BLET Student Packet

FAll Day 2025

Dear Prospective BLET Cadet,

Welcome to Robeson Community College. Thank you for choosing our Basic Law Enforcement Training (BLET) program to begin your journey into Law Enforcement.

Our **FALL 2025 BLET Day Academy** will begin on **Monday, August 18, 2025**. A mandatory **Academy Information Session** will be held on **Monday, July 21st, 2025**, from **8:30 AM to approximately 2:00 PM**. All students must attend this session. Completed application packets must be submitted **no later than 2:00 PM on August 1st, 2025**.

The **N.C. Criminal Justice Training and Standards Commission** has **revised** the program, increasing the total training hours to **no less than 868 hours**. The program includes more hours of training, expanded topics, and updated written materials. This change brings updated material to the foundation of Law Enforcement Training.

Sponsorship Requirement & Fees

All students must obtain **sponsorship** from a **law enforcement agency** to attend the BLET academy. **Sponsorship waives the cost of tuition only; however, students are responsible for all additional fees, which must be paid by August 11th, 2025.** Cadets are responsible for the following fees: *(Fees are subject to change without notice.)*

- **$35.00** BLET supply fee
- **$35.00** Activity fee
- **$32.00** Technology fee
- **$11.44** TimelyCare fee
- **$7.50** Parking fee
- **$527.00** Uniform & accessory fee

Textbooks & Financial Aid

- Textbooks cost approximately **$809.00** to purchase or **$540.00** to rent. **Rental textbooks must be returned after course completion or withdrawal.**
- BLET students **are eligible** for **financial aid and scholarships.**
- Required textbooks may be purchased from the **campus bookstore** or the **North Carolina Justice Academy.**
- **Financial aid and scholarships can only be used at the Robeson Community College bookstore.**
- **Cadets must use the most current edition of all required textbooks.**

Required Documents & Submission Guidelines

All documents listed on the **BLET Student Checklist** must be submitted for academy admission. **Ensure all copies are legible.** This packet includes all required documents.

Notary Services:
Mr. Bruce Meares, **Qualified Assistant for BLET**, is available for document notarization. **Appointments must be scheduled in advance** at (910) 272-3650.

Medical & Personal History Requirements

- **Medical History Statement & Physical Exam:** Must be completed before the first day of class. **Physicians must follow NC Department of Justice guidelines,** included in your packet.
- **Personal History Statement (Form F3):** Must be completed **fully and honestly.**

Contact Information

If you have any **questions, concerns, or need clarification,** please feel free to contact me or Mr. Bruce Meares:
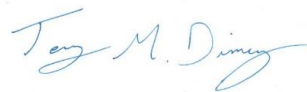
📧 **Email:** tdimery@robeson.edu   📧 **Email:** dmeares@robeson.edu
📞 **Direct Line:** (910) 272-3480   📞 **Direct Line:** (910) 272-3650

Packet Submission

Completed packets must be submitted in person to the faculty offices in **Building 11. Do not mail packets.**

Respectfully,

Matt Dimery
Director of Law Enforcement Programs
Robeson Community College

Frequently Asked Questions
for the BLET Program

1.   What sets the program at RCC apart from other basic law enforcement programs?

Robeson Community College's BLET student has access to a diverse group of instructors that teach each block. Our instructors range from patrol officers through command staff of local sheriff's offices and police departments. We also utilize NCSHP, ALE agents, and NC Magistrates to teach in their area of expertise. RCC's BLET student also go through a rigorous PT program to ensure they are able to pass the require POPAT.

2.   How intense of a program is this?

BLET is a state mandated 640 hour course that takes approximately 16 weeks. RCC's program is approximately 700 hours. RCC's BLET program consist of about 60 plus hours of PT throughout the program. Students start PT at 6am, and are in class by 8am for their daily instruction. Students are held to a higher standard than traditional students, and this is because all law enforcement officers are held to that higher standards.

3.   Do I have to wear a uniform?

BLET students are required to wear a uniform daily. Uniforms are ordered by the BLET department, and students cover the cost of uniforms through their required fees paid to the school. Students are provided three (3) sets of uniforms, and two (2) sets of PT uniforms, along with uniform accessories.

4.   Is this program available for free?

BLET students can either be sponsored through an agency to waive their tuition, or be hired through an agency while they attend BLET. Students can apply for financial aid to cover the cost of books, supplies, and uniforms which average about $1200.

5.   Is there a required test prior to being accepted into BLET?

YES. All students must take a reading test, and score at least on the 10th grade reading level.

5.   How do I apply for BLET?

•   Visit the website at: https://www.robeson.edu/public-service/law/blet/
•   Download and submit a BLET registration fpacket
          or
•   Contact a member of the BLET staff at (910) 272-3690 to obtain a packet.

BLET Student Checklist

Please be sure to include the following with your application packet:

___ **Copy of Birth Certificate** *(Original must be copied by BLET Staff)*

___ **Copy of Valid NC Driver's License**

___ **Copy of Social Security Card** (Original must be copied by BLET Staff)

___ **Copy of Official High School Transcript**

___ **Copy of DD-214** **(Prior Service Members Only)**

___ **Certified Criminal History from EACH County/Sate of Residence***

___ **Sponsorship Verification Form**

___ **Employment Verification Form** **(Only if Hired Through Agency)**

___ **F-25** **(Only if Hired Through Agency)**

___ **Military Background Info** **(Current and and Prior Service Members Only)**

___ **F-1 Medical History (CJC Standards)**

___ **F-2 Medical Exam Report (CJC Standards)**

___ **F-3 Personal History Statement (CJC Standards)**

*In some instances, an FBI Right to Review may be requested by the Director

Admissions Information

Contact:
📞 Phone: (910) 272-3342
📠 Fax: (910) 618-5686

Application Process to RCC:
Submit your application online: Robeson Community College Admissions
- ◆ Read all instructions carefully before starting your application.

Transcript Submission:
Official transcripts must be sent directly to:
📍 **Address:** 5160 Fayetteville Road, PO Box 1420, Lumberton, NC 28360
📌 **Attention:** Admissions

⚠️ **Important:** RCC cannot accept unofficial or unsealed transcripts from applicants.

Required Documents:
- ☑ High School Diploma
- ☑ High School Equivalency/Adult High School Certificate
- ☑ College Transcripts (if applicable)

Additional Transcript Requests:
📄 **GED Transcripts:** Request through Diploma Sender at *https://diplomasender.com/#*
🎖️ **Military Transcripts:** Request via Joint Services Transcript (JST) at *https://jst.doded.mil/jst/*

Final Steps:
📌 After submitting your application, print the confirmation page and include it in your BLET packet.
💡 If unable to print, right-click on a blank area of the confirmation page and select "Print." If that doesn't work, print the submission confirmation from your email.

Save Your Login Information (Received Once Accepted):
🔑 Username: _____
🔑 Password: _____

START. ACHIEVE. BECOME.

Reading Test Requirement

Effective June 1, 2010, the NC Criminal Justice Education and Training Standards Commission revised **Rule 12 NCAC 02B .0203(e)** as follows:

- Individuals **must** complete the reading component of a **nationally standardized test** within **one year prior** to admission into the **Basic Law Enforcement Training (BLET) program**.
- A minimum score of **10th-grade level or equivalent** is required.
- This applies to all enrollees, including **partial or limited** trainees.

Reading Test Administration

- 📍 **Location:** RCC Campus, Building 14, Room 1427A
- 📅 **Appointment Required:** Call **(910) 272-3641**
- 💰 **Cost: Free**
- ⏳ **Duration:** Approximately **45 minutes**
- 🕐 **Arrival:** Arrive **10 minutes early**
- 🆔 **Required:** Bring a **valid photo ID**

📞 **For questions or to schedule an appointment, call (910) 272-3641.**

Financial Aid Information

Pell Grant Now Available for BLET Academy Students

Students enrolled in the **Basic Law Enforcement Training (BLET) Academy** may qualify for **Financial Aid (Pell Grant)**. To apply, visit:

🔗 [Robeson Community College Financial Aid](https://www.robeson.edu/fa/) at https://www.robeson.edu/fa/

Important Application Requirements

☑ **Complete Your FAFSA:** Submit your application and respond to any additional requests from **FAFSA and/or RCC Financial Aid** promptly.

☑ **Verification Process:** Some applications may be **selected for verification**, requiring submission of additional documents to RCC's Financial Aid Office. **Timely response is crucial** for processing.

☑ **Academy Application Approval: Both** the Financial Aid and Admissions applications **will not be processed** without approval of a **complete** BLET Academy application packet by the Academy Director.

⚠️ **Delays in submission may result in delayed or denied financial aid processing.**

Financial Aid Contact Information

📍 **Location:** Building 13, RCC Campus

🔹 **Jessie Hunt**
📌 **Role:** <u>Financial Aid Specialist</u> (Front Desk Services | Document Intake)
📞 **Phone:** (910) 272-3352

🔹 **Keats Ellis**
📌 **Role:** <u>Veterans Certifying Official</u> | Financial Aid Specialist (Last Names M – Z)
📞 **Phone:** (910) 272-3337 (Office: Room 1314)

For questions or assistance, reach out to the **RCC Financial Aid Office**.

BLET Recruit
Sponsorship Letter

Chapter 115D of the North Carolina General Statues authorizes the State Board of Community Colleges to waive tuition and registration fees in certain programs, including programs for local law enforcement officers. Because the mandated required entry training program for law enforcement officers is contained within a certificate curriculum program entitled Basic Law Enforcement Training (BLET, the State Board of Community Colleges adopted a revised policy on April 16, 1986, that this BLET curriculum program, and other such programs which may be mandated by the law enforcement commission are eligible for tuition and fee waiver beginning Spring quarter 1986 for all sworn law enforcement officers and unsworn recruits in local or state law enforcement agencies. Tuition and fees may not be waived for members of the general public enrolled in the BLET curriculum program.

This is to certify that _____,DOB:_____ is being sponsored by _____ as a sworn law enforcement officer/unsworn recruit.

_____
Printed Name of Official

_____
Authorized Official's Signature

_____
Sponsoring Agency

_____
Date Signed

Criminal History Records

How to Obtain Criminal Records

1. **Search Online**
   - Google your **previous address or military base** (e.g., *"Ft. Huachuca county"*).
   - Find the **County Clerk of Court** website.
2. **Contact the Clerk of Court**
   - Ask for **official or certified** criminal record checks.
   - Ensure it **includes both misdemeanors and felonies**.
3. **Verify the Process**
   - Ask about **costs** (sometimes waived for police academy applicants).
   - Confirm **processing time** (must be mailed—**NO faxes or emails accepted**).
4. **Document Any Issues**
   - If the **Clerk of Court** does not provide records, document:
     - **Date, time, person contacted, and referral** to another agency.
   - If referred to a **state agency**, follow their procedure and keep records.

📌 **All records must be mailed to your residence**.

📌 **Keep a copy for yourself and submit the original to RCC**.

Civilian Criminal History Records

If you have **never served in the military**, you must provide **official criminal record checks** from **each county you have lived in since age 18**.

- ◆ **Example:**

- Lived in **Fayetteville, NC (Cumberland County)** → **Cumberland County record check**
- Attended **University of Maryland, lived in dorms (Baltimore County, MD)** → **Baltimore County record check**
- Moved to **Wilmington, NC (New Hanover County)** → **New Hanover County record check**

📌 **If you were arrested in a county you did not reside in, you must obtain a record check from that county as well.**

Military Record Check Requirements

- All **military criminal record checks** must be obtained **from Quantico, VA**.
- **Records from the Provost Marshal's Office will NOT be accepted**.
- If you were stationed or deployed **overseas**, the military record check from Quantico will cover your service.

Military Record Request Information

📍 **U.S. Army Records**

U.S. Army Criminal Record Center

27130 Telegraph Road, Quantico, VA 22134

📞 **Phone:** (305) 4224 (General Information)

📠 **Fax:** (305) 4154

📞 **FOIA Inquiries:** (305) 0003

📧 **Email:** sarmy.belvoir.usacidc.mbx.crcfoiapa@mail.mil

🔗 **Website:** U.S. Army CID

📍 **U.S. Air Force Records**

Information Release Division

27130 Telegraph Rd, Quantico, VA 22134-2253

📞 **Phone:** (305) 8044

📧 **Email:** afosi_hq-foia-request@us.af.mil

🔗 **Website:** Air Force Privacy Office

📍 **U.S. Navy / Marine Corps Records**

Naval Criminal Investigative Service (NCIS)

Attn: Records Management Branch (Code 11C1)

27130 Telegraph Rd, Quantico, VA 22134-2253

📞 **Phone:** (305) 9092

📧 **Email:** ncis_foia@ncis.navy.mil

🔗 **Website:** NCIS FOIA Requests

📌 **If you served in multiple branches, you must obtain records from each branch**.

Additional Criminal Record Checks for Veterans

You must also provide **local jurisdiction criminal records** from **every place you have lived since age 18**.

- ◆ **Example:**

  - Lived in **Cumberland County, NC** (age 18, high school) → **Cumberland County record check**
  - Attended **UNC Pembroke (Robeson County, NC), lived in dorms** → **Robeson County record check**
  - **Basic Training at Lackland AFB (Bexar County, TX) → Bexar County record check**
  - **Technical School at Sheppard AFB (Wichita County, TX) → Wichita County record check**
  - **Stationed at Pope AFB but lived in Hoke County, NC → Hoke County record check**
  - **Military Record Check from Air Force Records Department (see contact above)**

📌 **Records must be OFFICIAL or CERTIFIED.**

If you were arrested in a county you did NOT reside in, you must also obtain a record check from that county.

Overseas Civilian Contractors

📌 **If you worked overseas as a civilian contractor, follow these steps:**

1. **Contact the consulate** for the country you worked in.
2. **Request an official criminal record check**.

- ◆ **If denied:**

  - **Obtain a letter from your employer** stating you were not arrested.
  - Submit **all documentation** to RCC for review before enrollment.

📌 **No criminal record checks = No enrollment in BLET** (unless waived by staff).

Questions?

📞 **Contact Mr. Bruce Meares at (910) 272-3650**.

BACKGROUND CHECK FOR BLET STUDENT

For Robeson County Criminal History Only

_____
(Date)

Honorable Shelena Smith
Robeson County Clerk of Superior Court
Robeson County Courthouse
500 North Elm Street
Lumberton, North Carolina 28359-1084

To the Honorable Clerk of Superior Court Smith:

Please allow this letter to serve as verification that _____ is
                                                                              (Students Name)
in the application for admissions process for the Basic Law Enforcement Training Academy
(BLET) at Robeson Community College. This student requires a copy of his/her criminal records
for academy admission consideration. The records check will be used in accordance with 12
NCAC 9B.0203 (h) for this student's admission into the academy. Thank you for your time and
consideration.

Respectfully,

Terry M. Dimery
Director, Basic Law Enforcement Training Academy
        Law Enforcement Programs
        Department of Criminal Justice Technology