



Amarillo College Criminal Justice Programs Panhandle Regional Law Enforcement Academy

P.O. Box 447

Amarillo, TX 79178

Phone: 806-354-6081 | Fax: 806-354-6074

www.actx.edu/cj

1. Initial Packet of information mailed to interested individuals. Initial Packet includes:

- Steps for Application
- Basic Peace Officer Academy Applicant letter with deadline dates
- Amarillo College PRLEA Testing Requirements
- Cost of Tuition & Fees
- Degree Insert Card for CJLE.CERT.LE/CJLE.AAS.LENF
- Amarillo College Criminal Justice Law Enforcement Brochure

2. Applicant must meet the Amarillo College PRLEA Test Requirement:

All applicants must take the Texas Higher Education Assessment (THEA) test or the state-approved test (TSI Assessment), unless exempt.

EXEMPTIONS

- Earned within the last five years a composite score of 23 or higher on the ACT. A student can be exempt in Math OR English as long as he/she scores a 19 on either part AND has the composite score of 23.
- Earned within the last five years a composite score of 1070 or higher on the SAT. A student can be exempt in Math OR English as long as he/she scores a 500 on either part AND has the composite score of 1070.
- Earned within the last five years the following minimum scores on the TAKS (exit-level): 2200 in Math and/or 2200 in English/Language (ELA) with Writing sub score of at least 3.
- Possess an Associate or Bachelor's degree from a regionally accredited institution of higher education.

Required THEA Scores

Reading: 230+

Writing: 220+

Math: 180+

Required TSI Assessment Scores

Reading: 351+

Writing: 363+ with TSIE 4 or TSIE 5+

Math: 336+

If you do not meet the criteria for an exemption, please follow the steps below to prepare, schedule and complete the TSI Assessment.

a. To schedule the TSI Assessment, first complete the TSI Assessment Activity.

- From the Testing Homepage
- Go to www.actx.edu/testing
- Click on Pre-Assessment Activity located on the menu bar.

- b. After the TSI Assessment Activity is complete, call the Amarillo College Testing Center at 806-371-5445 to schedule test. [TSI Assessment information and study materials are located at www.actx.edu/testing](http://www.actx.edu/testing) - scroll down to Exams and Click on TSI Assessment.
- c. Complete the TSI Assessment at the Amarillo College Washington Street Campus, in the Student Service Center, Room 101.
- d. After TSI Assessment is complete, call the academy at 806-354-6082 with your test scores and bring a hard copy of the results to the PRLEA interview.

YOU MUST PRESENT A VALID ID FOR TEST

3. Applicant must also meet the Texas Commission on Law Enforcement (TCOLE) State Licensing Requirements:

Age – Must be 21 at the time of licensing (or 18 if the applicant has received an Associate Degree or 60 hours of credit from an accredited university or college).

Education - Students must have passed a general educational development (GED) test indicating high school graduation level or possess a high school diploma.

Citizenship – Students in the Basic Peace Officer Academy must be United States Citizens.

Criminal History – Applicants for a Basic Peace Officer Academy will be subject to a search of local, state, and national records and fingerprint files to disclose any criminal record.

Military Service – Academy Students cannot have been discharged from any military service under less than honorable conditions which include: Under other than honorable conditions; Bad Conduct; Dishonorable; or any characterization of service including bad character.

4. After the Applicant has met all requirements listed above, an interview is scheduled with the PRLEA Coordinator and an Interview Packet, consisting of the PRLEA application and FAST Fingerprint Form, must be completed.

5. Applicant interviews with Coordinator and completed Interview Packet along with required documentation goes into applicant's file. Completed Interview file contains:

- Recruit Checklist
- Completed Recruit Application
- Copies of: Social Security Card, Driver's License, Birth Certificate, High School Diploma, Official College Transcripts, Military DD214 (if applicable), Certified copies of documents from the appropriate court (if applicable), Recent Photo
- Returned FAST Fingerprint Form

6. All Applicants who pass the Interview will be required to submit the following:

- *Physical and Drug Examination on TCOLE L-2 Form (Declaration of Medical Condition) Commission Rule §217.1 (a) (11) & 217.23(c)*
- *Psychological Examination on TCOLE L-3 Form (Declaration of Psychological and Emotional Health) – Commission Rule §215.15 (c), 217.1 (a)(12)*

All individuals enrolling in a peace officer academy must have passed both the psychological examination and the physical examination that are required for initial licensure. Psychological examinations and physical examinations completed as a condition of enrollment into a law enforcement academy will be valid for 180 days following graduation from the Academy.

7. **An in depth background investigation will be conducted on references, employment history, residential history and credit history.**
8. **If all requirements are met, including background investigation, an Approval Packet will be mailed to applicant two to three weeks before Academy begins. Approval Packet includes:**
 - Applicant Acceptance Letter from Coordinator
 - Amarillo College Application Form – www.actx.edu/admission
*****Please note application takes 48-72 hours to process.**
 - Academy Registration Information
 - Amarillo College West Campus Map
9. **If applicant does not pass the background investigation, a letter of denial of application is mailed to the individual.**
10. **Students with outstanding financial obligations to Amarillo College will not be allowed to enroll in courses until responsibility is fulfilled.**
11. **Students on Academic Probation at Amarillo College will not be able to enroll in courses. Please visit www.actx.edu/advising to learn more about Academic Probation and the Suspension Intervention Program.**

FYI – Other Expenses

Estimated Cost of Application:

- FAST Fingerprint Processed = **\$41.45**
- TCOLE Required Licensee Medical Condition Declaration L-2
(Physical and Drug Exam) = **\$110.00**
- TCOLE Required Licensee Psychological and Emotional Health Declaration L-3
(Psychological Exam) = **\$125.00**

Additional Cost-Estimation:

- PRLEA Uniforms = **\$140 to \$180**
- Duty Boots and Athletic Shoes = **\$100 to \$150**
- Textbooks = **\$150 to \$200**