

**CORRECTIONS
PROGRAM APPLICATION**

Occupational Endorsement Certificate & Undergraduate Certificate

Please sign and return with your KPC Admission Form

Thank you for your interest in the Corrections Program (Occupational Endorsement Certificate (OEC) and Undergraduate Certificate) offered through the Kenai Peninsula College. This program was created through cooperation between the Alaska Department of Corrections and the University of Alaska Anchorage, Kenai Peninsula College to assist in fulfilling statewide labor market needs for a wide variety of jobs, such as Correctional Officer, Probation/Parole Officer, Criminal Justice Technician and other public safety roles.

We invite you to explore all of these job opportunities as you progress through the OEC and Undergraduate Certificate. In addition, we invite those currently employed within the field of corrections to further their education and experience. Either job preparation program will be a rewarding one as you move forward as a future job seeker or current employee.

We do, however, want to make potential students aware of certain information before beginning either of these educational programs.

- Employment in an officer series is subject to requirements established by the Alaska Police Standards Council (APSC), which include, at this time:
 - Status as a U.S. citizen or as a resident alien with demonstrated intent to become a citizen.
 - Minimum age of 21 years old.
 - Possess a high school diploma or G.E.D.
 - Free of felony convictions or serious misdemeanors within the last ten years and not have engaged in prohibited activities involving controlled substances, as specified by 13 AAC 85.210.
 - As a condition of continued employment, all officers certified under APSC must obtain a basic correctional or probation/parole officer certificate issued by the APSC within 14 months of hire.
- Probation/Parole Officers specifically, typically possess a Bachelor's Degree or have 2-4 years experience related to the field.
- Certain potential employers may require a criminal background check.
- For further information on employment qualifications in the Alaska Department of Corrections see http://www.correct.state.ak.us/corrections/co_recruitment/.
- KPC Correction program courses will be largely offered in a distance education format that requires adequate internet connection, computer access and independent work habits; see <http://www.kpc.alaska.edu/online/distance.html> for more information.

The program classes are open to all who have the appropriate academic background; there is no requirement to seek or be qualified for employment. However, completing the Correction program alone may not suffice for employment in the corrections industry. Please sign below to indicate that you have read and understand this information. Or contact a KPC academic advisor at 262-0330 (KRC), 235-7743 (KBC) or 877-262-0330 (toll free).

STUDENT SIGNATURE

DATE

PRINT NAME

ADDRESS

CITY, STATE

EMAIL

PHONE