

# **SVC** | Skagit Valley College

## **PARK RANGER LAW ENFORCEMENT ACADEMY**

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Dear Academy Applicant: The following **instruction sheet and checklist** includes all of the necessary documents needed for a complete application packet.

**Please include this checklist with your packet.**

☐ I plan to attend the SPRING 2027 Academy, beginning January 04 and concluding May 01, 2027

- 1. SUBMIT APPLICATION PACKET BY EMAIL AND U.S. MAIL TO THE ADDRESSES AT THE BOTTOM OF THIS PAGE.**
- 2. FORMS ARE ACCEPTED UP TO ONE (1) YEAR IN ADVANCE EXCEPT WHERE INDICATED.**
- 3. OK TO SUBMIT APPLICATION PACKET WITHOUT PHYSICAL, BACKGROUND AND DRUG FORMS. THESE FORMS CAN BE ADDED AFTER YOU HAVE BEEN APPROVED TO ATTEND.**

- ☐ **Park Ranger Law Enforcement Academy Application (Will accept up to one (1) year in advance)**  
Please fill out this form completely, truthfully and legibly. You may type this information in all headings **except for Item #IV on page 4**, which must be completed, in your own handwriting. Attach additional sheets if necessary. Sign and date the form. **SEND WITH APPLICATION PACKET**
- ☐ **Skagit Valley College Criminal Offense Checklist**  
Answer all questions on this form **honestly and completely**. Please attach any additional pages that you feel will fully explain your situation to a review board who will determine your acceptability and fitness to attend this Academy. Take this form to a Notary Public and sign/date it in his/her presence. **SEND WITH APPLICATION PACKET**
- ☐ **Release of Liability Form**  
Read this form, take it before a Notary Public and sign and date it in his/her presence. **SEND WITH APPLICATION PACKET**
- ☐ **Medical Provider Form-No earlier than 90 days prior to start date**  
Each Cadet must have a current physical assessment within 90 days prior to attendance at the Academy. Have your medical provider provide the information in the bottom third of the form, and sign/date it. **DOCUMENT CAN BE SUBMITTED AFTER APPROVAL TO THE ACADEMY – RESULTS ONLY ACCEPTED AFTER OCTOBER 06, 2026.**
- ☐ **Background Check-No earlier than 90 days prior to start date**  
Conviction Criminal History, Driving Record and Drug Analysis: follow the instructions in the letter regarding your contact with the vendor, providing information, and submitting to the drug analysis. This is a **mandatory requirement** for acceptance into the academy. For purposes of consistency and meeting accreditation standards, Skagit Valley College utilizes the vendor in the letter, and no other; prior background checks and drug screenings used by you for other purposes will not be accepted. **DOCUMENT CAN BE SUBMITTED AFTER APPROVAL TO THE ACADEMY – RESULTS ONLY ACCEPTED AFTER OCTOBER 06, 2026.**
- ☐ **College or High School transcripts**  
These may be unofficial, but must be complete for all classes taken in any school, regardless of whether or not you graduated, earned a certificate, or completed in any other way. **SEND WITH APPLICATION PACKET**
- ☐ **Three letters of reference**  
These may be from friends, peer employees, supervisors, instructors, clergy, etc. Must focus on your abilities relevant to performing police functions in a park setting, i.e., work ethic, interpersonal relations, integrity, honesty, etc. **SEND WITH APPLICATION PACKET**
- ☐ **Current resume** **SEND WITH APPLICATION PACKET**
- ☐ **Photocopy of your driver's license**  
Please provide a clear, color copy at 200% of normal size. **SEND WITH APPLICATION PACKET**
- ☐ **Medical Insurance Card**  
Please provide a copy of your medical insurance card or paperwork verification of coverage. **SEND WITH APPLICATION PACKET**

Send all completed forms to  
**PRLEA**  
Skagit Valley College  
2405 E. College Way Mount Vernon, WA 98273

Email all completed forms to:  
**academy.assistant@skagit.edu**