



Dear Agency Head,

Thank you for your interest in sending an employed recruit to the GVSU Police Academy! Below you will find several items your agency must complete for them to gain admittance to the academy. Furthermore, the following four steps must be completed prior to the start of the academy:

1. **Standards Compliance Verification Affidavit** (generated in MITN and signed by the recruit and the agency head).
2. **Candidate's Personal History Statement and Affidavit** (21-page document located on MCOLES website, filled out, signed by the recruit, and notarized).
3. **Candidate New Hire Affidavit** (generated in MITN, signed by the agency head).
4. **First Aid Certification**

If you need any assistance in the process, **please contact MCOLES Field Representative Gretchen Galloway, 517-648-3767, gallowayg@michigan.gov.**

2025 Admittance/Entrance PROCESS:

1. Agency contacts Academy Director with ***estimated number of attendees as soon as possible to request a seat hold*** (Note: preference over pre-service candidates only provided for agencies within the GVSU geographical service area).
2. Agency contacts MCOLES Field Representative (see above) to determine eligibility and which MCOLES paperwork/standards screening needs to be completed.
Agency is responsible for all screening, testing, documentation, and MITN entry.
3. Agency provides Academy Director with **Employed Recruit(s): Name, DOB, MI Ops #, email, mailing address, cell phone number, and brief biography** no later than:
 - **March 17th for SPRING/SUMMER Basic Academy**
 - **May 5th for MP Veterans Academy**
 - **July 14th for FALL Basic Academy**
4. Academy Director will send Employed Recruit (and Agency Representative) ***instructions for applying to the university (as a student) before the scheduled orientation for their respective academy.***

- ***First week of March for SPRING/SUMMER Basic Academy***
 - ***First week of April for SUMMER MP Veterans Academy***
 - ***First week of July for FALL Basic Academy***
5. Agency Employed Recruit(s) and an Agency Representative will **attend the Academy Orientation Meeting on:**
- ***March 25, 2025, for the 17-week Spring/Summer Basic Academy***
 - ***May 14, 2025, for the MP Vets 8-week Summer Academy***
 - ***July 23, 2025, for the 17-week Fall Basic Academy***

NOTE: The Agency will be billed for the Student Fee.

NOTE: Course Registration information will be provided at the orientation meeting. Tuition bill will be sent to registering student or the agency (upon request).

6. The academy sessions:
- ***SPRING/SUMMER 17-week Basic Academy session runs April 28 - August 21, 2025***
 - ***SUMMER 8-week MP Vets Academy (dependent on min. enrollment) June 9 – July 31, 2025***
 - ***FALL 17-week Fall Basic Academy session runs August 25 – December 18, 2025***

Feel free to contact me with any questions,

Geoff Collard

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