



GUIDED PATHWAY: BASIC CORRECTIONS CERTIFICATE PUBLIC SERVICE AND TECHNOLOGY PROGRAMS

Listed below you will find the steps and course sequence for students interested in obtaining a Basic Corrections Academy certificate. Following the pathway will enable a student to complete his certificate in the most efficient means possible.

The Basic Corrections Academy certificate is designed to prepare students to take and pass the State of Florida State Officer Certification Exam. The successful passing of this exam enables a student to gain employment as a sworn corrections officer in any Florida state agency, county sheriff's office, or municipal police department.

Catalog Year:	2024-2025
Degree Type:	Career Certificate
Location:	Florida Gateway College, Olustee Campus

PATHWAY MAP

PRE-ENROLLMENT ACTION ITEMS

1. Apply for Admission: Click the following link to apply.
<https://apply.fgc.edu/Ellucian.ERecruiting.Web.External/pages/welcome.aspx>
Fill in the required term. "BCRD" is the program code.
2. Apply for financial aid. Apply online at <https://studentaid.gov/h/apply-for-aid/fafsa>
3. Take required proof of residency (see page four of application) to admissions in building 15 on the main FGC campus. Or email documents to:
enrollment.services@fgc.edu
4. Have official high school and all college transcripts sent to the FGC admissions office.
5. Schedule and take the Florida Basic Abilities Test. This can be taken in the FGC testing center. To schedule an FBAT go to this website.
<https://home.pearsonvue.com/fdle/bat>
The cost is \$39.

6. Pay for the Drug Screen (\$31) and FDLE fingerprinting (\$50). Fees can be paid in the FGC cashier's office (building 15). Fees can also be paid through the student's [MyFGC](#) account.
7. Complete the academy application packet, including the physical examination and signed form at <https://www.fgc.edu/wp-content/uploads/2022/09/ACADEMY-APPLICATION-2022.pdf>
8. Attend the mandatory information meeting where the initial advising appointment will be conducted.
9. Bring the following items to the meeting:
 - Completed Academy Application
 - Copy of passing BAT results
 - Proof of payment for a drug screen and fingerprinting.
10. Complete the 1.5-mile run in under the minimum time (Basic Corrections).
11. Order and pay for uniforms.
12. Purchase the testing code from the FGC bookstore.

FULL TIME PATHWAY (Monday – Friday / 8am to 4:30pm)-BASIC CORRECTIONS

SEMESTER ONE			ACTION ITEMS
Course #	Course Name	Hours	
CJK 0300	Introduction to Corrections	32	1. Start researching employment options. 2. About halfway through the program contact agencies of interest for information on application and hiring processes.
CJK 0340	Officer Wellness and Physical Fitness	30	
CJK 0305	Communications	40	
CJK 0310	Officer Safety	16	
CJK 0315	Facility and Equipment	8	
CJK 0320	Intake and Release	18	
CJK 0325	Supervising in a Correctional Facility	40	
CJK 0330	Supervising Special Populations	20	
CJK 0335	Responding to Incidents & Emergencies	16	
CJK 0031C	First Aid for Criminal Justice Officers	40	
CJK 0040C	Criminal Justice Firearms	80	
CJK 0051C	Defensive Tactics	80	

13. Upon successful completion of the program course work, register for the Florida Law Enforcement State Officer Certification Exam at www.pearsonvue.com/fdle

14. Complete the State Exam Review Course.

SCJX 0001	State Exam Review Course	40
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15. Attend the program certificate ceremony.

16. Successfully complete the State Officer Certification Exam.

17. Gain employment as a sworn corrections officer.