

## Basic Law Enforcement Training (BLET) Steps to Enrollment

**Step One:** Each candidate **MUST** obtain the BLET student information packet from the Law Enforcement Academy Office on Asheville Campus, Room 324. The candidate may pick up the packet in person. Candidates **DO NOT** complete A-B Tech Application for Admission at this time or take the placement test. **A-B Tech Application for Admission will be given to students in Step Five as indicated below.**

**Step Two:** Each candidate **MUST** obtain a Criminal Records Check from the “Clerk of Courts Office” in each County/State of residence since the candidate became sixteen (16) years old. This also applies to times during which the candidate was a member of the US Military (Military Records).

**Step Three:** Each candidate **MUST** take the Criminal Records Check along with the verification of sponsorship form to the sponsoring Law Enforcement Agency and request Sponsorship for Basic Law Enforcement Training.

**Step Four:** Each candidate **MUST** pre-register by bringing the signed Verification of **Sponsorship Form** along with a copy of the candidate’s **Criminal Records Check** and **High School Diploma/GED/College Transcripts and BLET Application** to the School Director for pre-registration. **Note:** The only person authorized to sign the Verification of Sponsorship form is the Agency head or his/her designee.

**Step Five:** **Each candidate MUST complete an A-B Tech APPLICATION FOR ADMISSION when submitting sponsorship form. Each candidate will then be sent to Student Services for Accuplacer Testing where the candidate MUST score 70 or higher on the reading portion of this test.**

**Step Six:** Upon pre-registration, each candidate **MUST** obtain from the School Director the necessary forms to be completed and returned to the School Director’s office **TWO WEEKS PRIOR TO THE FIRST DAY OF CLASS**. These forms include:

➤ Medical Screening Guidelines (F-1&F-2)

**Note: Deliver the “Medical Screening Guidelines” to the examining physician. The Medical Screening Guidelines “Implementation Manual” is intended to provide the examining physician with information so that he/she may better determine the ability of an applicant, either for employment or training status as an entry level officer. The F1 & F2 form is to be completed by a physician licensed to practice medicine in North Carolina. The candidate will need to sign and date the F-1. The physician signs the F1 & F2 form and the applicant must return them to Mrs. Davis, in person.**

- Medical Questionnaire
- BLET Candidate Data File Card
- BLET Interview Questions

**Step Seven:** Each candidate **MUST** attend “Orientation” on the first Day/Night of the course and **MUST** bring the following:

- Textbooks (student manuals to be assembled in class)
- Be in uniform (Maroon ABTCC BLET shirt, tan khaki pants, black leather belt, black leather shoes, and blue or black socks).
- \$1.30 Student Activity Fee (which includes Student Accident Insurance) and
- **Please have the Correct Cash or Check to be written to Asheville-Buncombe Technical Community College.**

**Revised 8/16/07**