Academy Sponsorship Candidate Information

In order for your application to be processed further, please complete the steps below:

**Attend the Academy Orientation:**
First, attend an academy orientation. This orientation is a chance for you to hear about and see what goes on in the Academy. It is about two hours in length and is held at the Criminal Justice Institute at Valencia College located at 8600 Valencia College Lane. Please call the Academy at (407) 582-8200 to schedule a time to attend this Orientation.

**Take and Pass the Basic Abilities Test (BAT):**
After the academy orientation, take the Criminal Justice Basic Abilities Test for law enforcement. This test is required by the State of Florida for all academy participants. This is a computer based test with many sections to include maps, recall (memory), scenarios, and basic writing skills (grammar, spelling, etc.). Study guides are available at [www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com).

You must call the testing center to schedule at one of the Valencia Community College campuses. Tell them you are a candidate for the Orange County Sheriff's Office.

- East Campus  (407) 582-2770
- West Campus  (407) 582-1101
- Osceola Campus  (407) 582-4860

If you live outside of the Central Florida area, you may take the Basic Abilities Test (BAT) at any law enforcement academy in the state of Florida. Please contact the academy directly for test information.

**College Placement Test (CPT):**
Finally, if you do not have at least a two-year college degree or 60 credit hours, you must complete the College Placement Test (CPT) in order to attend the academy. This test can also be taken at the above locations.

Once you have completed the steps above, turn in all results as well as the date you attended Academy Orientation to the Orange County Sheriff’s Office Human Resources Division at 2500 West Colonial Drive Orlando, Florida.

If you are unable to hand in these documents, mail them to Orange County Sheriff’s Office, Human Resources Division—Recruiting Unit  P.O. Box 1440  Orlando, Florida 32802.