

New York State Division of Criminal Justice Services  
**PRE-EMPLOYMENT CORRECTION BASIC TRAINING PROGRAM – STUDENT ADVISORY NOTICE**

THIS FORM IS USED TO ENSURE STUDENTS ATTENDING A PRE-EMPLOYMENT CORRECTION BASIC TRAINING PROGRAM HAVE BEEN ADVISED OF THE PROGRAM REQUIREMENTS AND RULES AND REGULATIONS GOVERNING TRAINING AND APPOINTMENT AS A CORRECTION OFFICER. FORMS PRESENTED FOR FILING MUST CONTAIN ORIGINAL SIGNATURES. ALTHOUGH THE BLANK FORM MAY BE DUPLICATED, PHOTOCOPIES OF COMPLETED FORMS, OR FORMS WITH PHOTOCOPIED SIGNATURES WILL NOT BE ACCEPTED.

Students in the Pre-Employment Correction Basic Training Course must be advised of several conditions of this training program that will affect them during and after attending the program. Schools are required to advise the student of these conditions by the policy established for this program by Division of Criminal Justice Services.

1. Completion of this program is **not a guarantee of employment** as a correction officer.
2. To complete this pre-employment training program, a student must participate in physical training and satisfactorily complete a defensive tactics examination.
3. To complete this pre-employment training program, a student must comply with mandated New York State regulations that include: strict attendance requirements; maintaining a notebook; and passing written examination/s.
4. This is a two-phase program. The first phase is conducted pre-employment and the second phase is conducted after appointment as a correction officer. Each individual phase of this training program must be completed as a single and cohesive unit. This means that students must complete the phase of the program at one institution. The following phase may be conducted at a separate institution.
5. Before being appointed as a correction officer, a person must complete New York State Civil Service requirements and appointing agency hiring standards (including minimum and maximum age and residency requirements) by taking a written examination and scoring high enough on the eligibility list to be considered for appointment.
6. Before being appointed as a correction officer, a person may have to take and satisfactorily complete a physical fitness examination.
7. Before being appointed as a correction officer, a person may have to submit to a medical examination, which may include drug screening.
8. Before being appointed as a correction officer, a person may be required to submit to a psychological examination.
9. Before being appointed as a correction officer, a person with criminal conviction or with a felony conviction may be disqualified from employment.
10. Before being appointed as a correction officer, a person may be required to submit to a background investigation.
11. Upon appointment as a correction officer, a person will be required to satisfactorily complete additional training. Failure to complete this training will result in denial of certification by the New York State Municipal Police Training Council. This certification is required by § 2.30 of the Criminal Procedure Law for correction officers to remain in their positions.
12. Pre-employment training will be valid for two years after completion of this program. If more than two years has lapsed since graduation, the student will be required to repeat the entire program or attend an entire [conventional] Basic Course for Correction Officers upon appointment as a correction officer.

<b>Applicant Attestation:</b> <i>This affidavit must be signed and sworn to by the applicant before a Notary Public. I hereby attest that the information in this application is true to the best of my knowledge and belief. I understand that any omission or inaccuracy may be deemed sufficient reason to deny certification. I understand the Division of Criminal Justice Services may ask for additional information or documentation.</i>	
Student Signature	Date
School Director Signature	Date