

SUBURBAN ACADEMY OF LAW ENFORCEMENT, INC.

Certified by the Pennsylvania State Police, Bureau of Training and Education, as a Lethal Weapons Training Certification Center. The program is divided into three Phases:

- Basic Course with Firearms – 40 hours
- Basic Course without Firearms – 26 hours
- Recertification – 8 hours

INSTRUCTORS

Instructors of the Suburban Academy of Law Enforcement are certified by the Pennsylvania State Police, Bureau of Training and Education. The Academy and instructors are licensed by the Pennsylvania Department of Education, Board of Private Trade Schools. Suburban Academy of Law Enforcement, Inc. is the only lethal weapons Academy that provides classroom instruction, and supplies ammunition and weapons for Range Qualification, if needed.

ALL OF THE ABOVE IS INCLUDED IN THE TUITION

TUITION

Basic Course With Firearms - \$435.00
Basic Course Without Firearms - \$290.00
Recertification - \$95.00
PA State Police and FBI Fees are NOT included in the Tuition.
A Deposit of \$25.00 is Required Which Will Be Applied To The Tuition.

REFUND AND WITHDRAWAL POLICY

If the student cancels registration prior to the beginning of classes, all monies paid shall be refunded. If a student enters training and withdraws or discontinues prior to completion, the refund will be calculated as follows:

- 1) For a student completing up to and including 10% of the total clock hours, the school will refund 90% of the total cost of the program
- 2) For a student withdrawing from or discontinuing the program within the first 25% of the program, the tuition charges refunded will be 55% of the total cost of the program.
- 3) For a student withdrawing or discontinuing after 25% but within 50% of the program, the tuition charges refunded will be 30% of the total cost of the program.
- 4) For a student withdrawing or discontinuing after 50% of the program, the student is entitled to no refund.

RETURN OF REFUND: The school shall make the appropriate refund within 30 days of the date the student fails to enter or terminates training.

ENTRANCE REQUIREMENTS

An applicant applying for a certificate of qualification shall meet the following requirements:

1. Age. Applicant shall be 18 years or older.
2. Character. Applicant shall be of good character, competency and integrity.
3. Criminal Record. Applicant shall not have been convicted of, or have pleaded guilty or nolo contendere to, a crime of violence.
4. Physical condition. Applicant shall not have any physical impairment that would hinder his/her ability to handle a lethal weapon.
5. Mental condition. Applicant shall not have any mental impairment that would hinder his/her ability to handle a lethal weapon.

ACADEMIC RULES AND STANDARDS OF PROGRESS

The following academic rules and standards are expected to be followed:

- 1) 100% attendance is required, unless sickness/poor health are shown to be the cause of a reasonable amount of absenteeism. Should a trainee become ill, he/she should attempt to notify the Academy that he/she cannot attend the class(es). He/she will be responsible for completing the module he/she missed.
- 2) The trainees shall be prompt in all activities of the Academy.
- 3) The trainees are expected to actively participate in all activities of the Academy.
- 4) All trainees are required to attain satisfactory levels of achievement as set forth below:
 - a. Overall score on each examination of at least 70%.
 - b. Overall final qualifying firearms score of at least 75% .
- 5) The trainees are expected to maintain a notebook of the instructor's teaching materials covered during the Academy and outline the notes from the required and supplemental readings. All written handout materials are also to be kept in the notebook.
- 6) Trainees are expected to complete all project assignments in an acceptable manner and on a timely basis, as required by the instructors.
- 7) At the completion of the Academy class, the trainees will receive a final grade or class standing which is based on the following:
 - a. Examination Score
 - b. Firearm Score
- 8) At the completion of the course, a certificate will be awarded.

MINIMUM STANDARDS FOR TRAINING

Basic Course Without Firearms

Privately employed agents who carry lethal weapons other than firearms as a condition of their employment shall be required to successfully complete the minimum standards of the Basic Course without Firearms consisting of 26 hours, excluding that portion pertaining to Firearms instruction.

Basic Course With Firearms

Privately employed agents who carry firearms as a condition to their Employment shall be required to successfully complete this course. The minimum standards consist of the following required subjects.

COURSE OUTLINE

TITLE	HOURS	TITLE	HOURS
Course Introduction	1	Testifying in Court	1
Final Examination	2	Armed and Unarmed Defense	4
Course Closing	1	Introduction to Firearms	2
Legal Authority	2	Hand Gun Familiarization	5
Constitutional Restriction	1	Introduction to Combat Shooting	2
Principles of Justification	3	Handgun Combat Shooting Qualification	3
PA Crimes Code	8	Shotgun Introduction/Familiarization	2
Limited Authority	2	Incident Investigation/Reporting	1

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CLASS SCHEDULE

2012

CERTIFICATION

JANUARY 7-8-14-15-21, 2012

FEBRUARY 4-5-11-12-18, 2012

MARCH 3-4-10-11-17, 2012

APRIL 14-15-21-22-28, 2012

MAY 5-6-12-13-19, 2012

JUNE 2-3-9-10-16, 2012

JULY 7-8-14-15-21, 2012

AUGUST 4-5-11-12-18, 2012

SEPTEMBER 8-9-15-16-22, 2012

OCTOBER 6-7-13-14-20, 2012

NOVEMBER 3-4-10-11-17, 2012

DECEMBER 1-2-8-9-15, 2012

RECERTIFICATION

JANUARY 9, 2012

FEBRUARY 6, 2012

MARCH 5, 2012

APRIL 2, 2012

MAY 7, 2012

JUNE 4, 2012

JULY 15, 2012

AUGUST 12, 2012

SEPTEMBER 10, 2012

OCTOBER 8, 2012

NOVEMBER 5, 2012

DECEMBER 3, 2012

