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# Administrative Officers Course

Application for the \_\_\_\_\_ AOC Class (i.e. 142<sup>nd</sup>, 143<sup>rd</sup>, etc.)

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## **Eligibility:**

1. Applicants must be full-time law enforcement managers or supervisors on active duty in municipal, county, state, or federal units of government or college or university campus police.
2. Preference will be given to applicants holding executive, management, or supervisory positions in their departments.
3. All applicants must have high school diplomas or the equivalent. All applicants must take an entrance examination prior to consideration of the application. **This process should begin 3-4 weeks prior to the application deadline.**
4. Transcripts from the high school or colleges attended by the applicant must be sent:

### **Graduate:**

Graduate School  
2211 S Brook St, Houchens Bldg, Rm 105  
Louisville, Kentucky 40292

Email Address: [gradadm@louisville.edu](mailto:gradadm@louisville.edu)  
Phone Number: (502) 852-6495

### **Undergraduate:**

University of Louisville  
Undergrad Admissions, Dept. AO  
Louisville, KY 40292

Email Address: [ADETRAN@louisville.edu](mailto:ADETRAN@louisville.edu)

## **General Information:**

1. **IMPORTANT NOTICE:** Beginning with the submission of all 142<sup>nd</sup> AOC applications, A NON-REFUNDABLE \$500 Administrative Fee will be charged if cancellation of registration occurs within 30 calendar days of the start of the program. All cancellations must be sent in writing and faxed or emailed to [mary.evans@louisville.edu](mailto:mary.evans@louisville.edu).
2. Although letters of recommendation or biographical sketches are not requested specifically, supplementary information provided by the candidates will be given due consideration.
3. The University of Louisville is an equal opportunity institution.
4. All applications and related correspondence should be directed to:

**Southern Police Institute  
McCandless Hall  
University of Louisville  
Louisville, KY 40292  
(502) 852-6561**

# Application Letter

Director  
Southern Police Institute  
McCandless Hall  
University of Louisville  
Louisville, KY 40292

Dear Sir/Madam:

I hereby approve this application to the Administrative Officers Course. If this applicant is selected to attend the course, he or she will be:

1. Assigned to the Southern Police Institute as a representative of this department for full-time study.
2. Granted leave of absence or equivalent temporary status covering the period of the course during which his or her salary will be continued.
3. Returned to active service upon completion of the training.

**Signature** \_\_\_\_\_

**Typed Name** \_\_\_\_\_

**Title** \_\_\_\_\_

*Chief of Police, Commissioner, Superintendent*

**Department** \_\_\_\_\_

**Address** \_\_\_\_\_

**City / State / Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

*Area code and phone number extension*

*Email of Chief Executive REQUIRED*

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## Application Data

I hereby apply for admission as a representative of my department for the Administrative Officers Course conducted by the Southern Police Institute, University of Louisville. I understand admission is on a competitive basis and limited to those named by a selection committee. If accepted as a student, I agree to devote full time to study, and I understand that full time study is not limited to any predetermined number of hours. I also agree to attend and to participate in all activities of the course. I certify that I will return to active duty in my department upon completion of this course and that it is my firm intention to remain with my department for at least two (2) years. I also certify that the information given in this application is true and correct. I understand that making false statements and providing incorrect information may result in the rejection of my application and/or resignation.

**Signature of Applicant** \_\_\_\_\_ **Rank** \_\_\_\_\_

**Typed Name** \_\_\_\_\_

**Department Representing** \_\_\_\_\_

**Department Address** \_\_\_\_\_

**Department Phone Number** \_\_\_\_\_ **Department Fax** \_\_\_\_\_ **Cell** \_\_\_\_\_

**Email Address** \_\_\_\_\_

*All correspondence relating to the application process will be sent by email. Please check your email address for accuracy.*

## Personal Data

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Social Security # \_\_\_\_\_

Date of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_

Gender M  F  Race (for federal reporting purposes) \_\_\_\_\_

In Case of Emergency, please notify: \_\_\_\_\_

Relationship \_\_\_\_\_ Phone # \_\_\_\_\_ Alt. Phone # \_\_\_\_\_

## Police Service Data

Date You Joined Your Present Department \_\_\_\_\_ Present Assignment Consists of \_\_\_\_\_

Total # of Sworn Personnel \_\_\_\_\_ Previous Assignments \_\_\_\_\_

Total # of Civilian Personnel \_\_\_\_\_ Present Rank \_\_\_\_\_

Total Active Police Service \_\_\_\_\_ years \_\_\_\_\_ months Has anyone from your dept. attended the AOC? Y  N

## Education

Do you have a college degree? Y  N  Are you currently in a graduate degree program? Y  N

If you answered yes, what is your highest degree received? If you answered yes, how many graduate credit hours have you completed?

If you don't have a degree, but are enrolled in college, how many undergraduate college credit hours do you have to date?

Quarter Hours \_\_\_\_\_ Semester Hours \_\_\_\_\_

Quarter Hours \_\_\_\_\_ Semester Hours \_\_\_\_\_

Graduate Major \_\_\_\_\_

Your anticipated major? \_\_\_\_\_

Schools	Names and Addresses of Schools	Dates From/To	Last Year Completed	Did You Graduate? Y or N	Diploma or Name of Degree Earned
High School					
College					
College					

If extra space is needed, use a separate piece of paper.

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## GI Bill Funding

AOC applicants holding command, supervisory, or administrative positions in their agencies who are eligible for education benefits from the Department of Veterans Affairs may qualify for funding of the expenses (tuition and fees, housing allowance and book stipend) of the Administrative Officers Course.

Do you plan on using GI Bill Funding for the AOC? Y  N

If you'd like more information on GI Bill Funding, please contact:

*Carissa Gentry*

*VA Certifying Official*

Office of Admissions, University of Louisville

Phone: (502) 852-0998

Email: [carissa.gentry@louisville.edu](mailto:carissa.gentry@louisville.edu)

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