

APPLICATION FOR TEST ADMISSION



To qualify to take the certification exam, each applicant must 1) be a current member of the IACA, 2) have a minimum of three full-time years of work experience as a Crime and/or Intelligence Analyst with a law enforcement agency or military branch, and 3) meet the minimum points requirement.

APPLICATION INSTRUCTIONS

- Application Form: Fill out the application form completely. Please type or print all information.
- Application Fee: Enclose a non-refundable application fee of \$150. Make your check or money order payable to IACA.
- Substantiating Documents: Official college transcripts, certificates of course completion, proof of employment, proof of teaching/speaking engagements, etc.
- Submission of Materials: Michele Kennedy
Douglas County Sheriff's Office
4000 Justice Wy, Castle Rock, CO 80109

Do not forget to include all substantiating documents and the non-refundable application fee. Your application will not be considered if these items are not provided.

APPLICANT INFORMATION

Name: _____

Job Title and/or Rank: _____

Place of Employment: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

E-mail: _____ Web: _____

FORMAL EDUCATION

Please identify all universities and post-secondary colleges previously attended.

	SCHOOL	LOCATION	DATES	DEGREE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Please indicate whether you have successfully completed course work in the following areas. Courses must have been offered through an accredited college/university, at the equivalent of 3 semester credit hours, and you must have received a grade of C or better. Please identify the course that you believe to be equivalent by giving the course number shown on your transcripts.

COURSE			DATE	COURSE NO.
Introduction to Criminal Justice	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Introduction to Criminal Behavior	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Introduction to Crime Analysis	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Research Methods	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Descriptive and Inferential Statistics	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Geographical Information Systems (GIS)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____

PROFESSIONAL EXPERIENCE

Please provide information on your work experience as either a Crime or Intelligence Analyst, beginning with your current employer. Attach additional sheets as needed.

Employer: _____
Job Title / Position / Rank: _____
Street Address: _____
City: _____ State: _____ ZIP: _____
Hire Date: _____ Departure Date: _____ Length of Tenure: _____ Yrs. _____ Months
Immediate Supervisor: _____ Ph#: _____
Primary Analytical Functions:

Employer: _____
Job Title / Position / Rank: _____
Street Address: _____
City: _____ State: _____ ZIP: _____
Hire Date: _____ Departure Date: _____ Length of Tenure: _____ Yrs. _____ Months
Immediate Supervisor: _____ Ph#: _____
Primary Analytical Functions:

Employer: _____
Job Title / Position / Rank: _____
Street Address: _____
City: _____ State: _____ ZIP: _____
Hire Date: _____ Departure Date: _____ Length of Tenure: _____ Yrs. _____ Months
Immediate Supervisor: _____ Ph#: _____
Primary Analytical Functions:

CONTINUING PROFESSIONAL EDUCATION

Please identify all courses or training programs related to skill set items but not included in other categories. Attach additional sheets as needed. Please remember to attach supporting documentation.

SCHOOL/COMPANY	LOCATION	COURSE TITLE	DATES	GRADE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PROFESSIONAL EXPERIENCE CONTINUED...

Aside from your time spent as a Crime or Intelligence Analyst, please list any other work experience related to the criminal justice field (e.g., Corrections Officer, sworn duty, etc.). Attach additional sheets as needed.

AGENCY/DEPARTMENT	CITY AND STATE	JOB TITLE	TENURE
1. _____	_____	_____	____ Yrs. ____ Mos.
2. _____	_____	_____	____ Yrs. ____ Mos.
3. _____	_____	_____	____ Yrs. ____ Mos.
4. _____	_____	_____	____ Yrs. ____ Mos.
5. _____	_____	_____	____ Yrs. ____ Mos.

FIELD CONTRIBUTIONS

In your career as a Crime or Intelligence Analyst, what conferences/seminars/symposiums have you attended? Remember to attach supporting documentation.

CONFERENCE TITLE & CITY/STATE	CONFERENCE DATES
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

In your career as a Crime or Intelligence Analyst, how many distinct, separate presentations have you given?

DESCRIPTION OF PRESENTATION/AUDIENCE	PRESENTATION DATE
1. _____	_____
2. _____	_____
3. _____	_____

In your career as a Crime or Intelligence Analyst, how many distinct, separate classes have you instructed?

CLASS DESCRIPTION/AUDIENCE	CLASS DATE
1. _____	_____
2. _____	_____
3. _____	_____

In your career as a Crime or Intelligence Analyst, how many publications have you authored or co-authored?

BIBLIOGRAPHY
1. _____
2. _____
3. _____

CERTIFICATION OF COMPLIANCE

Falsification or omission of any material required as part of this application is grounds for application refusal and/or revocation of test admittance.

I certify that the statements in this application are true and complete to the best of my knowledge.

Signature of Applicant

Date of Application