



### EXPLANATION

As a new member of the MATC Criminal Justice-Law Enforcement program you have received information/forms contained on this CD that must be read and completely filled out. It is extremely important that these documents are completed fully before being turned in. Any documents missing data will not be accepted and you will not be included when applying for admittance into the tactical and scenario based assessment components of the certification process.

The Criminal Justice/Law Enforcement Associate Degree Certification Track Student Authorization Declaration (DJ-LE 329) was created jointly between the Wisconsin Technical College System (WTCS) and Training and Standards Bureau of the State of Wisconsin Department of Justice. Because students seeking to become certifiable are to be held to the same standards as those students that are attending full time service academies, it is necessary to have uniform tracking forms for each academy. The intent of this rule is to alert students from the beginning of their participation in the programs to the various rules and regulations necessary to complete the certification process. By performing these steps earlier in the process it is hoped that all students will not get near the end of the process and find out that they are actually ineligible to participate in this program.

Once again, please read each document carefully and fill out each area that calls for data. We will not accept items not completed and this could result in you being excluded from performing the tactical and scenario based assessments. Just a reminder. This program is highly desired and not every student may be selected to participate in the College Certification Track training academy. All students in the CJ-LE program will be afforded the opportunity to graduate from MATC with an Associate Degree but, due to constraints on both facilities and mandated time limits for class completion, not every CJ-LE student is able to participate in the certification training. With that in mind it is extremely important that you follow the instructions and do the best you can in all of your classes leading up to the tactical and scenario sessions.

Good Luck,

Vincent J. Vitale  
Associate Dean – MATC  
Protective Services