



(08/2025 Revision)

UHD LAW ENFORCEMENT ACADEMY

In order to be eligible to enter the Basic Peace Officer Certification Course you must comply with all the requirements as stated and listed.

Basic Peace Officer Certification courses are held at the UHD Commerce Street Building:
1002 Commerce St, Houston Texas 77002

The required Firearms and Driving portion of training are conducted elsewhere

Class Type: Full Time Day Class Only - Monday through Friday from 8am – 5pm
CURRENTLY TAKES ABOUT 6 MONTHS TO COMPLETE

Fees:

The total fee for the Basic Peace Officer Course is \$5000.00. This price only includes the law book and binder notebook.

Each applicant will be responsible TO PAY for the required fingerprint background check, the required L2 medical exam/drug screen, and the required L3 psychological exam.

YOU ARE NOT ALLOWED TO DO THOSE 3 THINGS UNTIL YOU RECEIVE EMAIL APPROVAL TO DO THEM

Each cadet will be responsible for supplying/purchasing their own ammunition, PT uniforms, Academy Uniform, Law Enforcement Duty belt (weapon holster, ammo magazines, magazine pouches, handcuffs/pouches, handcuff keys, etc) firearms eye and ear protection, and class tactical Tshirt.

All cadets are required to make a minimum payment of \$2,000.00, after being approved by the Director to attend, by the first day of class using the online system. The remaining \$3000.00 course fee will be split into (2) payments due approximately 4 weeks apart from each other. Or you may pay the course fee in full prior to the first day of class. VA education benefits applicants: see below for payment requirements.

1. Eligible Veterans using Post 9-11 G I Bill® benefits:
 - Will be required to sign and follow LEA payment plan policy
 - If VA is covering less than 100% of tuition, cadet is required to submit remaining course fee balance payment per the LEA payment plan
2. Eligible Veterans using Montgomery G I Bill® benefits:
 - Required to pay \$2,000.00 on the first day of class
 - Required to follow LEA payment plan policy

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.”

**Financial Aid for this course is NOT available through UHD LEA
Third party loans are NOT accepted through UHD LEA
Hazlewood Act is NOT accepted through UHD LEA**

As per TCOLE Rule 217.1, if you have any of the following, **you cannot enter this Academy:**

1. Any prior convictions for Felony Offense (No statute of limitation)
2. Any prior conviction for Class A Misdemeanor (No statute of limitation)
3. Any prior conviction of a Class B Misdemeanor (Within 10 years)
4. Any prior conviction of any offense of Family Violence (No statute of limitation)
5. Any open warrants, Class C Misdemeanor or above
6. A Texas Driver's License that is currently under Suspension, Revocation, or Cancellation
7. You must be a U.S. Citizen in order to be licensed by TCOLE

Parking:

The UHD parking office, located on the first floor of 1 Main Street (next to the police department), allows cadets to purchase UHD Student Parking Permits. Permit purchase information will be given at least 2 weeks before class begins by an email with specific instructions. Permit costs range from \$95 - \$140.

STEP BY STEP PROCESS:

1. Applicants are required to register online:

<https://www.uhd.edu/academics/public-service/law-enforcement-academy/index.aspx>

Applicants will create an online account to register and make the required \$250 registration fee payment for the BPOC Class in order to reserve a position in the UHD Law Enforcement Academy.

REGISTRATION FEE IS NON-REFUNDABLE

This does not guarantee that you are approved to attend the academy.

FINAL Acceptance into the program is contingent upon LEA DIRECTOR APPROVAL

2. After you pay the registration fee, you will receive an email invite within 3 days to accept and create a Guardian Portal account.

YOU MUST ACCEPT THE INVITE AND CREATE YOUR GUARDIAN ACCOUNT TO PROCEED

If you do not receive an invite to Guardian, please contact the Academy - lea@uhd.edu

3. YOU ARE REQUIRED TO THEN FULLY COMPLETE THE Personal History Questionnaire (PHQ) in Guardian and be sure to SAVE it and CERTIFY it at the end.
4. YOU ARE REQUIRED TO HAVE THE Authorization to Release Information Form and the Declaration of Eligibility Form NOTARIZED and uploaded back into Guardian.

5. PER UHD LEA POLICY: The following must be uploaded into Guardian portal:

- a. Personal History Questionnaire- FILL OUT ELECTRONICALLY VIA GUARDIAN PORTAL
- b. Declaration of Eligibility - MUST BE NOTARIZED and uploaded to the guardian portal
- c. Authorization to Release Information - MUST BE NOTARIZED and uploaded to the guardian portal
- d. Copy of birth certificate OR Naturalization OR Passport
- e. High school diploma or G.E.D. OR High School Transcript showing grad date OR College Transcripts
- f. Copy of a valid TEXAS driver's license (Front/Back copy of card)
(Out of State Cadets must have a Texas driver's license AND provide a three-year driving history from their previous state of residence.)
- g. Social Security card (Original) – (Front/Back copy of card)
- h. 3 Year driving record (DPS TYPE 2)
 - The required copy of your driving record (type 2) maybe obtained at:
<https://txapps.texas.gov/tolapp/txldrcdr/TXDPSLicenseeManager>
- i. Proof of Current Auto Insurance; with applicant listed as a driver

All military veterans must also upload into Guardian Portal:

- DD214 (member 4), showing "Honorable Discharge"
- College/University or vocational training transcripts
- Military Joint Services transcripts (SMART transcripts)
- Education benefit letter for Post 9/11 or Montgomery G.I. Bill® (If applicable)

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YOU MUST BE ABLE TO SHOW THE ORIGINAL OF THE FOLLOWING DOCUMENTS at Intake Session:

- Birth Certificate OR Naturalization Certificate OR US Passport
- High school diploma or G.E.D. OR High School Transcript showing grad date OR College Transcripts
- Valid TEXAS driver's license
- Social Security card

6. IF YOU ARE THEN APPROVED TO CONTINUE THE PROCESS YOU WILL RECEIVE AN EMAIL WITH FORMS AND TELLING YOU TO THEN DO THE FOLLOWING THAT **YOU HAVE TO PAY FOR YOURSELF:**

- a. Fingerprint/Background Check (about \$39.05)
- b. L2 Medical Exam/Drug Screen (\$150 and up)
- c. L3 Psychological Exam (\$240 and up)

The results of these 3 things will come directly to the academy. They must be done in time for us to receive the results before the intake session. (at least 3 weeks before the intake session)

7. IF YOU PASS THESE 3 THINGS, THEN A FEW WEEKS BEFORE THE INTAKE SESSION, YOU WILL RECEIVE AN EMAIL WITH INFORMATION

8. Within a few days after the intake session, the Director reviews each applicant's complete file and determines if you are approved to attend the academy or not. You will receive an email stating if you have been approved or denied to attend