



INSTITUTE

Application for Admission to the National Protective Services Institute

Instructional Information Sheet

Admission to the National Protective Services Institute (NPSI) is only required for those seeking academic certificates or degrees. If you intend to take only continuing education or training courses, admission is not required.

This Instructional Information Sheet has been prepared to assist you in completing the application for admission to NPSI. If a question does not apply to you, please indicate "N/A" in the appropriate space. If you need additional space to answer any question on the application, or if you want to give further information, please use plain paper with a heading of "Continuation Sheet" and clearly indicate the section and question number for which you are providing additional information. Please ensure you also place your full name at the top right corner of any continuation sheets. Incomplete information will delay the processing of your application. If you are unable to furnish complete information about any question, please indicate on a "Continuation Sheet" a justifiable explanation as to why you are unable to do so.

Type or legibly print your answers in **black ink**. If your form is illegible, it will not be accepted.

Transcripts and Certifications

Official, certified true, or notarized copies of all diplomas, transcripts, and certifications will be necessary if you are using them as proof of previous education and training. Please submit all diplomas, transcripts, and certifications at the same time as the application if mailing. If the application is e-mailed, please ensure appropriate documentation is sent as soon as possible. Failure to do so may delay the processing of your application.

Effects of Nondisclosure and Penalties for Inaccurate or False Statements

This application form requests both mandatory and optional information. If you omit answering an item, however, it may delay the processing of your application and you may or may not receive approval for admission in time for the term for which you are applying. Consequently, it is in your best interest to answer all of the questions.

Deliberately and materially making false, fraudulent, or misleading statements on this form will be grounds for not granting you admission. In addition, these violations will become part of your permanent record with the National Protective Services Institute, and will be considered in case of future application. Deliberate false, fraudulent, or misleading statements are also grounds for expulsion from NPSI at any time in the future.

You are applying to a highly-regarded Institution, and your trustworthiness and suitability is vital to your eligibility. Consequently, your prospects for admission will be better if you answer all of the questions completely and honestly. A background investigation may include, but is not limited to, checking fingerprints, police records, academic records, credit records, and interviews with former employers, co-workers, and any other persons with whom you have associated. Should questions on any of your statements or other areas of your background investigation arise, you will be given adequate opportunity to respond, and your comments will be included in the official record as well as evaluated for further processing.

Principal Purpose and Privacy Notice

The principal purpose of this form is to collect information to determine the qualifications and suitability for persons applying for admission to any of the academic programs offered by NPSI. The information provided will be used to conduct a thorough background investigation of applicants to ensure suitability for this admission. The information provided will not be disclosed to any outside parties, without the express consent of the applicant, other than requests made in accordance with applicable laws and court-mandated release of specific information. Some information, such as Social Security Number, is optional, but assists in conducting an appropriate background check.

Application Requirements

NPSI maintains an "open door" admissions policy on a first come, first served basis. Any applicant who has a high school diploma (or GED) and the minimum test scores (as listed below) may be admitted to the Institute, unless disqualified in the list that follows (the application includes a criminal background check). Individuals who have already obtained 30 or more semester hours from an accredited college or university will be automatically admitted, however, Wonderlic SLE-Q test scores must still be obtained. This allows the school to assess the strength and areas for improvement of the student.

Because of the rigorous nature of online education, applicants to NPSI's academic programs must demonstrate they have the ability to succeed in an online program. Testing provides the most objective measurement of an applicant's knowledge, skills and abilities. This measurement provides an accurate and fair means to compare different applicants to each other and to the requirements of the program to ensure the applicant possesses the time, perseverance, technology and skills needed to succeed in an online distance learning program.

NPSI accepts the following tests and scores (or combination) to demonstrate ability to succeed:

Required: *Wonderlic SLE-Q – 20 Optional: SAT – 1500 Optional: ACT – 20

*If applicants have not already taken the SAT or ACT, the Wonderlic SLE-Q is accepted on its own merit. The Wonderlic SLE-Q is provided through NPSI as part of the application process and at no additional charge to the student. All applicants must take the Wonderlic SLE-Q.

An applicant must score at least 1500 on the SAT, or 20 on the ACT, or 20 on the Wonderlic SLE-Q in order to be granted admission. For example, a student who scored a 1300 on the SAT may still be granted admission if they score at least a 20 on the Wonderlic SLE-Q. Or, a student who scored an 18 on the Wonderlic SLE-Q may still be granted admission if they scored at least a 1500 on the SAT or a 20 on the ACT.

An individual is not eligible for admission if:

- 1) The individual is disqualified by state or federal law from owning or possessing a firearm.
- 2) The individual is a fugitive from justice.
- 3) The individual has ever been convicted, in any jurisdiction, of a felony level offense as defined by Texas state law (offenses not involving moral turpitude may be waived by exception).
- 4) The individual has been convicted in the previous ten years, in any jurisdiction, of a Class A level offense as defined by Texas state law (offenses not involving moral turpitude may be waived by exception).

NOTE: The Chief Academic Officer (Academic Director) is the final approval authority for admission waivers.

Prospective students who wish to enroll in any of the offered academic programs must submit a completed application form and a copy of their high school transcript or diploma, GED, or college transcript to:

NPSI Admissions and Records Office
PO Box 782016
San Antonio, TX 78278

or, e-mail to:
Admissions@NPSIonline.net
(Official transcripts must be mailed)

Application Procedure

Applications are accepted on an ongoing basis. Students will be notified upon acceptance of application.

Application, registration, and payment of tuition and fees are all accomplished through *Matrix* (see the *Matrix* tab on www.NPSIonline.net).

1. Submit a completed NPSI application form, with required attachments, and application fee
2. Interview with advisor to discuss educational plan and select classes
3. Complete enrollment contract
4. Register and pay tuition and fees
5. Take NPSI Online Orientation Course
6. Start classes

Nondiscrimination Policy

Admissions or employment at the Institute and access to its programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or physical disability.

Application for Admission

National Protective Services Institute

Date: _____

I. Personal Information			
1. Name in Full (Last, First, Middle):		2. List all other names you have used (nicknames, maiden names, etc.):	
3. Academic Program: <input type="checkbox"/> Security Management Certificate <input type="checkbox"/> Security Management Advanced Certificate		4. Term Start Date: Year - _____ <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Asynchronous/Self-Paced	
5. Birth Date (Month, Day, Year):		6. Birthplace (City, State, Zip Code, Country):	
7. Age:	8. Sex:	9. Social Security Number (See Privacy Notice):	10. Marital Status: <input type="checkbox"/> Never Married <input type="checkbox"/> Engaged <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
12. Home Phone #: ()	13. Work Phone #: ()	14. Fax #: ()	15. Mobile Phone #: ()
16. E-Mail Address:			
17. Country of Citizenship:		18. Have you ever been a citizen of another country? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, list country:	
19. Ethnicity: (This information is optional, but will be used to accomplish Internal Revenue Service required data provision as a 501 (c) 3 exempt organization. Provided information will not be used in a discriminatory manner.)		<input type="checkbox"/> African American or Black <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> White	

II. Address						
List both your physical and mailing addresses for your student records. If your address changes, you must notify the NPSI administrative offices to ensure your records are kept up to date in accordance with state law.						
Physical	Street Address	Apt. #	City	State	Country	Zip Code
Mailing	Street Address	Apt.#	City	State	Country	Zip Code

III. Education			
1. High School			
Name of high school from which you graduated, or issuer of GED:	Address (City, State, Country, Zip Code):	From:	To:
2. College or University			
Name of 1 st college or university:	Address (City, State, Country, Zip Code):	From:	To:
Major Subject Studied:	Minor Subject Studied:	Degree Received:	GPA:
Name of 2 nd college or university:	Address (City, State, Country, Zip Code):	From:	To:

Major Subject Studied:	Minor Subject Studied:	Degree Received:	GPA:
4. Disciplinary Action			
Have you ever been dismissed, suspended, or had disciplinary action taken against you while you were in school for academic or behavioral reasons? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, provide the name of the school, the action, and the date of the action below.			
School:	Action:	Date:	
School:	Action:	Date:	
School:	Action:	Date:	

IV. Employment			
List your employment activities, beginning with the present (#1) and working back 5 years. You should list all full-time work, part-time work, temporary duty locations over 90 days, self-employment, other paid work, and all periods of unemployment. The entire period must be accounted for without breaks, but you need not list employment before your sixteenth birthday. If you need additional space, use a continuation sheet.			
1. Month/Year–Month/Year:	Employer Name and Address:	Your position/title/rank:	
Immediate Supervisor:	Telephone Number: ()	Reason for leaving:	
Work Description (Describe your specific duties):			
2. Month/Year–Month/Year:	Employer Name and Address:	Your position/title/rank:	
Immediate Supervisor:	Telephone Number: ()	Reason for leaving:	
Work Description (Describe your specific duties):			
To your knowledge, have you ever been fired from a job, left after allegations of misconduct, left under other unfavorable circumstances, or had a security clearance denied or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe on a continuation sheet.			

V. Military Service			
1. Have you ever served in the Armed Forces of any nation? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, proceed to Section VI)	2. Which nation?		
3. Rank, Branch of Service , Status (Active/Reserve/Guard):	4. What was your occupational specialty/career field?		
5. Describe your military duties:	From (Month/Year):	To (Month/Year):	
6. Describe any specialty skills or experience:	7. Reason for separation:		
8. Was any disciplinary action taken against you while in the service? <input type="checkbox"/> Yes <input type="checkbox"/> No Be sure to include any non-judicial punishment and Article 15s. If yes, provide details on a continuation sheet.			

VI. Court Record				
1. Have you ever been arrested or charged with any violation including traffic, but excluding parking tickets? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list all such matters even if not formally charged or no court appearance, or found not guilty, or matter settled by payment of fine or forfeiture of collateral. Attach continuation sheets as necessary.				
Date:	Place and Department:	Court and Place:	Charge:	Disposition:
Details:				

VII. Essay

Please tell us, in essay format, why you feel you should be admitted to the National Protective Services Institute, why you are interested in the curriculum we offer, and how you believe you will use the information you learn from our program(s). Include any other information you believe is important for making an admission decision. Please make your comments in the box provided, and use a continuation sheet if necessary.

I certify that the information provided in this application is true to the best of my knowledge, and I understand that deliberate false, fraudulent, or misleading statements are grounds for disapproval of application.

Full Name (Last, Middle, First):

Signature:

Date:

NATIONAL PROTECTIVE SERVICES INSTITUTE

**REQUEST, AUTHORIZATION, CONSENT AND RELEASE
FOR BACKGROUND INFORMATION**

APPLICANT understands that in conjunction with APPLICANT's application, The **NATIONAL PROTECTIVE SERVICES INSTITUTE (NPSI)** will use the services of an outside agency to research and verify the information APPLICANT has provided on APPLICANT's application including APPLICANT's personal background, character, professional standing, work history, academic records, academic degrees, criminal history, and qualifications. This outside agency will perform related background investigations and will subsequently provide a written report of its findings to **NPSI**.

APPLICANT understands that the outside agency may utilize various sources of information it deems appropriate to conduct background investigations. APPLICANT hereby authorizes, requests and consents to the release and disclosure of any and all information to **NPSI** for the purposes of conducting said background check. APPLICANT further authorizes, requests and consents to the procurement of any criminal history report by **NPSI** and understands that said reports might contain information about APPLICANT's background, mode of living, character, personal characteristics and general reputation.

This authorization in original or copy form shall be valid until rescinded by APPLICANT in writing. Additionally, APPLICANT authorizes this consent & release to be valid for subsequent background checks performed by **NPSI** and/or an outside agency of it's choosing for future related purposes until & unless it is rescinded in writing by APPLICANT.

Additionally, APPLICANT understands that if requested, APPLICANT will be given a full and accurate disclosure as to the nature and substance of all information provided to **NPSI**. APPLICANT understands that he/she will receive a copy of the report if an adverse action is taken regarding the application, or upon request as outlined above.

APPLICANT HEREBY RELEASES **NPSI** AND IT'S REPRESENTATIVES AND AGENTS INCLUDING ANY LICENSED INVESTIGATIVE COMPANY(S) WORKING ON BEHALF OF **NPSI**, AND ALL PERSONS, AGENCIES, AND ENTITIES PROVIDING INFORMATION OR REPORTS ABOUT APPLICANT FROM ANY AND ALL LIABILITY ARISING OUT OF THE REQUEST FOR OR RELEASE OF ANY OF THE ABOVE-MENTIONED INFORMATION OR REPORTS.

Signature of Applicant Today's Date

Printed Name of Applicant Program Applied For

_____-_____-_____
Social Security Number ____/____/____
Date of Birth Driver's License # State

Other names you have used or are also known as (Include maiden name):

For Office Use Only
Do not write below this line

A large, empty rectangular box with a black border, occupying most of the page. It is positioned below the header text and above the footer text. The box is completely blank, with no text or markings inside.