



Vance-Granville Community College

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Basic Law Enforcement Training Academy 115

BLET packets due Wednesday, July 20th, 2022, by 5pm

(unless Director approves otherwise)

Pre-Orientation: Monday, July 25th, 2022, 0900-1300

BLET Classes begin Monday, August 8th, 2022 0800 hours

BLET – @750 hours – Fall Class – August-December/Spring Class – January-May

All Cadets must:

- Purchase and wear dress uniforms and physical fitness training uniforms as specified by the School Director of Basic Law Enforcement Training.
- Provide all required student study books, law books, and materials
- Furnish specific miscellaneous equipment for training (flashlight, whistle, duty belt keepers, ANSI rated eye protection, ANSI rated earmuff style hearing protectors, pistol cleaning kit, traffic collision investigation template, handcuff keys, groin protection, ear buds)
- Provide any other miscellaneous equipment needed during course

BLET Admission Guidelines

Students are admitted to the Basic Law Enforcement Training program in accordance with policies set by Vance-Granville Community College and the North Carolina Department of Justice – Criminal Justice Education and Training Standards Commission and/or the North Carolina Department Justice – Sheriff’s Education and Training Standards Commission. Each applicant is required to meet the minimum admission requirements as set by the appropriate commission. Meeting minimum requirements does not guarantee admission into the program, only an opportunity for consideration.

Main Campus

P.O. Box 917
Henderson, NC 27536
(252) 492-2061
Fax: (252) 430-0460

South Campus

P.O. Box 39
Creedmoor, NC 27522
(919) 528-4737
Fax: (919) 528-1201

Franklin Campus

P.O. Box 777
Louisburg, NC 27549
(919) 496-1567
Fax: (919) 496-6604

Warren Campus

P.O. Box 207
Warrenton, NC 27589
(252) 257-1900
Fax: (252) 257-3612



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Each step must be completed before proceeding to the next step. The primary selection date will be two weeks prior to scheduled start date of course offering. Applications will continue to be processed only if the program has not reached its maximum capacity of twenty-four (24). Applicants are cautioned that Title 12, Chapter 9B .0203(b), of North Carolina Administrative Code states “The school shall give priority admission in accredited criminal justice training courses to individuals holding full-time employment with criminal justice agencies.”

Apply for Admission

All Cadet Applicants must complete the on-line student application for BLET.

<https://vgcc.wufoo.com/forms/ssb5q0n1fw7uoz/>

Take Placement Test

Schedule an Aptitude Test by completing the Testing Request link. BLET Students ONLY need to take the English portion. Ms. Hargrove will inform the Director of Law Enforcement/BLET of scores.

CASAS Testing Request Form <https://hipaa.jotform.com/210735259190051>

Public Safety Building
Building 10, Room 10104
Phone: 252-738-3411

Testing Dates:

TBD

Application Process Steps

1. Complete and return to the Coordinator of Law Enforcement Training the Personal History Statement form F-3.
2. Submit a certified copy of your criminal record from every jurisdiction that you have lived since age 16. You may obtain these from the Clerk of Superior Court of each county in North Carolina.
3. Obtain sponsorship from a North Carolina public law enforcement agency. It is the applicant’s responsibility to secure sponsorship and submit the signed Letter of Sponsorship to the Coordinator of Law Enforcement Training. Applicants currently employed by a public law enforcement agency are not required to furnish a Letter of Sponsorship. There will be no exceptions to this sponsorship requirement other than those applicants that are already hired. Not all public law enforcement agencies will sponsor candidates in basic law enforcement training

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and we do not refer applicants to any specific agencies. Each agency that does sponsor applicants has its own requirements and limitations regarding whom they will sponsor for law enforcement training. Therefore, the applicant must seek sponsorship in the same manner one would seek a job.

4. Provide proof of United States Citizenship. (ie. birth certificate, passport)
5. Be 20 years of age upon completion of training
6. Possess a valid North Carolina Driver's license w/good driving record and provide the College with a certified copy.
7. Possess a high school diploma or GED and provide the College with a certified copy
8. Completion of a physical exam conducted within the Medical Screening Guidelines for the Certification of Criminal Justice Officers in the State of North Carolina, Implementation Manual. Signed release authorizing exposure to CS & CN gas. Release from a physician to participate in the Physical Fitness program and the Police Officers Physical Abilities Test. Forms F-1, F-2, and all release forms must be completed and submitted to the Coordinator of Law Enforcement Training/BLET.
9. Completion of "Authorization for Release of Personal Information and Records for Law Enforcement Employment, and/or Certification, and/or Sponsorship" form.
10. Uniforms will be ordered on pre-registration day.
11. Books can be ordered from the NC Justice Academy. Make sure to make the bookstore aware of your start date so you get the right version.
12. Boots and all miscellaneous supplies/equipment may be purchased at various locations. You do not have to purchase a specific boot style or brand, but it must be a standard black leather boot that can be polished/shined.
13. Expect books, uniforms, and miscellaneous items to total approximately \$1500.

Await Status Update

This step will be completed by the BLET program director.

Assign Status

- (a) Accepted
- (b) Alternate (Those who qualify and are on a waiting list)
- (c) Not Accepted (Those who do not qualify at this time)

Notify cadet of status

*NOTE Any applicant not admitted into the program would need to reapply for entry at next course offering if interested.

This process is time consuming, please allow time to gather needed information.

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Required Forms Prior to Pre-Orientation

1. On-Line Application for Admission (BLET Specific)
2. TABE Aptitude Test Results
3. Agency Sponsorship Letter (must be completed for all Cadets)
4. Official Transcripts of High School and College (MUST BE ORIGINAL FORMS)
5. Certified Criminal Record Reports from EVERY jurisdiction that you have lived in since turning the age of 16. (in and out of state REQUIRED)
6. DD-214 if Military Service (MUST PROVIDE Criminal Record Reports from Military)
7. Personal History Statement F-3
8. Copy of Birth Certificate
9. Copy of Social Security Card
10. Copy of Valid North Carolina Driver's License
11. Certified Driver History Statement from NC DMV
12. Certified Driver History Check from any state you have held a valid operator's license
13. Completed Medical Forms F-1 and F-2
14. Completed VGCC BLET Medical Questionnaire
15. CS.Gas.PT Release
16. POPAT Release
17. Rules Receipt and Understanding
18. Rules and Regulations Receipt
19. F.E.R.P.A. Records Release Authorization
20. Cadet Contact Form
21. Prerequisite Acknowledgement Form

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