY

COMPLETE ALL BLOCKS AS REQUIRED. THE PRINTED NAME MUST APPEAR FOR EACH SIGNATURE.

SECTION "D" - FOR STATE POLICE USE ONLY

ALL STATE POLICE PERSONNEL SHALL COMPLETE BLOCK 15, INCLUDING TROOP/BUREAU/OFFICE INFORMATION. THE SIGNATURE OF THE TROOP COMMANDER OR BUREAU/OFFICE DIRECTOR IS REQUIRED.

**MAIL OR FAX THE COMPLETED APPLICATION TO THE PENNSYLVANIA STATE POLICE
ACADEMY**