



Class XXVIII Application Information and Instructions

This packet contains: 1) Application information and instructions to be kept by the applicant; 2) an Application to be completed and returned to the CLEE Board at the Law Enforcement Foundation; and, 3) a CLEE Self Assessment sheet to be mailed with the Application.

EARNING THE DESIGNATION OF CERTIFIED LAW ENFORCEMENT EXECUTIVE (CLEE)

The primary purpose of the Certified Law Enforcement Executive (CLEE) program is the advancement of professional competence. The CLEE program provides a formalized way for executives to improve and verify competency in their profession. A direct benefit to the executive is the public prestige of having voluntarily met a prescribed standard of excellence as a practitioner.

To qualify for the CLEE program, you must be: 1) qualified as a law enforcement officer as defined by the Ohio Revised Code 2935.01B; 2) serving as an active and full-time officer; and, 3) certified by the Ohio Peace Officer Training Council.

The CLEE program is a three-step process. The first is to complete the Self Assessment summary (detached, page 12). A candidate should have accumulated at least 501 Career Index points out of a possible 1000 points before submitting an application to the CLEE Board. Accumulation of 501 points only signifies eligibility to be considered and does not ensure admission into the program. If the applicant has accumulated at least 501 points, the second step is to complete the Application and Career Index Assessment (pages 1 - 11), which documents some of your career experiences. After admission, the third step is successfully completing the Academic In-residence requirements, examinations/case studies and Capstone presentation.

STANDARDS OF CONDUCT

Students are expected to maintain the highest ethical standards in their personal and professional lives throughout their CLEE experience. A student may be dismissed from CLEE by action of the CLEE board for any substantiated ethical violation. A student found to be cheating or plagiarizing will be dismissed immediately from the CLEE class. A student so dismissed will be ineligible to reapply for CLEE for two years, and then only after meeting with the CLEE board. A student may appeal any adverse action to the CLEE Advisory Board for their consideration. The CLEE board's decision will be final.

A student upon being made aware of or having knowledge of any event or circumstance involving themselves, another student, or person holding a CLEE designation must report any violation, appearance of a violation, or attempted violation of the CLEE Canon of Ethics or of any law, rule, ordinance or regulation to the CLEE Director.

CLEE Canon of Ethics

As a graduate of the Certified Law Enforcement Executive program:

- I will demonstrate ethical leadership to advance the value, reputation and service of our agency to the community.
- I will seek solutions to professional issues from a foundation of risk management, strategic planning and resource allocation.
- I will provide vision, leadership and exemplary ethical standards.
- I will direct change effectively and efficiently to improve the services provided by our agency.
- I will manage internal and external issues to maintain and advance quality service.
- I will guide agency affairs to assure the highest integrity, trust and conduct in all aspects of our professional and private lives.
- I will continuously strive to improve the administrative and technical practices within my agency.
- I will encourage all police officers to conduct themselves in accordance with the highest possible professional, legal and ethical standards.

*Revised by CLEE Board
May 17, 2019*

CAREER INDEX ASSESSMENT

The Career Index Assessment asks you to list your professional and educational achievements so that the CLEE Board can evaluate the strength and breadth of four dimensions of your career. Accomplishments in these four dimensions have been identified as the standards of admission for a candidate who would sit for the Certified Law Enforcement Executive (CLEE) academic requirements.

1. Experience (maximum 400 points)

This Dimension documents the breadth and depth of your experience in law enforcement and in law enforcement leadership and management. It is scored to reflect growth in responsibility for decision-making that affects the long-term effectiveness of a law enforcement agency. It acknowledges experience in supervision and policy making for an agency and seasoning in a current position.

2. Formal Education (maximum 250 points)

In addition to experience, education (High School diploma to graduate or professional degrees) provides information for law enforcement professionals to use to improve performance in their current or future jobs. Education helps decision-makers find new ways to incorporate other disciplines and approaches into strategies for improving the agency. Formal Education is scored to recognize the benefit to candidates who expand their horizons both within and beyond the boundaries of technical law enforcement.

3. Continuing Education (maximum 200 points)

After becoming established in the profession, members of the profession and society in general consider it necessary that the practitioner keep up to date through life-long learning. Changing social, economic, legal and political conditions and emerging technology change the framework within which law enforcement executives make decisions. This Dimension identifies the initiative of candidates to refresh and add to their own knowledge.

4. Professional Related Experience (maximum 150 points)

Professional Related Experience reflects the importance of the service ideal of a law enforcement executive to contribute to upgrading the characteristics of the profession and providing service to his or her community.

INSTRUCTIONS FOR COMPLETING THE CAREER INDEX ASSESSMENT

The Career Index Assessment form provides a format for you to document your experience, formal education, continuing education achievements, and professional related experience. A maximum of 1000 points is awarded across these four Dimensions. For your information, a scoring guide is included at the end of each Dimension.

1. Read all instructions and the specific information requested on the Career Index Assessment form before beginning to record activities.
2. The Application and Career Index Assessment form can be completed in one of three ways:
 - A. You may print or type the information requested on the downloaded form provided.

- B. You may format the form on your word processor. However, you must include each Dimension in the order and in the format given on the form. You do not need to include the Scoring Guides.
- C. You may use the On-line application by typing in the information requested on the form and submit by clicking the SUBMIT button.
NOTE: Online submit form is only part of your application. You must also send as an attachment, or mail, or fax the required documents to complete the application process that will then allow you to be eligible for consideration.

Each document must be labeled by applicable Dimension.

Send to:
Jeff Hill, CLEE Program Director
6277 Riverside Dr.
Dublin, OH 43017
jeff.hill@oacp.org or fax to 614-761-9509

- 3. Prepare two copies of your completed Career Index Assessment form and all supporting materials.

Submit one copy with tabs separating the four Dimensions if faxing or mailing, and secure with a binder clip.

Retain the second copy for your file. An acknowledgment of receipt of your application will be sent to you when it is received in the Law Enforcement Foundation office.

- 4. To interpret the following instructions, please refer to the Career Index Assessment form.

If supplemental typed pages are needed for a Dimension, number the pages to correspond with pagination on the form – e.g., 2A, 2B, etc. for Dimension One; 4A, etc. for Dimension Two; 5A, etc. for Dimension Three; and 6A or 7A, etc. for the sub-sections of Dimension Four.

Where you need to include requested supplemental pages, (e.g. current job description, copy of a diploma, etc.), insert them following any typed, supplemental pages. Identify each supplemental page in the upper right-hand corner with a page number, the appropriate Dimension number and your name.

Submit supplemental documentation only when requested or if, in your judgment, the information will clarify an entry that is vague. Do not insert pages in individual plastic covers. Eliminate unnecessary bulk.

- 5. Be accurate and factual in every reply. If you include information in one place, do not repeat it elsewhere. Wherever there is a question of accuracy (e.g., dates), always qualify with “about” or “approximately” but use only when necessary. Do not use alphabetical abbreviations or acronyms.
- 6. Recheck all items on the Career Index Assessment form carefully before signing the form on page 11 and mailing.

Timeline for CLEE XXVIII (2023)

(Tentative Dates – Subject to Change)

Module	In-residence (Travel to Columbus)	Test (Email to Renea on or before due date)	Case Study (Email to Renea on or before due date)
ORIENTATION LUNCH 11:00 AM – 2:00 PM	Friday 12/2/2022		
1. Change Management 9:00 am - 4:00 pm	Wednesday 3/15/2023	PRE-ASSIGNMENT 3/15/2023 (Bring hardcopy to class)	Friday 4/14/2023
2. Ethics 8:00 am - 3:00 pm	Thursday 3/16/2023	Friday 4/21/2023	
3. Vision, Mission & Guiding Principles 9:00 am - 4:00 pm	Wednesday 5/24/2023		Friday 6/23/2023
4. Interpersonal Skills 8:00 am - 11:30 pm *****	Thursday 5/25/2023	Friday 7/7/2023 (Interpersonal Skills) *****	Friday 7/14/2023 (HR & Team Facilitation)
5. Human Resources & Team Facilitation 12:30 pm - 4:30 pm		PRE-ASSIGNMENT 5/12/2023 (HR & Team Facilitation)	
6. Police Legitimacy & Procedural Justice 8:00 am – 3:00 pm	Friday 5/26/2023		Friday 7/28/2023
7. Practical Leadership Models for Law Enforcement Executives 9:00 am - 4:00 pm	Wednesday 9/6/2023	Friday 10/6/2023 ***** PRE-ASSIGNMENT 8/11/2023	
8. Strategic Planning 8:00 am - 3:00 pm	Thursday 9/7/2023		Friday 10/27/2023
9. Police Resource Allocation & Budgeting 9:00 am - 4:00 pm	Wednesday 11/1/2023		Friday 1/5/2024
10. Organizational Risk Management 8:00 am - 3:00 pm	Thursday 11/2/2023		Friday 12/1/2023
CAPSTONE ACTIVITY PRESENTATIONS 9:00 AM – 3:00 PM	Thursday, 1/18/2024 AND Friday, 1/19/2024 (ONLY ATTEND 1 DAY)		
GRADUATION LUNCH 12:00 NOON – 2:00 PM	Friday 2/2/2024		



OFFICE USE ONLY	
	Received
	Reviewed
	Sent to Committee
	Points Earned
	Committee Action
	Board Action

APPLICATION

(Please print or type)

Name:

CLEE Class # / year:

Title or Rank:

OACP Member: Yes

No

Full Name:

NAME FOR NAMETAG:

Agency:

Office Address:

City:

State and Zip:

Office Phone: ()

Office Fax :()

Email Address:

County:

Home Address:

City:

State and Zip:

Home Phone: ()

Home Email:

Cell Phone: ()

(Alternate contact # for test dates; INTEROFFICE USE ONLY)

Size of Agency (full-time sworn plus civilian):

Do you qualify as a law enforcement officer as defined by O.R.C. 2935.01B?	Yes	No
Are you currently serving as an active and full-time officer?	Yes	No
Are you certified by the Ohio Peace Officer Training Council?	Yes	No
<i>Please include a copy of your certification by OPOTC as supplemental page under Dimension One.</i>		

Payment: The CLEE in-residence classes take place at the Ohio State Highway Patrol Academy, Columbus. Currently, tuition and room and board are waived for students from Ohio law enforcement agencies thanks to a generous grant from the Ohio Department of Public Safety.

*Subject to change

CAREER INDEX ASSESSMENT

DIMENSION ONE:

EXPERIENCE

Only full-time, paid law enforcement experience should be listed. List **all** previous positions in law enforcement. List present assignment first, then next most recent position, etc. **Also submit job description for current position.** **LIST DATES AS mm/dd/yy.**

Date: Fr: _____ To: Present Agency: _____

Title or Rank: _____

Duties and Responsibilities: _____

Date: Fr: _____ To: _____ Agency: _____

Title or Rank: _____

Duties and Responsibilities: _____

Date: Fr: _____ To: _____ Agency: _____

Title or Rank: _____

Duties and Responsibilities: _____

Date: Fr: _____ To: _____ Agency: _____

Title or Rank: _____

Duties and Responsibilities: _____

Check if supplemental pages including current job description are attached and labeled: Dimension One

DIMENSION ONE SUMMARY**Experience**

How long (full-time capacity) have you worked in law enforcement?

years and months = years*

How long (full-time capacity) have you been in your current position?

years and months = years*

Across your career, how long (full-time capacity) have you been in law enforcement **policy-making positions**? Policymaking is defined as originating (or approving) guidelines, plans or regulations describing what shall be the expectations or appropriate course of action by employees within the organization.

years and months = years*

Across your career, how long (full-time capacity) have you been in law enforcement **supervision positions**? Supervision is defined as authority delegated to you to lead, manage or closely oversee the work of employees within the organization.

years and months = years*

How long (full-time capacity) have you served as the CEO of a law enforcement agency?

years months = years*

* Use the common rounding rule to convert years and months into a whole number of years. For example, 5 years and 0-5 months = 5 years; 5 years and 6-11 months = 6 years.

EXPERIENCE SCORING GUIDE

EXPERIENCE	YEARS	X	UNIT SCORE	=	POINTS ACHIEVED	MAX POINTS ALLOWED
In Law Enforcement		X	2 points/year	=		50
In Current Position		X	2 points/year	=		20
In Policy Making Position(s)		X	6 points/year	=		120
In Supervision Position(s)		X	4 points/year	=		90
As CEO		X	10 points/year	=		120
			TOTAL POINTS			400

DIMENSION TWO:**Formal Education**

Formal education includes a degree received or courses taken at accredited institutions. **Applicant must submit proof of accreditation for all higher education institutions, both in residence and distance education* degrees. Submit copy of diploma for highest degree received beyond High School. Submit transcript of credits only if degree is not earned (see "Some College credits" or "Some Graduate Credits" below). List High School degree first, then next highest degree. **Points will be given for only highest degree received.****

**"All prospective CLEE applicants and Recertification applicants should be aware that distance education programs offered by on-line colleges and universities may be accepted for CLEE credit. The CLEE Advisory Board will assess programs submitted to assure they are fully accredited by a recognized accrediting body. Programs offered from "diploma mills" will not be accepted. All distance learning credits will be reviewed by the CLEE board prior to acceptance." Approved-May 20, 2005*

Institution: High School Name:

Major Study Areas:

Date of High School Graduation: (mm/dd/yy)

Institution: College or University:

Major and Degree:

Date Degree Earned: (mm/dd/yy)

Institution: College or University:

Major and Degree:

Date Degree Earned: (mm/dd/yy)

Check if supplemental pages or copy of diploma or transcripts are attached and labeled: Dimension Two

FORMAL EDUCATION SCORING GUIDE

*Points for highest level only

EDUCATION	UNIT SCORE	x	YEARS	=	POINTS EARNED	MAX POINTS ALLOWED
High School or GED	20/year	x	4	=		80
Some College Credit	20/year	x	5	=		100
Associate degree	20/year	x	6	=		120
Bachelor's Degree	20/year	x	8	=		160
Some Graduate Credit	20/year	x	9	=		180
Master's Degree				=		200
Ph.D. or J.D. Degree				=		250
TOTAL POINTS						

DIMENSION THREE:**Continuing Education in
Leadership and Management**

List continuing education programs where the emphasis is on leadership or management principles and practices. **Do not include programs specific to technical policing.** If you attended more than one program with same title, list as separate entries. If you have graduated from: **F.B.I. National Academy; Northwestern School of Police and Staff Command; Police Executive Leadership College; Police Executive Research Forum Senior Management Institute for Police; Ohio State University Public Safety Leadership Academy or, the Southern Police Institute Administration Officers Course, the maximum of 200 points will be awarded for this Dimension (attach a copy of certificate).** For all other programs, a copy of course outline is required so that the CLEE Board can determine proof of attendance and that the program is relevant to leadership or management.

Dimension Three Maximum Allowable Points200

Points Achieved

Sponsor:

Title of Program:

Dates: **Total Contact Hrs:** **x 1 point/hr =**
(mm/dd/yy)

Sponsor:

Title of Program:

Dates: **Total Contact Hrs:** **x 1 point/hr =**
(mm/dd/yy)

Sponsor:

Title of Program:

Dates: **Total Contact Hrs:** **x 1 point/hr =**
(mm/dd/yy)

Sponsor:

Title of Program:

Dates: **Total Contact Hrs:** **x 1 point/hr =**
(mm/dd/yy)

*40 points per week or 1 point/contact hour for leadership/management programs not listed in the paragraph above.

Check if supplemental pages or copy of course outline are attached and labeled:
Dimension 3

DIMENSION FOUR:**Professional Related Experience**

FOUR A: Professional Service. Include committee assignments with professional groups such as the Ohio Association of Chiefs of Police, International Association of Chiefs of Police, National Organization of Black Law Enforcement Executives, District, Multi-jurisdictional and County associations, and positions held. Include leadership and management assignments and positions held in law enforcement related organizations. Also include assessment team assignments within last 5 years for selection, promotion, management review or accreditation. Do not use acronyms for the name of the organization. If more than one position is held concurrently in an organization in a given year, points will be given for only the highest position.

**Points
Achieved** **Max Points
Allowed**

Organization:

Committee Board

Position Held and Dates:

Date of Service: Fr: **To:** **years x** **points/yr**
(mm/dd/yy) *(mm/dd/yy)*

Organization:

Committee Board

Position Held and Dates:

Date of Service: Fr: **To:** **years x** **points/yr**
(mm/dd/yy) *(mm/dd/yy)*

Organization:

Committee Board

Position Held and Dates:

Date of Service: Fr: **To:** **years x** **points/yr**
(mm/dd/yy) *(mm/dd/yy)*

Organization:

Committee Board

Position Held and Dates:

Date of Service: Fr: **To:** **years x** **points/yr**
(mm/dd/yy) *(mm/dd/yy)*

		Points Achieved	Max Points Allowed
Assessment Team:			
Committee	Board		
Position Held and Dates:			
Date of Service: Fr: <i>(mm/dd/yy)</i>	To: <i>(mm/dd/yy)</i>		17
TOTAL POINTS			75

Check if supplemental pages are attached and Label: Dimension 4A

PROFESSIONAL SERVICE SCORING GUIDE

Position	State/National	County or Multi-jurisdictional
Officer	25/year	5/year
Board Member	17/year	4/year
Committee Chairperson	17/year	4/year
Committee Member	15/year	3/year
Assessment Team - Lead Assessor	17/Assignment	Maximum allowable = 17
Assessment Team - Member	15/Assignment	Maximum allowable = 15

FOUR B: Community Service. Include volunteer service with business or community service organizations, educational institutions or government agencies. Designate whether committee, advisory board or commission and your role as officer, board member, committee member, or member only. If more than one position is held concurrently in an organization in a given year, points will be given for only the highest position.

Points Achieved	Max Points Allowed
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Organization:

Committee	Board
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Position Held and Dates:

Date of Service: Fr:	To:
(mm/dd/yy)	(mm/dd/yy)

Organization:

Committee	Board
-----------	-------

Position Held and Dates:

Date of Service: Fr:	To:
(mm/dd/yy)	(mm/dd/yy)

Organization:

Committee	Board
-----------	-------

Position Held and Dates:

Date of Service: Fr:	To:
(mm/dd/yy)	(mm/dd/yy)

Organization:

Committee	Board
-----------	-------

Position Held and Dates:

Date of Service: Fr:	To:
(mm/dd/yy)	(mm/dd/yy)

	Points Achieved	Max Points Allowed
Organization: Committee Board		
Position Held and Dates:		
Date of Service: Fr: (mm/dd/yy)	To: (mm/dd/yy)	
Organization: Committee Board		
Position Held and Dates:		
Date of Service: Fr: (mm/dd/yy)	To: (mm/dd/yy)	
	TOTAL POINTS	75

COMMUNITY SERVICE SCORING GUIDE

Officer	=	10 per year
Board Member	=	9 per year
Committee Chairperson	=	7 per year
Committee Member	=	5 per year
Member Only	=	3 per year

FOUR C: Scheduled Speaker. Include topics relevant to law enforcement to an assembled audience, or radio or television presentation. Specify if you were the single speaker, a panel participant, moderator and whether a repeat session. In repeat session presentations, credit will be given for first presentation at the higher level then at repeat credit values for the number of repeat sessions on the same topic.

Points
Achieved

Max Points
Allowed

Sponsor:

Subject:

Location:

Single Speaker	Panel Participant	Moderator	Repeat Session
Date: <i>(mm/dd/yy)</i>	hours X	points/hour	=

Sponsor:

Subject:

Location:

Single Speaker	Panel Participant	Moderator	Repeat Session
Date: <i>(mm/dd/yy)</i>	hours X	points/hour	=

Sponsor:

Subject:

Location:

Single Speaker	Panel Participant	Moderator	Repeat Session
Date: <i>(mm/dd/yy)</i>	hours X	points/hour	=

**Points
Achieved**

**Max Points
Allowed**

Sponsor:

Subject:

Location:

	Single Speaker	Panel Participant	Moderator	Repeat Session
Date: <i>(mm/dd/yy)</i>	hours	X	points/hour	=

Sponsor:

Subject:

Location:

	Single Speaker	Panel Participant	Moderator	Repeat Session
Date: <i>(mm/dd/yy)</i>	hours	X	points/hour	=

TOTAL POINTS

40

Check if supplemental pages are attached and labeled: Dimension 4C.

DIMENSION FOUR C SCORING GUIDE

5 points per hour for single speaker
4 points per hour for moderator
3 points per hour for panel participant
2 points per hour for repeat session

FOUR D: Articles Published. Include articles or papers written on leadership or management or related law enforcement topics, published in journals, magazines or newspapers. Include copy of article.

		Points Achieved	Max Points Allowed
Title:			
Publication :			
Date : <i>(mm/dd/yy)</i>	1 X	points/per =	
Title:			
Publication:			
Date: <i>(mm/dd/yy)</i>	1 X	points/per =	
Title:			
Publication:			
Date: <i>(mm/dd/yy)</i>	1 X	points/per =	
Title:			
Publication:			
Date: <i>(mm/dd/yy)</i>	1 X	points/per=	
TOTAL POINTS			40

Check if supplemental pages or copies of articles are attached and labeled: Dimension 4D.

DIMENSION FOUR D SCORING GUIDE

10 points per article
25 points per book chapter
40 points per book

FOUR E: Scheduled Instructor. Include teaching of courses or programs on law enforcement leadership or management, or law enforcement related topics. Points may be awarded for other types of instruction. If you wish to have other types of instruction considered, include an explanation of how it relates to or benefits the law enforcement profession. Points are given for only hours taught and not for preparation time. **(A copy of course outline is required for all listed instruction).**

				Points Achieved	Max Points Allowed
Instruction:					
Title of Program or Course:					
Number of Contact Hrs	X	5 points per hour	=		
Instruction:					
Title of Program or Course:					
Number of Contact Hrs	X	5 points per hour	=		
Instruction:					
Title of Program or Course:					
Number of Contact Hrs	X	5 points per hour	=		
Instruction:					
Title of Program or Course:					
Number of Contact Hrs	X	5 points per hour	=		
TOTAL POINTS =				40	

Check if supplemental pages or course outline are attached and labeled: Dimension Four E

FOUR F: Honors Received. Include honors or awards received/presented to you personally during your paid career in law enforcement. Include achievements through law enforcement associations or allied associations. **Include copies of letters, certificates or recognitions, etc.**

	Points Achieved	Max Points Allowed
Nature of Honor Received:		
Organization:		
Date: (mm/dd/yy)	1	X 5 points =
Nature of Honor Received:		
Organization:		
Date: (mm/dd/yy)	1	X 5 points =
Nature of Honor Received:		
Organization:		
Date: (mm/dd/yy)	1	X 5 points =
Nature of Honor Received:		
Organization:		
Date: (mm/dd/yy)	1	X 5 points =
TOTAL POINTS		20

Check if supplemental pages are attached and labeled: Dimension Four F

I do hereby certify that my biographical information as submitted on this application to take the CLEE examination is true and correct in all material respects. I understand that intentional misrepresentation of the information provided on the Career Index Assessment can result in the loss of the CLEE designation. I pledge to maintain the highest standards of ethical behavior at all times during my CLEE class participation, and thereafter, as a CLEE graduate.

Signature

Date

Self-Assessment CLEE Career Index Summary Sheet

NAME:

Directions: To complete this self assessment form, use the Scoring Guides at the end of each Dimension on the Career Index Assessment

		Self Points Awarded	Maximum Points Allowable	CLEE Board Points
Dimension One:	Experience			
	In Law Enforcement		50	
	In Current Position		20	
	In Policy Maker Position (s)		120	
	In Supervision Position (s)		90	
	As CEO		120	
	<i>Dimension One Total Points</i>		400	
Dimension Two:	Formal Education			
	HS or GED		80	
	Some College Credit(s)		100	
	Associate degree		120	
	Bachelor's degree		160	
	Some Graduate Credits		180	
	Master's degree		200	
	Ph.D. or J.D. degree		250	
	<i>Dimension Two Total Points</i>		250	
Dimension Three:	Continuing Education			
	<i>Dimension Three Total Points</i>		200	
Dimension Four:	Professional Related Experience			
Four A:	Professional Service		75	
Four B:	Community Service		75	
Four C:	Scheduled Speaker		40	
Four D:	Articles Published		40	
Four E:	Scheduled Instructor		40	
Four F:	Honors Received		20	
	<i>Dimension Four Total Points</i>		150	
Total Points Achieved: -----		-----	1000	

CHECKLIST

The documentations required are listed below:

1. Completed application in detail
2. Signature on application (electronic/actual signature)
3. Required documentation:
 - Dimension 1 –**
 - *OPOTC certification
 - *current position job description
 - Dimension 2 –**
 - *copies of diplomas for highest degree received
 - *transcripts of credits if degree not completed
 - Dimension 3 –**
 - *copy of completion certificate for all continuing education in leadership & management courses completed
 - Dimension 4D–**
 - *copies of published articles showing publication name and date
 - Dimension 4E –**
 - *copies of course outlines taught
 - Dimension 4F**
 - *copies of letters, certificates of recognition, etc.
4. 2 copies of Career Index Assessment
5. Keep one copy of complete application and documentation for yourself.

**You will have 72 hours to submit by attachment, hard copy or fax the supplemental supportive documentation to document your application information.
Each attached document must be labeled by applicable Dimension.**

Send to:
Jeff Hill, CLEE Program Director
6277 Riverside Dr.
Dublin, OH 43017
jeff.hill@oacp.org or fax 614-761-9509

REMINDER:

You have two options to submit this application form:

1. **Submit the completed form as an attachment to an email serving as your application. If you choose this method you must also ATTACH, FAX or MAIL all the required documents listed in the checklist above within 72 hours after the application is submitted via email. The address and FAX number are listed above.**
2. **Submit the entire application by FAX or MAIL including all the required documentation listed in the checklist above. After completing the typing of the application, print it out, label the required documents by dimension, and FAX or MAIL the complete packet to the address or fax number listed above.**