



Continuing Education Class Registration/Drop Form
Correctional Officer Apprenticeship Training Program

Online registration is available at
www.clovis.edu/continuingeducation/bit/correctional-officer-training.aspx.

Deliver Form in Person: Clovis Community College, Cashier's Office, 417 Schepps Blvd., Clovis, NM 88101

Register by Phone: (575) 769-4760 **Deliver by Email:** ChavezE@clovis.edu

Last Name	First Name	MI	Soc. Sec. No. or CCC Student ID*
Date of Birth	Home/Cell Phone	Bus. Phone	Email (one that is frequently checked)
Mailing Address	City	State	Zip
Emergency Contact	Relationship		Phone
Company Name (for Company Contract Classes)		Address	Phone

REGISTRATION

Add	Drop	Course Title	Section Number	Start Date

Payment may also be made by mailing this form and a check to the address above. People who register in person will make payment at the Cashier's Office by cash, check, credit card, or employer sponsored purchase orders.

Refund Policy: There will be no Continuing Education fee charged for this class at the time of registration. Students who drop a continuing education course **one or more business days** prior to class start will receive a 100 percent refund minus the continuing education registration fee. No refunds will be issued if a student drops after the course has started.

I acknowledge that students must submit to a background check, tuberculosis test, and Basic Life Support Certification as initial requirements of the Correctional Officer Apprenticeship to gain entry into the program. ____

I acknowledge that CCADC requires all new detention officers to complete 160 hours of training within their first year of hire. ____

I acknowledge that there will be an on-the-job training component to complete this course. Work hours will be set on a part-time schedule of 18 hours per week in conjunction with the 16 hours of weekly training for the program. Working hours are subject to move from part-time to full-time once the student has completed all training program requirements. ____

I acknowledge the Course Delivery Policy: All course work will be held at Clovis Community College (Clovis, NM) and all practical training will occur at the Curry County Adult Detention Center. Students are responsible for all transportation to and from both facilities for course work and for lab and practical training. ____

I acknowledge the Drug and Alcohol Policy: Students must adhere to the CCC (<https://www.clovis.edu/about/policies/index.aspx>) and Curry County Adult Detention Center's Drug and Alcohol policies. Failure to comply with the drug and alcohol policies is grounds for expulsion from the program. No refunds will be issued once the class has started. ____

I certify that the information I have given on this form is accurate and complete.

Student Signature _____ **Date** _____