

# **SVC** | Skagit Valley College

## **PARK RANGER LAW ENFORCEMENT ACADEMY**

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Dear Academy Applicant: The following **instruction sheet and checklist** includes all of the necessary documents needed for a complete application packet.

**Please include this checklist with your packet.**

I plan to attend the SPRING 2025 Academy, beginning January 06 and concluding May 03, 2025

**PLEASE COMPLETE THE FOLLOWING FORMS IN ORDER AND SUBMIT THEM BY EMAIL AND U.S. MAIL TO THE ADDRESSES AT THE BOTTOM OF THIS PAGE. FORMS ARE ACCEPTED UP TO ONE (1) YEAR IN ADVANCE EXCEPT WHERE INDICATED.**

- Park Ranger Law Enforcement Academy Application (Will accept up to one (1) year in advance)**  
Please fill out this form completely, truthfully and legibly. You may type this information in all headings **except for Item #IV on page 4**, which must be completed, in your own handwriting. Attach additional sheets if necessary. Sign and date the form. **SEND WITH APPLICATION PACKET**
- Skagit Valley College Criminal Offense Checklist**  
Answer all questions on this form **honestly and completely**. Please attach any additional pages that you feel will fully explain your situation to a review board who will determine your acceptability and fitness to attend this Academy. Take this form to a Notary Public and sign/date it in his/her presence. **SEND WITH APPLICATION PACKET**
- Release of Liability Form**  
Read this form, take it before a Notary Public and sign and date it in his/her presence. **SEND WITH APPLICATION PACKET**
- Medical Provider Form-No earlier than 90 days prior to start date**  
Each Cadet must have a current physical assessment within 90 days prior to attendance at the Academy. Have your medical provider provide the information in the bottom third of the form, and sign/date it. **DOCUMENT CAN BE SUBMITTED AFTER APPROVAL TO THE ACADEMY - IF APPLYING MORE THAN 90 DAYS PRIOR TO DAY ONE OF ACADEMY**
- Background Check-No earlier than 90 days prior to start date**  
Conviction Criminal History, Driving Record and Drug Analysis: follow the instructions in the letter regarding your contact with the vendor, providing information, and submitting to the drug analysis. This is a **mandatory requirement** for acceptance into the academy. For purposes of consistency and meeting accreditation standards, Skagit Valley College utilizes the vendor in the letter, and no other; prior background checks and drug screenings used by you for other purposes will not be accepted. **DOCUMENT CAN BE SUBMITTED AFTER APPROVAL TO THE ACADEMY - IF APPLYING MORE THAN 90 DAYS PRIOR TO DAY ONE OF ACADEMY**
- College or High School transcripts**  
These may be unofficial, but must be complete for all classes taken in any school, regardless of whether or not you graduated, earned a certificate, or completed in any other way. **SEND WITH APPLICATION PACKET**
- Three letters of reference**  
These may be from friends, peer employees, supervisors, instructors, clergy, etc. Must focus on your abilities relevant to performing police functions in a park setting, i.e., work ethic, interpersonal relations, integrity, honesty, etc. **SEND WITH APPLICATION PACKET**
- Current resume** **SEND WITH APPLICATION PACKET**
- Photocopy of your driver's license**  
Please provide a clear, color copy at 200% of normal size. **SEND WITH APPLICATION PACKET**
- Medical Insurance Card**  
Please provide a copy of your medical insurance card or paperwork verification of coverage. **SEND WITH APPLICATION PACKET**

Send all completed forms to  
PRLEA  
Skagit Valley College  
2405 E. College Way Mount Vernon, WA 98273

Email all completed forms to:  
academy.assistant@skagit.edu