

## POLICE FOUNDATIONS PROGRAM

Ontario College Diploma

0444P01PWO

### Introduction

Algonquin College’s 2-Year Police Foundations program provides you with comprehensive knowledge and essential skills required to function effectively in the field of law enforcement. Students gain a broad education in police foundations skills and the interpretations of social interaction. The curriculum includes courses on police powers and procedures, criminology, the Canadian Criminal Justice System, diversity, professional ethics, and communication.

### Academic Credit Recognition of Canadian Forces Military Police Occupation Training - Qualification Level 5 (QL5)

As a result of an innovative partnership between Algonquin College and the Canadian Forces (CF), members of the CF Military Police are eligible for a credit transfer which accelerates the time it takes to complete the Police Foundations Program. Algonquin College, through its Police and Public Safety Institute, undertook an assessment of the CF Military Police Occupation Training. The purpose was to identify the components of the CF Military Police Occupation Training Program that are equivalent to the required learning outcomes for the courses in Algonquin’s Police Foundations Program. As a result, CF Military Police who have completed Qualification Level (QL) 5 requirements **will receive credit for 21 of the 28 courses** which comprise the Algonquin College program. **See complete Police Foundations Program of study on page 5.**

To satisfy the requirements for this diploma the remaining **SEVEN (7) courses** in this program must be completed within **four (4) years** from the date you commence (register in) the first of the remaining courses. See the 7 remaining course listed in the table below:

Course #	Course Name	Hours
PFP1010	Canadian Criminal Justice System	45.0
PFP1020	Psychology	45.0
PFP1030	Sociology and Canadian Society	30.0
PFP1051	Political Science/Public Administration	45.0
PFP1080	Fitness and Lifestyle Management I	30.0
PFP2010	Criminology	30.0
PFP2071	Issues in Diversity/First Nations Peoples	45.0

The courses can be completed through part-time studies and are available online through Algonquin’s Centre for Continuing and Online Learning. Eligible CF Military Police, who are QL5 qualified, are to follow the **five (5) steps** outlined on page 2-3 to: raise an Individual Learning Plan (ILP), proceed with application and admission to Algonquin’s Police Foundations Program, request transfer of credit for CF Military Police QL5 Training, register for remaining courses.

**Please Note:** CF members who have not yet completed CF Military Police QL5 Training but **WILL** complete this training requirement within the next **four years** are also welcome to pursue completion of Algonquin’s Police Foundations Program – subject to required CF approvals. Note though that the program of study must be completed within **four (4) years** from the date you commence (register in) the first program course (see Steps 1 and 5 below). Once you have completed CF Military Police QL5 Training, follow Steps 2 – 4, and continue completing remaining courses within the 4-year timeframe.

## **PROCESS FOR ELIGIBLE CF MEMBERS TO MOVE FORWARD WITH ALGONQUIN COLLEGE’S POLICE FOUNDATIONS PROGRAM**

**STEP 1 - Contact an Education Officer at your local area Personnel Selection Office.** Canadian Forces Military Police are to raise an Individual Learning Plan (ILP) so that education expenses are reimbursed. The first point of contact for raising an ILP is the local area Education Officer. For additional details contact the [Canadian Defense Academy](#). Questions can be directed to: (613) 541-5010 extension 3620.

**The estimated costs to be included in the ILP application for eligible CF Military Police (QL5 qualified) are as follows:**

- **\$1,000** course materials
- **\$305** administrative cost for external transfer of credit and OCAS
- **\$3,500** total course tuition

**STEP 2 – Complete the application for the program.** Applications are completed **online** through the Ontario Colleges Application Services (OCAS). Applications are available at [www.ontariocolleges.ca](http://www.ontariocolleges.ca). **Ensure that the program selected is the Police Foundations program that is restricted to Military Applicants.**

Once the online application has been completed the member (applicant) must mail a copy of their Military Personnel Record Resume (MPRR) confirming completion of Canadian Forces Military Police QL5 Training requirement (awarded either Canadian Forces Competency Code ACHP or AIZL) to:

[Ontariocolleges.ca](http://Ontariocolleges.ca)  
60 Corporate Court  
Guelph, ON, N1G 5J3  
1-888-892-2228

Include a cover letter addressed to “Whom in May Concern” identifying your name, date of birth, and the OCAS number that appeared on your online application. This will enable OCAS to match the MPRR with your application record.

**STEP 3 – Acceptance into the program.** Once Algonquin College has received confirmation of member’s application and receipt of MPRR an official offer of admission will be mailed. Please note that the applicant must confirm the offer of admission online through [Ontariocolleges.ca](http://Ontariocolleges.ca) (instructions on how to complete this confirmation is included in the offer of admission letter). Once completed, Algonquin College will mail a confirmation of acceptance letter to the member.



**STEP 4 – Request external transfer of credit.** Following completion of Steps 1-3, the member is to contact Algonquin College to request external transfer of credit. Requests are to be directed to:

**Emily Roberts, Registrar’s Office**  
**(613) 727-4723, ext. 6161**  
**Email: [roberte@algonquincollege.com](mailto:roberte@algonquincollege.com)**

Applicants are required to pay an administrative fee of \$10.00 fee **per** course (for the 21 courses).

**STEP 5 – To register for course(s).**

- Review the list of courses for this program, go to <http://xweb.algonquincollege.com/woodroffe/program.aspx?query=0444X07PWO>
- Register one or more of the applicable seven course(s). Payment can be made by cash, cheque, money order/certified cheque, VISA, MasterCard, American Express, bank card, bank draft. Canadian Forces members are eligible to be reimbursed course costs and application fees through their ILP.

**Register Online** at <http://www.algonquincollege.com/ol/>

**By Mail:**

Payment and registration forms can be mailed to:  
Algonquin College - FEES  
Registrar’s Office, Room C150  
1385 Woodroffe Avenue, Ottawa, ON K2G 1V8

**By Phone or Fax:**

You can pay by phone or fax using VISA, MasterCard or American Express.  
Woodroffe Campus:  
(613) 727-0002 or toll free at 1-800-565-4723  
Fax (613) 727-7767

**STEP 6 – Email confirmation.** Upon successful registration, all CF registrants will receive an email confirmation letter from the Centre for Continuing and Online Learning that includes their online user name, password, and other relevant student information regarding accessing their online course.

**Prerequisites and Co-requisites:** Students in the Centre for Continuing and Online Learning are expected to have either completed the stated prerequisite course(s) or possess the equivalent knowledge prior to enrolling in a course. Students are also expected to register in the relevant co-requisites. Prerequisites and co-requisites are indicated as applicable in the course descriptions.



## **FURTHER INFORMATION**

For further information about the admissions process for the Police Foundations Program, please contact:

**Emily Roberts**  
**Registrar's Office**  
**(613) 727-4723, ext. 6161**  
**Email: [roberte@algonquincollege.com](mailto:roberte@algonquincollege.com)**

For information about the Police Foundations Program and program courses, please contact:

**Lisa Gerrard**  
**Program Coordinator**  
**613-727-4723, ext. 5756**  
**Email: [gerrarl@algonquincollege.com](mailto:gerrarl@algonquincollege.com)**

For general inquiries about the Centre for Continuing and Online Learning, please contact:

**Sharon Rendle**  
**Administrative Coordinator for Online Learning**  
**613-727-4723, ext. 5592**  
**Email: [rendles@algonquincollege.com](mailto:rendles@algonquincollege.com)**

**PROGRAM OF STUDY DETAILS (for 2011-2012):**

Course #	Course Name	Hours
<b>Level 01</b>		
PFP1000	Career and College Success	30.0
*PFP1010	Canadian Criminal Justice System	45.0
*PFP1020	Psychology	45.0
*PFP1030	Sociology and Canadian Society	30.0
PFP1040	Communications I	45.0
*PFP1051	Political Science/Public Administration	45.0
*PFP1080	Fitness and Lifestyle Management I	30.0
<b>Level: 02</b>		
*PFP2010	Criminology	30.0
PFP2020	Interpersonal and Group Dynamics	30.0
PFP2031	Contemporary Social Problems/Community and Social Services	45.0
PFP2040	Communications II	45.0
*PFP2071	Issues in Diversity/First Nations Peoples	45.0
PFP2095	Fitness and Lifestyle Management II	15.0
PFP3010	Criminal and Civil Law	45.0
<b>Level: 03</b>		
PFP3021	Criminal Code and Federal Statutes	45.0
PFP3040	Interviewing and Investigations	45.0
PFP3071	Traffic Management	45.0
PFP3095	Fitness and Lifestyle Management III	15.0
PFP4097	Career Preparation	30.0
PFP5009	Police Powers	42.0
<b>Choose one from equivalencies:</b>		<b>Hours</b>
GED0444	General Education Elective	45.0
<b>Level: 04</b>		
PFP1060	Principles of Ethical Reasoning	45.0
PFP3050	Youth in Conflict with the Law	30.0
PFP4010	Provincial Offences	30.0
PFP4040	Investigation and Evidence	45.0
PFP4050	Conflict Management	45.0
PFP4061	Community Policing	45.0
PFP4091	Fitness and Self Defense	30.0

**\* Denotes the seven courses to be completed in order to fulfill the program residency requirements for Canadian Forces Military Police who qualify for the external transfer of credit.**