



# Police Officer Candidate Resource Booklet

Dermot F. Shea  
**POLICE COMMISSIONER**



WILLIAM T. MORRIS  
**CHIEF OF PERSONNEL**



EDWARD J. WINSKI  
**COMMANDING OFFICER**

**NYPD**

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NYPD Website	<a href="http://www.nyc.gov/nypd">www.nyc.gov/nypd</a>
NYPD Recruitment Website	<a href="http://www.nypdrecruit.com">www.nypdrecruit.com</a>
Candidate Relations	Phone: (718) 312 - 4226 Email: <a href="mailto:CAD@NYPD.ORG">CAD@NYPD.ORG</a>

Dear Police Officer Candidate:

Welcome!

Your decision to join the ranks of the New York City Police Department will forever change who you are. Every man and woman who wears the NYPD uniform takes an oath to support and defend the laws, and citizens, of the great city of New York.

Every day, nearly eight million citizens observe the selfless dedication of our officers, and millions of visitors rely on us to provide a safe and secure city. As a police officer, you will be expected to work with fellow officers to provide this high level of service. You will be part of New York's *FINEST*. You will be a part of what makes New York City the capital of the world.

In the weeks and months to follow you will be providing information and undergoing additional examinations as part of your candidate screening and assessment. This process will involve Medical, Psychological, Physical, and Character elements. These elements are very detailed and comprehensive, but necessary to ensure that only the best qualified candidates are appointed to this agency. Stay focused on your goals. Every officer has undergone the process which you are entering, and I am confident that, with hard work and persistence, you will find that you have what it takes to become the next member of New York's *FINEST*.

Best of luck!

Sincerely,



Edward J. Winski

**Commanding Officer, Candidate Assessment Division**

## Candidate Screening Process

Congratulations on having passed the written exam to become a New York City Police Officer. It is the goal of the NYPD to hire only the most qualified candidates available. The process of becoming a police officer consists of five separate phases. They are: the written exam, a medical exam, a background investigation, a psychological examination (written and oral), and a job standards test. Candidates must pass every phase of the process to be considered for the position of police officer.

Described below are the separate qualification steps required to become a NYPD Probationary Police Officer. Remember that the steps may not necessarily be completed in the order given here. You may want to check off each section as you complete them. Remember that you must be dressed in **proper business attire** for all of your appointments except when otherwise instructed. Proper business attire is described below:

<u>Business Attire for Men:</u>	A suit, or slacks and sport coat/jacket with tie.
<u>Business Attire for Women:</u>	Pant suit or dress or combination skirt and blouse.

Jeans, t-shirts, shorts and sneakers are not considered proper business attire and should not be worn.

The entire screening and assessment process for Police Officer candidates will be conducted at the NYPD's Candidate Assessment Center, located at 235 East 20<sup>th</sup> Street New York, NY 10003. **All of the appointments that you will attend will be held at the Candidate Assessment Center in Manhattan.**

If you need to reschedule appointments, call Candidate Relations Monday through Friday between 7am and 6pm at (718) 312-4226 or at CAD@NYPD.ORG. Please have your Social Security number, Exam number, and List number available.

The first few steps in the hiring process are usually the \*Character Pre-Screening and Medical Exam.

***\*Character Pre-Screening and Medical Exam are sometimes held on the SAME DAY. If so, be prepared for a very long day.***

Children are not permitted at the pre-employment screening processes, so please arrange for child care in advance of your appointments.

**MEDICAL EXAM:**           /          /            
(Date Taken)

At this appointment, you will be required to:

- Submit all documents pertaining to your medical history.
- Report any medical condition(s) requiring medication.
- Be examined by a Police Department doctor or physician assistant.

**Accurate medical history will help reduce the possibility of not meeting medical standards and therefore being subject to disqualification. To expedite the processing of police officer candidates, it is recommended that candidates bring copies of all records pertaining to any past or present medical condition(s) for review by the Police Department physician and inclusion in the candidate's medical folder. Questions regarding this process should be addressed to the Candidate Assessment Division – Candidate Relations at (718) 312-4226 or at CAD@NYPD.ORG. Certain phases of a candidate's processing may continue while the candidate is on medical review.**

The position of police officer is a demanding and stressful one, requiring a wide variety of physical and emotional challenges. Police officers, during the performance of their duties, may find themselves in many situations where optimal health and fitness may prevent them or someone else from being injured. Some examples include, but are not limited to:

Chasing a suspect on foot over many blocks or up many flights of stairs while wearing 20 to 30 pounds of equipment.

Physically wrestling with that suspect following a prolonged pursuit.

Standing on a fixed post for extended periods of time in all types of weather.

Therefore, it is necessary that candidates be in excellent physical health prior to being hired. The medical examination consists of the following tests:

**Vision test-** Candidates' vision must be 20/30 or better corrected and at least 20/100 or better uncorrected with each eye tested separately. Candidates must bring glasses or contact lenses to the examination. Color vision will also be evaluated. The use of color deficiency corrective devices of any type is prohibited.

**Hearing test-** Candidates' ability to hear a tone of varying decibels across a range of frequencies will be evaluated. Each ear is tested separately. The application of hearing aids to achieve such standards are allowed – under limited circumstances – provided they are self-contained and fit within (auricular) or behind or over (post-auricular) the ear.

**Blood pressure-** Candidates must have controlled blood pressure of no greater than 140/90 with a pulse of fewer than 100 beats per minute. It is suggested that candidates refrain from the use of products containing caffeine and/or other stimulants for 24 hours prior to their medical exam. Examples include: energy drinks, coffee, tea, soda, hot chocolate, diet pills, and some exercise supplements.

**Electrocardiogram-** Every candidate will have an EKG performed to screen for cardiac abnormalities.

**Physical exam-** Every candidate will be asked to complete a Medical Questionnaire listing their medical history. Then, using this history and the results of the above testing as a guide, the candidate will be questioned and physically examined by a Police Department doctor or physician assistant.

In the event that information obtained during the examination by our physician reveals a medical condition that needs further evaluation, the candidate concerned will be placed on medical review. This may require that additional testing be performed or that further records related to the specific medical condition be provided.

Listed below are some of the common factors which may require additional testing or records and may place a candidate on medical review:

**Diabetes-** Insulin-dependent diabetes in most cases is a disqualifying factor. Other types of diabetes are determined on a case-by-case basis. Recent fasting blood work, including a Glycohemoglobin or Hemoglobin A1C test, as well as, copies of the treating physician's records related to the condition, are necessary to make a decision on employment suitability. \*Bring this documentation (if available) to the medical exam.

**Orthopedic-** Cases where an individual is undergoing treatment for any bone break, muscle tear, pull, pain, strain, injury, etc. Also, any serious history of the above, or any settled or yet to be settled lawsuits related to orthopedic type injuries. Candidates with such conditions or situations need to bring copies of all treatment records related to the injury, which includes, but is not limited to, X-rays, MRIs, physical therapy notes, surgical notes, hospital records, and a discharge note from the candidate's treating physician and/or physical therapist.

**Cardiac-** Any conditions related to the heart. Bring documentation or results of recent stress tests, exams performed due to chest pains, any other cardiac related testing or procedures, and physician's findings related to heart murmurs, etc.

**Asthma-** If the candidate is being treated for asthma, he/she should have all of the information available from the treating physician or hospital. This includes documentation of attacks, medications taken and frequency of medications, results of any recent pulmonary function testing, etc.

Candidates for police officer are required to submit all records documenting any military or employment discharge that was related to the candidate's medical condition or any records that might be considered significant to the candidate's medical history.

**CHARACTER PRE-SCREENING:**       /      /        
(Date Taken)

At this appointment, you will be required to submit one or both of the following documents as they pertain to you:

- Proof of completing at least forty-five (45) college credits with at least a 2.0 Grade Point Average.
- Proof of military service (DD-214)

You will also be fingerprinted and begin initial character assessment.

**Any character issues and any criminal history must be reported truthfully and in totality.**

CHARACTER INVESTIGATION: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Date Initiated)

NAME OF ASSIGNED INVESTIGATOR: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Here you will meet with your Investigator and review your application booklet. You will also provide all needed documents and correct any discrepancies.

**It is important that you follow all instructions and attend all appointments that you make with your investigator. If you miss appointments or fail to come prepared for appointments, it will delay your process for being hired. If you can't make an appointment you must call or email your investigator as soon as possible and request to reschedule.**



**WHEN CALLED FOR THE INTERVIEW YOU WILL BE REQUIRED TO BRING THE FOLLOWING ITEMS:**

1. Two (2) pens (black or blue ink only).
2. An official copy of your birth certificate with raised seal. If no record of your birth is on file at the Department of Health or the Bureau of Vital Statistics of the State in which you were born, obtain a statement from the agency attesting to the fact.
3. Records of change of name, if applicable. Bring all available documents on this matter.
4. Naturalization papers, if foreign born. Police Officers must be U.S. citizens at time of appointment.
5. High School Diploma and Diplomas or degrees from colleges attended. If qualification is by High School Equivalency Diploma or Armed Forces G.E.D Certificate, the record of the scores you obtained in the individual tests **must** be presented. Transcripts from **all** colleges you attended, either part time or full time, must be included.
6. Marriage certificate, if applicable. Certificate must be issued by a governmental agency.
7. Birth certificates of children, if any.
8. Records of divorce, annulment or legal separation, if applicable.
9. Social Security Card.
10. Motor Vehicle Driver License and Certificate of Motor Vehicle Registration for any vehicle owned by you or your spouse.
11. Selective Service Registration and Classification Cards. To verify, call (847) 688-6888 or via the internet at [WWW.SSS.GOV](http://www.sss.gov) and click on "Check Registration". If not already registered, you may also register online.
12. Original Discharge or Separation papers for all military service. (DD 214 member 4 copy).
13. Withholding Tax certificates (W-2 Forms) and copies of Federal Income Tax returns for the past five (5) years.
14. During the last ten (10) years, or since age eighteen (18), provide a list of all places of employment with dates and include periods of unemployment when you were financially supported by someone other than yourself. Obtain a notarized letter from that person stating that you were financially supported by them.
15. Membership cards from any labor union, fraternal or social organizations to which you belong.
16. Record of present outstanding debts, judgments or garnishments.
17. Two (2) proofs of residence (rent stub, utility bill, etc.).
18. Transcripts and/or dispositions from the Court Clerk of the court of trial for any arrest in which you were the defendant. Proof of payment for any summonses you received (other than traffic summonses.).
19. Any licenses held by you, (both past and present) from a government agency (pistol, rifle, TLC, liquor, etc.).
20. Social Security Detailed Earnings Report (For all years since leaving H.S. to present).
21. DMV Lifetime Driver's Abstract (MV-15F) for every state issued a driver license.

**IF YOU HAVE ANY QUESTIONS CONCERNING THE ABOVE, PLEASE CALL CANDIDATE RELATIONS AT (718) 312-4226 or VISIT US ON THE INTERNET AT [www.NYPDRECRUIT.com](http://www.NYPDRECRUIT.com)**



# NEW YORK CITY POLICE DEPARTMENT PREPARATION GUIDE FOR THE POLICE OFFICER JOB STANDARDS TEST

## INTRODUCTION

This preparation guide is designed to describe the physical tasks you will be required to perform for the Job Standards Test. You will increase your chances of performing well if you spend a good amount of time preparing for the test. This includes suggestions on how to successfully complete the Job Standards Test.

## OVERVIEW

The essential functions of a New York Police Officer require levels of physical ability and health that are consistent with public safety and emergency response situations. Police Officers are expected to maintain the necessary levels of physical capacity and health to perform their work.

**JOB STANDARDS TEST:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Date Taken)

The Job Standards Test is a gender neutral, physical ability examination consisting of six (6) components, which must be completed in 4 minutes, 28 seconds (4:28).

**Consult the Preparation Guide for the Police Officer Job Standards Test that follows for details. Be prepared for this test, WORK OUT, BE IN SHAPE!**

**THE JOB STANDARDS TEST IS GENDER NEUTRAL. ALL CANDIDATES MUST QUALIFY IN 4:28.**

## SUGGESTIONS FOR COMPLETING THE JOB STANDARDS TEST:

1. Avoid junk food and concentrate on a well-balanced diet for several days before the test.
2. Avoid tranquilizers and stimulants such as caffeinated beverages, especially on the day of the test.
3. Studies have shown that brief but intense exercise will use muscle glycogen and blood glucose (carbohydrate) at a very high rate. To optimize performance and enhance the recovery from this type of intense exercise, we suggest the following nutritional guidelines:
  - a. To have carbohydrates available for energy production, candidates should consume a moderate to high carbohydrate diet (60-75% of the total kcal consumed per day) for 2-3 days prior to testing. We suggest carbohydrates from whole grains (breads, cereal, rice, pasta), vegetables (carrots, potato, squash), fruits (dried, juice, or solid such as orange, apple, etc.), and dairy (fat-free yogurt, skim milk, low-fat ice cream) food groups. Foods

such as baked beans, pretzels, baked chips and low-fat cookies are other sources of carbohydrates.

- b. To recover from a day of intense activity and to restore muscle carbohydrates, candidates should eat 50 to 100 grams of carbohydrates immediately after the activity and another 50 to 100 grams every 2-3 hours after the activity for a period of up to 12 hours. It is recommended that a total of 400-800 grams of carbohydrates be ingested depending upon the amount and intensity of the testing and your body size (larger body types need more carbohydrates). In addition to the carbohydrates, candidates should consume 15-25 grams of protein with each carbohydrate feeding (20 grams of protein is found in one 3-oz. serving of meat).
  - c. To prevent dehydration during testing, candidates should drink water throughout the testing day. Sports drinks are not necessary, but candidates may drink them to help replenish carbohydrates and maintain electrolyte balance. These fluids are convenient, effective and good tasting.
  - d. To maximize performance during testing, we recommend rest for the two days prior to testing. If a candidate must exercise, only very light training should be undertaken for approximately two days leading up to testing. Muscle fatigue, muscle soreness and muscle depletion of energy stores will lead to poor performance on this test.
  - e. In conclusion, candidates should consume a carbohydrate rich diet, but include adequate protein intake as suggested above. Also drink fluids (water, sports drinks) and take a rest day from exercise training prior to testing.
4. Get a good night's sleep before the test.
  5. Be a non-smoker if at all possible (or have refrained from smoking for at least 90 minutes prior to testing).
  6. Refrain from any exercise training for at least 24 hours before testing.
  7. Refrain from eating for *at least* 1.5 hours before testing.
  8. For both comfort and safety, wear a T-shirt (long sleeve T-shirts or sweatshirts are permissible), sweat pants and athletic footwear (running shoes are discouraged). A pair of snug, batting-style gloves are recommended for testing, but not required.
  9. Avoid alcohol several days prior to testing.

Simple activities such as a regular stretching and a running routine can greatly enhance your chances of doing well on the physical ability exam. Please remember to keep safety in mind when training, and always consult a physician before beginning any physical fitness program.

**Important note:** On the day of testing you will be required to wear long pants. **You will not be allowed to participate in the examination if you are not wearing long pants.** Shorts are not allowed for safety reasons.

## THE SIX STATIONS OF THE JOB STANDARDS TEST

1. **Barrier Surmount:** From a kneeling, weapon-ready position, the candidate sprints fifty (50) feet to surmount a six (6) foot barrier.
2. **Stair Climb:** The candidate proceeds from the Barrier Surmount to a six-stair climb system and completes three (3) over-and-back traverses.
3. **Physical Restraint Simulation:** The candidate proceeds from the Stair Climb to a tactics-and-training device that measures an applicant's ability to resist or control force in a physical restraint situation.
4. **Pursuit Run:** The candidate proceeds from the Physical Restraint Simulation to a 600-foot run around a pattern of cones.
5. **Victim Rescue:** The candidate proceeds from the Pursuit Run to a simulated victim rescue involving a thirty-five (35) foot drag of a one hundred seventy-six (176) pound mannequin.
6. **Trigger Pull:** The candidate proceeds from the Victim Rescue to a trigger pull station, picks up an inoperative firearm, holds the firearm within a nine (9) inch diameter metal ring and pulls the trigger sixteen (16) times with the dominant hand and fifteen times (15) with the non-dominant hand. Once inserted, the firearm must remain within the metal ring for the completion of both trigger pull cycles. Timing is stopped upon completion of the final trigger pull.

This continuous event series must be completed within four minutes, twenty-eight seconds **(4:28)**.

**PRE-HIRE INTERVIEW:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date Taken)

You will be given a brief medical examination, if information you report requires it.

Here you will provide any new/updated character and medical information about yourself.

**This is where you will have your records updated. Anything new or not previously reported should be reported now.**

## **Additional Qualifications**

In addition to the qualification process, there are seven additional required elements that you must comply with before being hired:

1. \_\_\_\_\_ Possess a valid, unrestricted, New York State Driver License.\*
  
2. \_\_\_\_\_ Reside in one of the five (5) boroughs of New York City or Nassau, Suffolk, Westchester, Rockland, Putnam, or Orange Counties.\*
  
3. \_\_\_\_\_ Possess a valid High School Diploma or its equivalent.
  
4. \_\_\_\_\_ Successfully complete either at least sixty (60) college credits from an accredited college or university with at least a 2.0 GPA.  
**OR**  
Twenty-four months, honorable full time United States Military Service.
  
5. \_\_\_\_\_ Reached the minimum age requirement for appointment as described in your Notice of Examination. (Currently 21 years of age).
  
6. \_\_\_\_\_ Candidates may not be appointed to the NYPD as a Probationary Police Officer if the candidate has reached their \*thirty-fifth (35) birth date by the first day of filing for the Police Officer exam.  
  
*\*Active Duty Military time may be applied to deduct from your actual age if you are over the age limit. A maximum of 4 to 6 years may be applied.*
  
7. \_\_\_\_\_ Be a citizen of the United States of America at the time of appointment.

*If you have any questions regarding any of the above mentioned requirements, you may contact your investigator for clarification. Candidate Relations (718-312-4226) is also a resource for candidates at any stage of the pre-hire process, as well as [www.NYPDRECRUIT.com](http://www.NYPDRECRUIT.com).*

*\* Note: A 30 day grace period is granted from date of appointment to meet the NYSDL and Residency requirement\**

**The following are factors that would ordinarily be cause for disqualification (this is not a complete listing):**

- Conviction of an offense which indicates lack of good moral character.
- Disposition towards violence or disorder.
- Repeated convictions of an offense that would indicate disrespect for the law.
- Discharge from employment as a result of poor behavior or inability to adjust to discipline.

**THESE ITEMS ARE STATUTORY DISQUALIFICATIONS**

- Dishonorable discharge from the United States Military.
- Conviction of an offense for Domestic Violence Misdemeanors.
- A Felony conviction.



## IMPORTANT TELEPHONE NUMBERS

Candidate Relations	(718) 312-4226 <a href="mailto:CAD@NYPD.ORG">CAD@NYPD.ORG</a>
Scheduling Unit	(718) 312-4226 <a href="mailto:CADScheduling@NYPD.ORG">CADScheduling@NYPD.ORG</a>
Physical Assessment Unit	(718) 312-4226 <a href="mailto:JStutoring@NYPD.ORG">JStutoring@NYPD.ORG</a>
Department of Citywide Administrative Services (DCAS)	(212) 669-1357 <a href="http://www.nyc.gov/dcas">www.nyc.gov/dcas</a>
MTA New York City Transit Subway and Bus Information	(718) 330-1234 <a href="http://www.mta.info">www.mta.info</a>
MTA Long Island Railroad	(718) 217-5477 <a href="http://www.mta.info/lirr">www.mta.info/lirr</a>
Metro North Railroad from NYC	(212) 532-4900
Metro North Railroad from all other areas	(877) 690-5114 <a href="http://www.mta.info/mnr">www.mta.info/mnr</a>

### Assigned Investigator

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## **Frequently Asked Questions**

### *1. What exam number are you hiring from?*

- It is normal to have more than one exam active at the same time. To obtain information on which exams are active contact Candidate Relations at (718) 312-4226 or at CAD@NYPD.ORG.

### *2. When will the next class be hired?*

- Starting dates for Police Academy classes vary. For exact dates contact your investigator or Candidate Relations at (718) 312-4226 or at CAD@NYPD.ORG.

### *3. How do I withdraw my name from the list?*

- You should contact Candidate Relations at (718) 312-4226 or at CAD@NYPD.ORG and ask for an APPLICANT WITHDRAWAL REQUEST FORM. This request can be made in person or by telephone. The form must be completed and returned to Candidate Relations for processing. If you already have an ongoing investigation, you may request this form from your investigator.

### *4. How do I reinstate my name on the list?*

- You may reinstate your name on the list anytime during the life of the list, provided you have not been disqualified for medical, character, or psychological reasons. You must appear in person to Candidate Relations with proof of age, residency, and documentation verifying the college/military requirements.

### *5. I am on active military duty; can I defer my processing until I am discharged?*

- You may request to defer processing by having your superior officer prepare a letter on your behalf on official military stationery. The letter must verify your active duty status and must include your name, social security number, exam and list number and your expected date of discharge. Make two copies and send:

#### **Original to:**

New York City - Department of Citywide Administrative Services  
Certifications Division, Room 2150, Municipal Building  
1 Centre Street  
New York, NY 10007

#### **First copy to:**

New York City Police Department  
Candidate Assessment Division – Candidate Relations  
235 East 20<sup>th</sup> Street  
New York, NY 10003

**Second copy:** Retain for your records.

## **Frequently Asked Questions – continued**

### *6. I was recently discharged from the military, how do I get back on the list?*

- If your list is still valid, report to Candidate Relations with your DD214 and proof of age and residency.
- If your list has expired, you must first report with your DD214 to the N.Y.C. Department of Citywide Administrative Services, Municipal Building at 1 Centre Street, New York, NY 10007. They will notify you by mail within three (3) weeks whether you are entitled to a list extension. If you are granted the extension, then you must bring the extension letter along with your DD214, proof of age and residency to the Candidate Assessment Division, Candidate Relations.
- NOTE: Extensions on an expired list may be granted provided your list number was actually reached for hire.

### *7. How long is this exam valid for?*

- Police Officer exams can be terminated one (1) year from the date the list was established, unless extended by the City Personnel Director for a maximum of four (4) years.

### *8. How can I change my address?*

- You should contact Candidate Relations at (718) 312-4226 or at CAD@NYPD.ORG.
- You must also report your change of address and telephone number in writing to N.Y.C. Department of Citywide Administrative Services, Municipal Building at 1 Centre Street, New York, NY 10007.
- Your letter should include your name, social security number, your exam and list number, your old address and telephone number and your new address and telephone number.

### *9. What is the Job Standards Test?*

- The Job Standards Test (JST) is a criterion-valid physical job task assessment that tests for an individual's ability to perform both typical and atypical physical tasks which can be expected to be required of a Police Officer's response to either a routine radio run or critical incident. The Job Standards Test is a continuous timed event comprised of six stations that must be completed in four minutes twenty-eight seconds (4:28) without stopping.

## **Frequently Asked Questions – continued**

### *10. How can I successfully complete the Job Standards Test?*

- On Page 11 you will find a preparation guide for the Job Standards Test. To promote safety, candidates are strongly encouraged to gradually increase the frequency, intensity and duration of their exercise training sessions. In addition, due caution is necessary when exercising during hazardous and inclement weather conditions (heat, humidity, wind, cold, etc.). For those who want further information please contact the Physical Assessment Section at (718) 312-4226.

### *11. Is there a way to refresh my driving knowledge and reduce points on my driver license?*

- Individuals who wish to improve their driving skill as well as reduce points against their license can attend the following sponsoring agencies approved by the New York State Department of Motor Vehicles to administer Accident Prevention Courses. It will help refresh your driving knowledge with a review of time tested safe driving tips and an overview of today's vehicle and traffic laws.

<b>Name</b>	<b>Telephone Number</b>	<b>Website</b>
National Safety Council	(800) 962-3434	<a href="http://www.nsc.org">www.nsc.org</a>
National Traffic Safety Institute	(800) 733-6874	<a href="http://www.ntsai.com">www.ntsai.com</a>
Driver Training Associates	(800) 558-9887	<a href="http://www.drivertrainingassociates.com">www.drivertrainingassociates.com</a>
New York Safety Program	(800) 942-6874	<a href="http://www.nysp.com">www.nysp.com</a>
Empire Safety Council	(631) 360-2160	<a href="http://www.empiresafetycouncil.com">www.empiresafetycouncil.com</a>
American Automobile Association	Contact your local AAA Office	<a href="http://www.aaa.com">www.aaa.com</a>
USA Training Company	(800) 746-7690	<a href="http://www.usatraining.com">www.usatraining.com</a>
American Institute for Public Safety	(888) 458-2477	<a href="http://www.aipsnews.com">www.aipsnews.com</a>
I DRIVE SAFELY	(877) 374-8388	<a href="http://www.idrivesafely.com">www.idrivesafely.com</a>

## Educational Resources:

If you lack the required amount of college credits you may want to consider the following resources to assist you. Confer with Candidate Relations at (718) 312-4226 or at CAD@NYPD.ORG.

- Police Cadet Corps:  
The New York City Police Cadet Corps offers individuals an opportunity to work for the NYPD while attending college. Cadets receive tuition assistance which is forgiven upon promotion to Police Officer and completion of two years' service. Visit [www.nypdcadets.com](http://www.nypdcadets.com) for more information about the program.
- CLEP tests:  
Many colleges offer opportunities for you to receive credits for particular courses based upon the results of a single test. Check with the colleges in your area to see if they offer CLEP tests.
- Life experience credits:  
Some colleges offer credit for life experiences. The list below presents some of the colleges which may offer life experience credits to eligible students:

<b>Empire State College</b>	(800) 468-6372	<a href="http://www.esc.edu">www.esc.edu</a>
<b>St. Joseph's College</b>	(718) 940-5300	<a href="http://www.sjcny.edu">www.sjcny.edu</a>
<b>Marist College</b>	(845) 575-3000 ext. 2227	<a href="http://www.marist.edu">www.marist.edu</a>

- Internet Learning and Correspondence Programs:  
Some colleges have no campus and offer courses online. Students can complete their degree through the use of video courses, independent study, and courses offered via the internet. Below are some colleges that offer online programs:

<b>Excelsior College</b> 7 Columbia Circle Albany, NY 12203-5156 (888) 647-2388 <a href="http://www.excelsior.edu">www.excelsior.edu</a>	<b>University of Phoenix</b> 4025 S. Riverpoint Parkway Phoenix, AZ 85040 (844) 937-8679 <a href="http://www.phoenix.edu">www.phoenix.edu</a>
<b>Thomas Edison State College</b> 111 W. State Street Trenton, NJ 08608 (609) 777-5680 <a href="http://www.tesu.edu">www.tesu.edu</a>	<b>John Jay College Online</b> 524 West 59 <sup>th</sup> Street New York, NY 10019 (844) 552-9665 <a href="http://online.jjay.cuny.edu">http://online.jjay.cuny.edu</a>

**THE NEW YORK CITY POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER**