KENT CAREER TECHNICAL CENTER  
CRIMINAL JUSTICE PROGRAM  
Student Application Requirements

This check sheet will assist you in making sure you have all the application sheets filled out and signed. In order to be eligible, students must complete a program visit and have your high school counselor submit an online enrollment request. All deadlines are FIRM.

Due by 3:00 p.m. on March 6, 2020

Checklist

- Application submitted in its entirety (unless previously approved KCTC administration).
- Application completed in only blue or black ink and is legible (if the application cannot be read, it will be discarded).
- Student Application submitted (with complete attendance information)
- Program visit completed
- Essay completed and written in applicant’s own handwriting
- Administrator recommendation completed
- Teacher recommendation completed
- School Resource Officer/Security Head recommendation completed
- School Counselor recommendation completed
- Parent or Guardian Approval signed
- Code of Conduct Agreement signed by student and guardian
- Online enrollment request submitted
- Student’s full name printed on each page
- Ferris State University online application completed.
  - FSU application website link: https://apply.ferris.edu
- Copy of student transcript and test scores emailed with your completed CJ application to CJapplication@kentisd.org
- Referred to the KISD CJ program by:______________________________

KENT CAREER TECHNICAL CENTER  
CRIMINAL JUSTICE PROGRAM

Deadlines are FIRM  
Applications are due by March 6, 2020 at 3:00 PM  
SUBMIT YOUR COMPLETED APPLICATIONS TO: CJapplication@kentisd.org  
These forms are personal and confidential
Student Application

Student’s Name: _______________________________ Grade: ____________

High School: _______________________________________________________

Parent/Guardian: __________________________________ Date: ______________

Home Address: _______________________________________________________

Phone: _______________________________

Student Email _______________________________________________________

ATTENDANCE INFORMATION

This section to be completed by the school guidance counselor or attendance officer.

Days absent – First Semester of 11th Grade: ____________ (only for student applying their senior year)

Days absent – First Semester of 10th Grade: _____________________________

*Please provide an explanation if you cannot complete the attendance portion of the application.

______________________________________________________________________
______________________________________________________________________

Has the student ever been suspended or expelled?________

If yes, please describe why:

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
Criminal Record Check Consent Form

As a prospective student in the Kent Career Tech Center’s Criminal Justice program, I understand that it is the agency’s policy to obtain criminal conviction history information as part of the pre-enrollment screening process by using the information provided below. I further understand that this is to assure that a student with any felony criminal history will be disqualified from consideration in the program. All answers are confidential.

1. Have you ever been issued a non-traffic citation, an appearance ticket, arrested, or charged with a criminal offense as a juvenile or adult?
   - [ ] NO
   - [ ] YES if yes, please explain

2. Have you ever been questioned by any law enforcement personnel at any time for any reason as a juvenile or adult? This is regardless if you were a suspect, victim, witness, passenger etc. Include any time that you were stopped or detained as a pedestrian and/or any time as driver/operator or passenger of a motor vehicle (include all stops without citations or “verbal warnings”).
   - [ ] NO
   - [ ] YES If yes, please explain.

3. Have you ever been fingerprinted?
   - [ ] NO
   - [ ] YES If yes, under what circumstances?

4. Have you ever taken money or anything of value that you did not have a legal right to possess?
   - [ ] NO
   - [ ] YES If yes, provide details.
I/we understand that our son/daughter is applying for the Criminal Justice program offered at the Kent Career Tech Center and that if he/she is accepted:

1. Daily attendance is **REQUIRED** to remain enrolled in the program.
2. Student must maintain a **cumulative 2.5 GPA** to be enrolled as a Ferris State student.
3. Uniforms are **REQUIRED** attire and **MUST** be purchased by the student.
4. Transportation to internship sites may be required periodically throughout the program.
5. Students may be **DROPPED** from the program if they participate in **ANY** illegal activity.
   Illegal activity including but not limited to, the use of marijuana and other illegal drugs not prescribed by a physician.
6. Physical training and defensive tactics training are requirements of the program and participation is mandatory.

I have read the attached information about the Criminal Justice program content and my son/daughter (**print name of student**) has my approval to enroll in the program.

Parent/Guardian Signature: ________________________________

Parent/Guardian Printed Name: ________________________________

It shall be the policy of the Kent Intermediate School District that no person on the basis of race, color, religion, national origin or ancestry, age, sex, weight, height, marital status, handicap condition or disability shall be discriminated against, excluded from participation in, be denied the benefits of, or be otherwise subjected or discrimination under any federally funded program or activity for which the Kent Intermediate School District is responsible or for which it receives federal financial assistance from the Department of Education.

The following person has been designated to handle inquiries regarding the nondiscrimination policies: Coni Sullivan, Assistant Superintendent, 2930 Knapp Street NE, Grand Rapids, MI, 49525; (616) 364-1333
Criminal Justice Program Code of Conduct Agreement

Your son/daughter has applied for enrollment in the Criminal Justice program at the Kent Career Technical Center (KCTC). It is important that you and your son/daughter review this form and sign below, acknowledging the requirements of this program. KCTC will conduct criminal background investigations into each student applying for consideration. Michigan State Law and the Michigan Commission on Law Enforcement Standards (MCOLES) states that any person convicted of a felony cannot be employed as a police officer. Therefore, if a person has been previously convicted of a felony, they would not be considered as a possible applicant. Likewise, if any students enrolled in the Criminal Justice program are involved in criminal activity, they may be removed from the program.

The Criminal Justice program at KCTC receives articulated credit for each student through an agreement with Grand Rapids Community College (GRCC). As part of this agreement, KCTC upholds the standards of the GRCC program. In concurrence with GRCC Criminal Justice Rules and Regulations, the following rules are to be clearly understood and by reading and signing this form, you and your son or daughter are acknowledging and agreeing to follow said rules:

- Engaging in behavior that is in violation of the law is prohibited. This includes violations of local ordinances and municipal civil infractions.

- Engaging in behavior which compromises the student’s ability to perform as a law enforcement officer according to the standards set by the State of Michigan and the Michigan Commission of Law Enforcement Standards is prohibited.

- Students involved in a criminal investigation may be discharged from the program. Upon the determination of the legitimacy of the charges, the student may or may not be allowed to reapply back into the Criminal Justice Program.

We have read the above information and we acknowledge and understand the requirements of this Code of Conduct Agreement by our signatures below.

__________________________________________  __________
Student's Printed Name Date

__________________________________________  __________
Student’s Signature Date

__________________________________________  __________
Parent/Guardian’s Signature Date
Course Content Consent and Waiver

The KCTC Criminal Justice Program is designed to train and expose students to all facets of the Criminal Justice system including careers in Law Enforcement, Corrections, Courts, Armed Services and careers in Security. The instructors may use training videos, guest presenters, still photos, streaming videos and live scenarios to supplement and reinforce applied learning.

The content of the Criminal Justice training program may at times be graphic in nature, contain profanity and display disturbing images or scenes. The instructors are sensitive to the emotional needs of the class and will offer students the opportunity to redirect their learning outside the classroom during any presentations that contain explicit material.

Only content that enhances the quality of learning and understandings are utilized as teaching tools. Materials are not used to shock or entertain students. The fields of Criminal Justice are very demanding and they sometimes expose professionals to disturbing situations that involve violence, criminal and deviant behavior. Students must understand this element of the Criminal Justice field if they choose to continue with this career path.

Thank you for taking the time to review this waiver. By signing below you have given consent to allow your son/daughter to participate in training that may expose them to graphic, violent or disturbing material. Please feel free to contact us at greggisenhoff@kentisd.org, colbykempf@kentisd.org, or seanburns@kentisd.org.

Sincerely,

Criminal Justice Instructors
Gregg Isenhoff, Colby Kempf, Sean Burns
KENT CAREER TECH CENTER
CRIMINAL JUSTICE PROGRAM APPLICATION

THIS SECTION IS TO BE COMPLETED BY THE APPLICANT

1. Please list any school and non-school extracurricular activities you are involved in.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

2. Please list and describe any volunteer activities you have participated in.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

3. Who has been the biggest influence in your life and why?

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
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KENT CAREER TECH CENTER
CRIMINAL JUSTICE PROGRAM APPLICATION

Essay
Please explain in your own handwriting, why you want to be in the Criminal Justice Program and the reasons you feel you should be accepted. Completed this form in black or blue ink only.

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KENT CAREER TECH CENTER
CRIMINAL JUSTICE PROGRAM APPLICATION

ADMINISTRATOR RECOMMENDATION

- This form is confidential, do not return this form to the student.
- Please complete this recommendation form and return it to your guidance office.
- This information will not be shared with the student.

Do you believe this student would use the police tactics taught in the program in a positive manner? (i.e. defensive tactics, firearms, the internal workings of police responses to critical incidents and physical restraint).
YES  NO

Do you think this student is appropriate for the criminal justice industry?
YES  NO

Based on your knowledge of this student, do you believe this student has the mental and/or the emotional capacity to successfully participate in this program and will not compromise any of the police tactics taught?
YES  NO

Does this student have (or had) any discipline or behavioral issues?
YES  NO

To your knowledge, does this student have a propensity towards violence?
YES  NO

By signing this form, you are recommending this student with complete confidence that he or she is a good candidate for the Criminal Justice program and to potentially be a law enforcement officer, correctional officer, attorney, crime scene investigator, police dispatcher, child protective service worker and first responder.

Administrator Printed Name: _____________________________________________

Administrator Signature: _______________________________________________

*If you have concerns or reservations about this student entering the Criminal Justice program or if you do not know this student, please state so below. Please use additional sheets if necessary:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

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KENT CAREER TECH CENTER
CRIMINAL JUSTICE PROGRAM APPLICATION

TEACHER RECOMMENDATION

- This form is confidential, do not return this form to the student.
- Please complete this recommendation form and return it to your guidance office.
- This information will not be shared with the student.

Do you believe this student would use the police tactics taught in the program in a positive manner? (i.e. defensive tactics, firearms, the internal workings of police responses to critical incidents and physical restraint).
YES  NO

Do you think this student is appropriate for the criminal justice industry?
YES  NO

Based on your knowledge of this student, do you believe this student has the mental and/or the emotional capacity to successfully participate in this program and will not compromise any of the police tactics taught?
YES  NO

Does this student have (or had) any discipline or behavioral issues?
YES  NO

To your knowledge, does this student have a propensity towards violence?
YES  NO

By signing this form, you are recommending this student with complete confidence that he or she is a good candidate for the Criminal Justice program and to potentially be a law enforcement officer, correctional officer, attorney, crime scene investigator, police dispatcher, child protective service worker and first responder.

Teacher Printed Name: ____________________________________________

*If you have concerns or reservations about this student entering the Criminal Justice program or if you do not know this student, please state so below. Please use additional sheets if necessary.
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
KENT CAREER TECH CENTER
CRIMINAL JUSTICE PROGRAM APPLICATION

SCHOOL RESOURCE OFFICER/SECURITY HEAD RECOMMENDATION

- This form is confidential, do not return this form to the student.
- Please complete this recommendation form and return it to your guidance office.
- This information will not be shared with the student.

Do you believe this student would use the police tactics taught in the program in a positive manner? (i.e. defensive tactics, firearms, the internal workings of police responses to critical incidents and physical restraint).
YES  NO

Do you think this student is appropriate for the criminal justice industry?
YES  NO

Based on your knowledge of this student, do you believe this student has the mental and/or the emotional capacity to successfully participate in this program and will not compromise any of the police tactics taught?
YES  NO

Does this student have (or had) any discipline or behavioral issues?
YES  NO

To your knowledge, does this student have a propensity towards violence?
YES  NO

By signing this form, you are recommending this student with complete confidence that he or she is a good candidate for the Criminal Justice program and to potentially be a law enforcement officer, correctional officer, attorney, crime scene investigator, police dispatcher, child protective service worker and first responder.

SRO Printed Name and Department:__________________________________________________________

* If you have concerns or reservations about this student entering the Criminal Justice program or if you do not know this student, please state so below. Please use additional sheets if necessary.

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

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CRIMINAL JUSTICE PROGRAM APPLICATION

SCHOOL COUNSELOR RECOMMENDATION

- This form is confidential, do not return this form to the student.
- Please complete this recommendation form and return it to your guidance office.
- This information will not be shared with the student.

Do you believe this student would use the police tactics taught in the program in a positive manner? (i.e. defensive tactics, firearms, the internal workings of police responses to critical incidents and physical restraint).
YES NO

Do you think this student is appropriate for the criminal justice industry?
YES NO

Based on your knowledge of this student, do you believe this student has the mental and/or the emotional capacity to successfully participate in this program and will not compromise any of the police tactics taught?
YES NO

Does this student have (or had) any discipline or behavioral issues?
YES NO

To your knowledge, does this student have a propensity towards violence?
YES NO

By signing this form, you are recommending this student with complete confidence that he or she is a good candidate for the Criminal Justice program and to potentially be a law enforcement officer, correctional officer, attorney, crime scene investigator, police dispatcher, child protective service worker and first responder.

Counselor Printed Name: ________________________________

* If you have concerns or reservations about this student entering the Criminal Justice program or if you do not know this student, please state so below. Please use additional sheets if necessary.
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