

Student Registration Process

All Students

- 1) Students enrolling in classes offered by the Public Safety Training Center must register through the Continuing Education portal complete instructions can be found at this location:
 - a. <http://continue.austincc.edu/register/>

Students Registering for Basic Licensing Courses (Telecommunications, Corrections, BPOC)

- 1) Contact the Public Safety Training Center at least 45 days prior to the class start date to obtain the necessary documents and instructions.
- 2) Register through the Continuing Education portal as shown above for **All Students**.
- 3) The following documents must be completed and received by the Public Safety Training Center at least 14 days prior to the start of class:
 - a. TCOLE L2 Licensee Medical Condition Declaration, must include drug screen
 - b. TCOLE L3 Licensee Psychological Health Declaration
 - c. FAST Fingerprint background authorization
 - d. Completed Personal History Statement
 - e. Proof of Citizenship
 - f. Proof of Education (HS Diploma or GED)
 - g. Military Discharge (if applicable)
 - h. DPS Driver's License verification (Basic Peace Officer Only)
 - i. For students employed or sponsored by a Law Enforcement Agency a properly completed Declaration of Licensing Course Enrollment Eligibility form may be submitted in lieu of TCOLE L2, TCOLE L3, FAST Fingerprint authorization, and Personal History Statement.
- 4) Students are NOT be allowed to begin attending classes until all of the above items submitted and approved by the Public Safety Training center.

Student Selection Order

- 1) Generally student will be granted admission based upon earliest registration date
- 2) In the event a class becomes full, students currently employed or whose tuition is paid by an agency will be given preference admission to a class.
- 3) Students not admitted due to a class filling will be given preference in the next available class.