



**INSTITUTE**

Initial: \_\_\_\_\_

# **Application for Admission to the National Protective Services Institute**

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## **Instructional Information Sheet**

This Instructional Information Sheet has been prepared to assist you in completing the application for admission to the National Protective Services Institute. If a question does not apply to you, please indicate "N/A" in the appropriate space. If you need additional space to answer any question on the application, or if you want to give further information, please use plain paper with a heading of "Continuation Sheet" and clearly indicate the section and question number for which you are providing additional information. Please ensure you also place your full name at the top right corner of any continuation sheets. Incomplete information will delay the processing of your application. If you are unable to furnish complete information about any question, please indicate on a "Continuation Sheet" a justifiable explanation as to why you are unable to do so.

Type or legibly print your answers in **black ink**. If your form is illegible, it will not be accepted.

## **Transcripts and Certifications**

Official, certified true, or notarized copies of all diplomas, transcripts, and certifications will be necessary if you are using them as proof of previous education and training. Please submit all diplomas, transcripts, and certifications at the same time as the application. Failure to do so may delay the processing of your application.

## **Effects of Nondisclosure and Penalties for Inaccurate or False Statements**

This application form requests both mandatory and optional information. If you omit answering an item, however, it may delay the processing of your application and you may or may not receive approval for admission in time for the term for which you are applying. Consequently, it is in your best interest to answer all of the questions. Deliberately and materially making false, fraudulent, or misleading statements on this form will be grounds for not granting you admission. In addition, these violations will become part of your permanent record with the National Protective Services Institute, and will be considered in case of future application. Deliberate false, fraudulent, or misleading statements are also grounds for expulsion from the National Protective Services Institute at any time in the future.

You are applying to a highly-regarded Institution, and your trustworthiness and suitability is vital to your eligibility. Consequently, your prospects for admission will be better if you answer all of the questions completely and honestly. A background investigation may include, but is not limited to, checking fingerprints, police records, academic records, credit records, and interviews with former employers, co-workers, and any other persons with whom you have associated. Should questions on any of your statements or other areas of your background investigation arise, you will be given adequate opportunity to respond, and your comments will be included in the official record as well as evaluated for further certification processing.

## **Principal Purpose and Privacy Notice**

The principal purpose of this form is to collect information to determine the qualifications and suitability for persons applying for admission to any of the academic programs offered by the National Protective Services Institute. The information provided will be used to conduct a thorough background investigation of applicants to ensure suitability for this admission. The information provided will not be disclosed to any outside parties, without the express consent of the applicant, other than requests made in accordance with applicable laws and court-mandated release of specific information.

# **Application Requirements**

The National Protective Services Institute maintains an "open door" admissions policy on a first come, first served basis. Any applicant who has earned a high school diploma or GED, other persons who can demonstrate a legitimate "Ability to Benefit" and others wishing to pursue an "Early College Start" may be admitted to the Institute, unless disqualified as listed below. Individuals wishing to apply under the "Ability to Benefit" or the "Early College Start" programs must speak with an academic advisor prior to application.

An individual is not eligible for admission if:

- 1). The individual is disqualified by state or federal law from owning or possessing a firearm.
- 2). The individual is a fugitive from justice for a felony or a Class A or Class B misdemeanor as defined by Texas state law.
- 3). The individual has ever been convicted, in any jurisdiction, of a felony level offense as defined by Texas state law (offenses not involving moral turpitude may be waived by exception).
- 4). The individual has been convicted in the previous ten years, in any jurisdiction, of a Class A level offense as defined by Texas state law (offenses not involving moral turpitude may be waived by exception).

Prospective students who wish to enroll in any of the offered certificate programs must submit a completed application form and a copy of their high school transcript or diploma, GED, or college transcript to:

National Protective Services Institute  
Admissions and Records Office  
PO Box 782016  
San Antonio, TX 78278

## **Application Procedure**

Applications are accepted on an ongoing basis. Students will be notified upon acceptance of application.

1. Submit a completed NPSI application form, to include a copy of high school transcript or diploma, GED, or college transcripts.
2. Meet with advisor to discuss educational plans and select classes
3. Register when eligible
4. Pay tuition by deadline
5. Start classes

## **Discrimination Prohibited**

Employment at the Institute and access to its programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or physical disability. Individuals with physical limitations are welcome to attend any and all courses, however, adjustments will not be made for attendance and participation in classes which require, as a standard, certain physical abilities. Individuals who are not able to meet certain physical requirements of a class may still graduate with a "Modified Certificate". The term "Modified" shall be used on transcripts and diplomas to identify a variance of the standard.

All recruitment and admissions material complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA). Inquiries regarding NPSI's compliance with the ADA, or requests for accommodations for persons with disabilities can be directed to:

National Protective Services Institute  
EEO/ADA/Affirmative Action Coordinator  
PO Box 782016  
San Antonio, TX 78278

## **Language**

The official language used at the Institute is English, and although the NPSI will ensure that the lack of English language skills will not be a barrier to admission to the Institute, accommodations will not be made to allow for participation in educational and vocational programs in other languages. All classes, seminars, and written material will be in English.



<b>2. College or University</b>			
Name of 1 <sup>st</sup> college or university attended:	Address (City, State, Country, Zip Code):	From: Month/Year	To: Month/Year
Major Subject Studied:	Minor Subject Studied:	Degree Received:	GPA:
Name of 2 <sup>nd</sup> college or university attended:	Address (City, State, Country, Zip Code):	From: Month/Year	To: Month/Year
Major Subject Studied:	Minor Subject Studied:	Degree Received:	GPA:
<b>4. Disciplinary Action</b>			
Have you ever been dismissed, suspended, or had disciplinary action taken against you while you were in school for academic or behavioral reasons? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, provide the name of the school, the action, and the date of the action below.			
School:	Action:	Date:	
School:	Action:	Date:	
School:	Action:	Date:	

<b>IV. Employment</b>		
List your employment activities, beginning with the present (#1) and working back 5 years. You should list all full-time work, part-time work, temporary duty locations over 90 days, self-employment, other paid work, and all periods of unemployment. The entire period must be accounted for without breaks, but you need not list employment before your sixteenth birthday. If you need additional space, use a continuation sheet.		
1. Month/Year–Month/Year:  - Present	Employer Name and Address:	Your position/title/rank:
Immediate Supervisor:	Telephone Number:  (     )	Reason for leaving:
Work Description (Describe your specific duties and, if applicable, include all supervisory managerial, scientific, and professional experience):		
2. Month/Year–Month/Year:	Employer Name and Address:	Your position/title/rank:
Immediate Supervisor:	Telephone Number:  (     )	Reason for leaving:
Work Description (Describe your specific duties and, if applicable, include all supervisory managerial, scientific, and professional experience):		
To your knowledge, have you ever been fired from a job, left after allegations of misconduct, left under other unfavorable circumstances, or had a security clearance denied or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe. Use a continuation sheet if necessary.		

<b>V. Military Service</b>		
1. Have you ever served in the Armed Forces of any nation? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, proceed to Section VI)	2. Which nation?	
3. Rank, Branch of <b>Service</b> , and Status (Active, Reserve, National Guard):	4. What was your occupational specialty/career field?	
5. Describe your military duties:	From (Month/Year):	To (Month/Year):
6. Describe any specialty skills or experience:	7. Reason for separation:	
8. Was any disciplinary action taken against you while in the service? <input type="checkbox"/> Yes <input type="checkbox"/> No Be sure to include any non-judicial punishment and Article 15s. If yes, provide details. Use a continuation sheet if necessary:		

### VI. Court Record

1. Have you ever been arrested or charged with any violation including traffic, but excluding parking tickets?  Yes  No  
 If yes, list all such matters even if not formally charged or no court appearance, or found not guilty, or matter settled by payment of fine or forfeiture of collateral. Attach continuation sheets as necessary.

Date:	Place and Department:	Court and Place:	Charge:	Disposition:
Details:				
Date:	Place and Department:	Court and Place:	Charge:	Disposition:
Details:				

### VII. Essay

Please tell us, in essay format, why you feel you should be admitted to the National Protective Services Institute, why you are interested in the curriculum we offer, and how you believe you will use the information you learn from our program(s). Please make your comments in the box provided, and use a continuation sheet if necessary.

I certify that the information provided in this application is true to the best of my knowledge, and I understand that deliberate false, fraudulent, or misleading statements are grounds for disapproval of application.

Full Name (Last, Middle, First):	Signature:	Date:
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**For Office Use Only**  
**Do not write below this line**

A large, empty rectangular box with a black border, occupying the majority of the page. It is intended for office use but contains no text or markings.