

NYPD



Candidate Resource Booklet

Raymond W. Kelly
Police Commissioner

Michael A. Sweeney
First Deputy Commissioner

John J. O'Connell
Chief of Personnel

Dear Police Officer Candidate:

Welcome!

Your decision to join the ranks of the New York City Police Department will forever change who you are. Every man and woman who wears the NYPD uniform takes an oath to support and defend the laws, and citizens, of the city and state of New York.

Every day, nearly eight million citizens, observe the selfless dedication of our officers, and millions of visitors, rely on us to provide a safe and secure city. As a police officer, you will be expected to work with fellow officers to provide this level of service. You will be part of New York's *FINEST*. You will be a part of what makes New York City the capital of the world.

In the weeks and months to follow, you will be providing information and undergoing additional examinations as part of your candidate processing. This process will involve Medical, Psychological, Physical, and Character elements. These elements are very detailed, but necessary. Stay focused on your goals. Every officer has undergone the process that you are entering, and I am confident, that with hard work and persistence, you will find that you have what it takes to become the next member of New York's *Finest*.

Best of Luck!

Sincerely,

**Thomas V. Dale
CHIEF OF PERSONNEL**

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NYPD Web Site:	http://www.nyc.gov/html/nypd/	
NYPD Candidate Service Desk:	718-972-2503, 718-595-8919	2545
NYPD Candidate Relations Section:	718-972-3120,	3121

The Candidate Screening Process

Described below are the separate qualification processing steps required to become an NYPD Probationary Police Officer. Remember that the steps may not necessarily be completed in the order given here. You may want to check off each section as you complete them. Remember that you must be dressed in business attire for all of your appointments except when otherwise instructed. Business attire IS NOT jeans, sneakers, T-shirts, shorts, etc.

Business Attire for Men: A suit or slacks and sport coat with tie.
Business Attire for Women: Pants suit or dress or combination skirt and blouse.

If you need to reschedule appointments, call the Applicant Processing Division Scheduling Unit Monday through Friday between 6 am to 11 pm at (718) 972-7344, 7376, 7340 and 7316. Have your Social Security number, Exam number, and List number ready.

The first few steps in the hiring process are usually the Character Prescreening and Medical Exam. These components will be administered at the Medical Division which is located at 1 Lefrak City Plaza, 59-17 Junction Blvd., Corona, NY 11368.

Medical Exam, and *Character Prescreening are sometimes done on the **SAME DAY.*

If so, be prepared for a very long day.

You will not be allowed to bring children, so you should arrange for someone to care for your children for a full day.

***Medical Exam** _____
(Date Taken)

This will be administered at Medical Division, 1 Lefrak City Plaza 59-17 Junction Blvd., Corona, NY 11368.

- You will submit all documents pertaining to your medical history.
- You will report any medical condition requiring medication.
- A Police Department Doctor will examine you.

“Accurate medical history will help reduce the possibility of not meeting medical standards and therefore being subject to disqualification.”

Congratulations on having passed the written exam to become a New York City police officer. It is the goal of the NYPD to hire only the most qualified candidates available. The process of becoming a police officer consists of five separate phases. They are: the written exam, a medical exam, a background investigation, a psychological examination (written and oral), and a job standards test. Candidates must pass every phase of the process to be considered for the position of police officer.

You will be asked to report to One Lefrak City Plaza for the purpose of taking your medical exam on a future date. The position of police officer is a demanding and stressful one requiring a wide variety of physical and emotional challenges. Police officers, during the performance of their duties, may find themselves in many situations where optimal health and fitness may prevent them or someone else from being injured. Some examples include, but are not limited to:

Chasing a suspect on foot over many blocks or up many flights of stairs while wearing 20 to 30 lbs. of equipment.

Physically wrestling with that suspect following a prolonged pursuit.

Standing on a fixed post for extended periods of time.

Therefore it is necessary that candidates be in excellent physical health prior to being hired. The medical examination consists of the following battery of tests:

Vision test- Candidates' vision must be 20/30 or better corrected and at least 20/100 or better uncorrected with each eye tested separately. Candidates must bring glasses or contact lenses to the examination.

Hearing test - Candidates' must be able to hear a tone no louder than 35 decibels ranging from 500 hertz to 6000 hertz. Each ear is tested separately and no hearing aids are allowed.

Blood pressure - Candidates must have controlled blood pressure of no greater than 140/90 with a pulse of fewer than 100 beats per minute. It is suggested that candidates refrain from the use of products containing caffeine and/or other stimulants for 24 hours prior to their medical exam. Examples include: coffee, tea, soda, hot chocolate, diet pills, and some exercise supplements.

Electrocardiogram- Every candidate will have an EKG performed to screen for cardiac abnormalities

Physical exam - Every candidate will be asked to complete a Medical Questionnaire listing their medical history. Then, using this history and the results of the above testing as a guide, the candidate will be questioned and physically examined by a Police Department physician.

In the event that information obtained during the examination by our physician reveals a medical condition that needs further evaluation, the candidate concerned will be placed on medical review. This may require that additional testing be performed or that further records related to the specific medical condition be provided.

Listed below are some of the common requests for additional testing or records that occur for candidates on medical review:

- **Diabetes**- Insulin dependant diabetes in most cases is a disqualifying factor. Other types of diabetes are determined on a case-by-case basis. Recent fasting blood work as well as copies of the treating physician's records related to the condition are necessary to make a decision on employment suitability.
- **Orthopedic**- Cases where an individual is undergoing treatment for any bone break, muscle tear, pull, pain, strain, injury, etc. Also, any serious history of the above, or any settled or yet to be settled lawsuits or Workman's Compensation cases related to orthopedic type injuries. These candidates need to bring copies of all treatment records related to the injury which includes but is not limited to X-rays, MRIs, physical therapy notes, surgical notes, hospital records, and a discharge note from the candidates treating physician and/or physical therapist.
- **Cardiac**- Anything related to the candidate's heart. Bring documentation for or results of recent stress tests, exams performed due to chest pains, any other cardiac related testing or procedures, physician's findings related to heart murmurs, etc.
- **Asthma**- If the candidate is being treated for asthma he or she should have all of the information available from the treating physician or hospital. This includes documentation of attacks, medications taken and frequency of medications, results of any recent pulmonary function testing, etc.
- All records documenting any military or employment discharge that was related to the candidate's condition.
- All records, documentation and test results related to anything that might be considered significant in the candidate's medical history.

To expedite the processing of police officer candidates, it is recommended that candidates bring copies of all of the records referred to above to the initial medical exam for review by the Police Department physician and inclusion in the candidate's medical folder. Questions regarding this process should be addressed to the Candidate Testing Unit at 718-760-7661. No other phase of the candidate's processing will continue while the candidate is on medical review.

***Character Prescreening _____**
(Date Taken)

This will be administered at the Medical Division, 1 Lefrak City Plaza, 59-17 Junction Blvd., Corona, NY 11368.

- You will submit proof of completing sixty college credits with a 2.0 Grade Point Average.
- You will submit proof of military service.
- You will be fingerprinted and begin initial character assessment.

“Any character issues should be reported. Any criminal history must be reported.”

***Character Investigation _____**
(Date Started)

Name of Assigned Investigator _____ Phone# _____

This will be administered at 4201 4th Avenue, Brooklyn N.Y. 11232 or 96-05 Horace Harding Expressway, Corona, NY 11368.

- You will meet with your investigator.
- You will review your application booklet.
- You will supply any needed documents and correct any problems or discrepancies.

“It is important that you follow all instructions and attend all appointments that you make with your investigator. If you miss appointments or fail to come prepared for appointments, it will delay being hired.”

“If you can’t make an appointment you must call your investigator and reschedule the appointment.”

WHEN CALLED FOR THE INTERVIEW YOU WILL BE REQUIRED TO BRING THE FOLLOWING ITEMS:

1. Two (2) pens (black ink) and two (2) pencils with erasers.
2. One (1) blank money order in the amount of \$75.00 and one (1) blank money order in the amount of \$5.00. **NO CASH OR PERSONAL CHECKS. MONEY ORDERS PURCHASED FROM THE U.S. POST OFFICE, TRAVELERS EXPRESS AND AMERICAN EXPRESS ARE THE ONLY MONEY ORDERS ACCEPTABLE.**
3. An official copy of your birth certificate with raised seal. If no record of your birth is on file at the Department of Health or the Bureau of Vital Statistics of the State in which you were born, obtain a statement from the agency attesting to the fact.
4. Records of change of name, if applicable. Bring all available data on this matter.
5. Naturalization papers, if foreign born. Police Officers must be U.S. citizens at time of appointment.
6. High School Diploma and Diplomas or degrees from colleges attended. If qualification is by High School Equivalency Diploma or Armed Forces G.E.D. Certificate, the record of the scores you obtained in the individual tests **must** be presented. Transcripts from **all** colleges you attended, either part time or full time must be included.
7. Marriage certificate, if married. Certificate must be issued by a governmental agency. Birth certificates of children, if any.
8. Records of divorce, annulment or legal separation, if applicable.
9. Social Security Card.
10. Motor Vehicle Driver's License and Certificate of Motor Vehicle Registration for any vehicle owned by you or your spouse.
11. Selective Service Registration and Classification Cards. To verify, call 847-688-6888 or via the internet at [WWW.SSS.GOV](http://www.sss.gov) click on "check a registration". If not already registered, you may also register online.
12. Original Discharge or Separation papers for all military service. (DD214 member 4 page)
13. Withholding Tax certificates (W-2 Forms) and copies of Federal Income Tax returns for the past five (5) years.
14. During the last ten (10) years or since age eighteen (18), provide a list of all places of employment with dates and include periods of unemployment where you were financially supported by someone other than yourself. Obtain a notarized letter from that person stating that you were financially supported by them.
15. Provide all records of disability benefits received by you to include any workmen's compensation benefits received.
16. Membership cards from any labor union, fraternal or social organizations to which you belong.
17. Record of present outstanding debts, judgments or garnishees.
18. Two (2) proofs of residence (rent stub, utility bill, etc.)
19. Transcripts and/or dispositions from the Court Clerk of the court of trial for any arrest in which you were the defendant. Proof of payment for any summonses you received (other than traffic summonses.)
20. Any licenses held by you, (both past and present) from a government agency (pistol, rifle, hack, liquor, etc.)

IF YOU HAVE ANY QUESTIONS CONCERNING THE ABOVE, PLEASE CALL THE CANDIDATE SERVICE DESK AT TELEPHONE NUMBER 718-97 2-2503, 2545, 718-595-8919 OR VISIT US ON THE INTERNET AT <http://www.nyc.gov/html/nypd/home.html> AND CLICK ON CAREERS.

***Written Psychological**

(Date Taken)

This will be administered at the Police Academy, 235 East 20th Street, New York N.Y. 10003.

- You will complete a standardized written psychological test.

"This step is very lengthy, the test has hundreds of questions. Be prepared to sit for a long time."

***Oral Psychological**

(Date Taken)

This will be administered at the Medical Division, 1 Lefrak City Plaza, 59-17 Junction Blvd., Corona, NY 11368.

- You will meet with a psychologist and participate in an oral interview.

"The psychologist will ask you questions. Be open and clear in your responses."

***Job Standard Test**

(Date Taken)

This will be administered at the Police Academy, 235 East 20th Street, New York N.Y. 10003.

- The Job Standard Test is one physical ability examination consisting of six components.
- The Job Standard Test is gender neutral.
- You must complete the test in 4:28.

"Consult the Study Guide for the Police Officer Job Standard Test that follows for details. Be prepared for this test, WORK OUT, BE IN SHAPE!"

NEW YORK CITY POLICE DEPARTMENT STUDY GUIDE FOR THE POLICE OFFICER JOB STANDARD TEST

INTRODUCTION

This study guide is designed to describe the physical tasks you will be required to perform for the Job Standard Test. You will increase your chances of performing well if you spend a good amount of time preparing for the test. This includes suggestions on how to successfully complete the Job Standard Test.

OVERVIEW

The essential functions of police officer activities in New York City require levels of physical ability and health that are consistent with public safety and emergency response occupations. Police officers are expected to possess and maintain the necessary levels of physical capacity and health to perform their work. (2004. Health Metrics. Inc)

THE JOB STANDARD TEST IS GENDER NEUTRAL. ALL CANDIDATES MUST QUALIFY IN 4:28.

SUGGESTIONS FOR COMPLETING THE JOB STANDARD TEST

1. Avoid junk food and concentrate on a well balanced diet for several days before the test.
2. Avoid tranquilizers and stimulants such as caffeinated beverages especially on the day of the test.
3. Studies have shown that brief, but intense exercise will use muscle glycogen and blood glucose (carbohydrate) at a very high rate. To optimize performance and enhance the recovery from this type of intense exercise we suggest the following nutritional guidelines:
 - a. To have carbohydrates available for energy production, candidates should consume a moderate to high carbohydrate diet (60-75% of the total kcal consumed per day) for 2-3 days prior to testing. We suggest carbohydrates from whole grains (breads, cereal, rice, pasta), vegetables (carrots, corn, potato, squash), fruits (dried, juice, or solid such as orange, apple, etc.), and dairy (fat-free yogurt, skim milk, low-fat ice cream) food groups. Foods such as baked beans, pretzels, baked chips and low-fat cookies are other sources of carbohydrate.
 - b. To recover from a day of intense activity and to restore muscle carbohydrate, candidates should eat 50 to 100 grams of carbohydrate immediately after the activity and another 50-100 grams every 2-3 hours

after the activity for 12 hours. It is recommended that a total of 400-800 grams of carbohydrate be ingested depending upon the amount and intensity of the testing and your body size (bigger people need more carbohydrate). In addition to the carbohydrate, candidates should consume 15-25 grams of protein with each carbohydrate feeding (20 grams of protein is found in one 3-oz. serving of meat).

- c. To prevent dehydration during testing, candidates should drink water throughout the testing day. Sports drinks are not necessary, but candidates may drink them to help replenish carbohydrate and maintain electrolyte balance. These fluids are convenient, effective and good tasting.
 - d. To maximize performance during testing, we recommend rest for the two days prior to testing. If a candidate must exercise, only very light training should be undertaken over approximately two days leading up to testing. Muscle fatigue, muscle soreness and muscle depletion of energy stores will lead to poor performance on this test.
 - e. In conclusion, candidates should consume a carbohydrate rich diet, but include adequate protein intake as suggested above. Also drink fluids (water, sports drinks) and take a rest day from exercise training prior to testing.
4. Get a good night's sleep before the test.
 5. Be non-smokers if at all possible (or have refrained from smoking for at least 90 minutes prior to testing).
 6. Refrain from any exercise training for at least 24 hours before testing.
 7. Refrain from eating for *at least* 1.5 hours before testing.
 8. For both comfort and safety, wear a T-shirt (long sleeve T-shirts or sweatshirts are permissible), sweat pants and court shoes/sneakers (running shoes are discouraged). A pair of snug, batting-style gloves are recommended for testing, but not required.
 9. Avoid alcohol several days prior to testing.

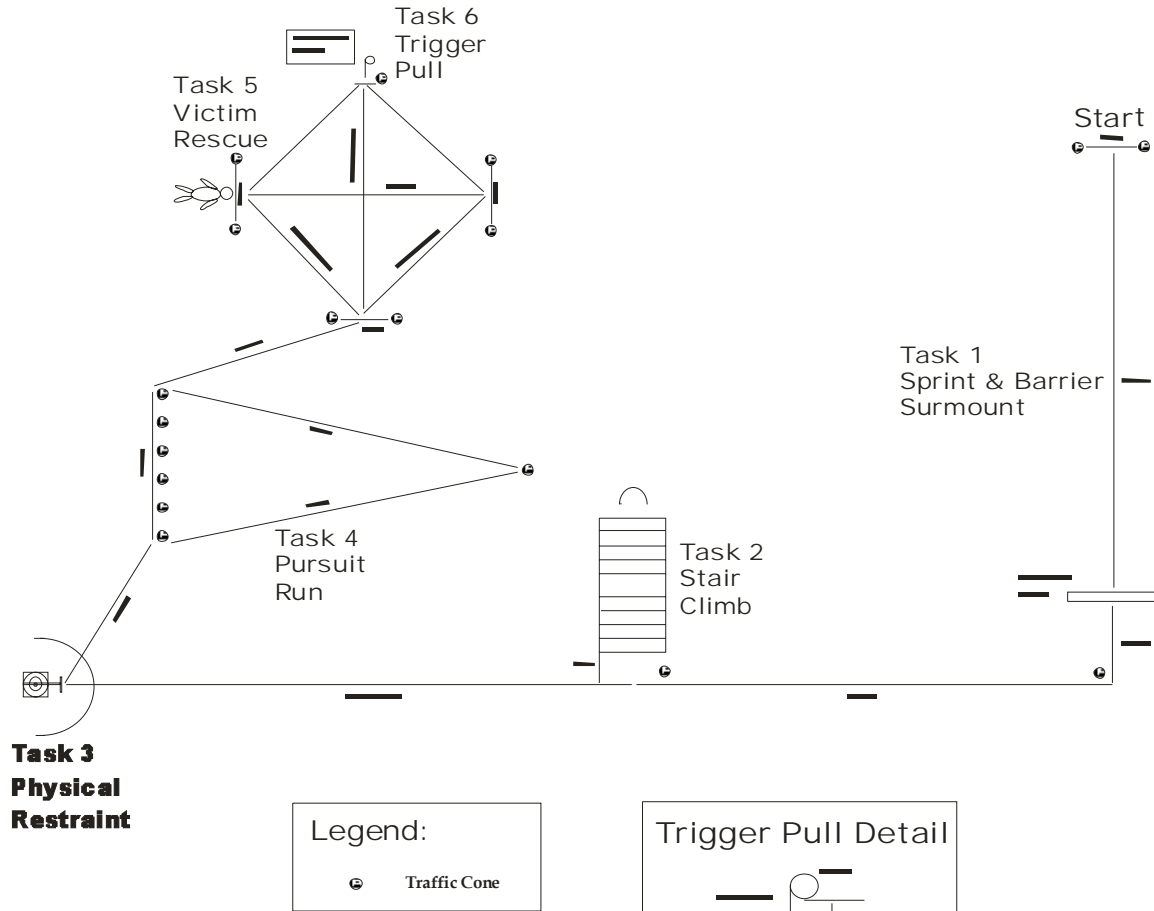
Simple activities such as a regular stretching and running routine can greatly enhance your chances of doing well on a physical ability exam. Please remember to keep safety in mind when training, and always consult a physician before beginning any physical fitness program.

On the day of testing you will be required to wear long pants. Please Note: **You will not be allowed to participate in the examination if you are not wearing long pants.** Shorts are not allowed for safety reasons.

THE SIX STATIONS OF THE JOB STANDARD TEST

- **Barrier Surmount:** From a kneeling, weapon-ready position the candidate sprints fifty feet to surmount a six foot barrier.
- **Stair Climb:** The candidate proceeds from the Barrier Surmount to a 6-stair climb system and completes three over-and-back traverses.
- **Physical Restraint Simulation:** The candidate proceeds from the Stair Climb to a controlled-force tactics and training device which measures the ability to resist or control force in a physical restraint situation.
- **Pursuit Run:** The candidate proceeds from the Physical Restraint Simulation to a run/jog around a pattern of cones for approximately six hundred feet.
- **Victim Rescue:** The candidate proceeds from the Pursuit Run to a simulated victim rescue involving a thirty-five foot drag of a one hundred seventy-six pound mannequin.
- **Trigger Pull:** The candidate proceeds from the Victim Rescue to a trigger pull station, picks up an inoperative firearm, holds the firearm within a nine inch diameter metal ring and pulls the trigger sixteen times with the dominant hand and fifteen times with the non-dominant hand. Once inserted, the firearm must remain within the metal ring for the completion of the trigger pull cycles.
- Timing is stopped upon completion of the final trigger pull. This continuous event series must be completed within four minutes twenty-eight seconds **(4:28)**.

JOB STANDARD TEST SCHEMATIC



***Pre-Hire Interview** _____
(Date Taken)

This will be administered at the Medical Division, 1 Lefrak City Plaza, 59 -17 Junction Blvd., Corona, NY 11368.

- You will provide character and medical information about yourself.
- You may have a brief medical exam if information you report requires it.

“This is where you have your records updated. Anything new or not previously reported should be reported now.”

Additional Qualifications

In addition to the qualification process, there are six additional required elements that you must comply with before being hired:

1. ___ Possess a valid, unrestricted, New York State Drivers License.
2. ___ Reside in the five (5) boroughs of New York City or Nassau, Suffolk, Westchester, Rockland, Putnam, or Orange Counties.
3. ___ Possess a valid High School Diploma or its equivalent.
4. ___ Successfully complete either sixty (60) college credits from an accredited college or university with at least a 2.0 GPA.

OR

Twenty-four months, honorable full time United States Military Service.

5. ___ Attained the appropriate minimum age for appointment as described in your Notice of Examination. Currently 21.
6. ___ Candidates may not be appointed to the NYPD as a Police Recruit if the Candidate has reached their thirty-fifth (35) birth date by the first day of filing for the Police exam.*

**Active Duty Military time may be applied to deduct from your actual age if you are over the age limit. A maximum of 4 to 6 years may be applied.*

7. ___ Be a citizen of the United States of America at the time of appointment.

"If you have any questions regarding any of the above mentioned requirements contact your investigator for clarification."

The following are factors that would ordinarily be cause for disqualification (this is not a complete listing):

- ◆ Conviction of an offense which indicates lack of good moral character or disposition towards violence or disorder, or which is punishable by one or more years imprisonment.
- ◆ Repeated convictions of an offense that would indicate disrespect for the law.
- ◆ Discharge from employment as a result of poor behavior or inability to adjust to discipline.
- ◆ Dishonorable discharge from the United States Military.*
- ◆ Conviction of an offense for Domestic Violence Misdemeanors.
- ◆ A Felony conviction.*

THESE ITEMS ARE STATUTORY DISQUALIFICATIONS

IMPORTANT TELEPHONE NUMBERS

Candidate Relations Section - Candidate Services Desk	Brooklyn Office (718) 972-2503, 2545 Queens Office (718) 595-8919, 8885
Applicant Processing Division	(718) 972-2013
Police Academy, Fitness Incentive Tracking Unit	(212) 477-7537
MTA New York City Transit: Subway and Bus information Staten Island Railway	(718) 330-1234 (718) 966-7478
MTA Long Island, Metro North Rail Road: LIRR from Nassau County LIRR from Suffolk County Metro North from NYC Metro North from all other areas	(516) 822-LIRR (631) 231-LIRR (212) 532-4900 1-800-638-7646

OTHER IMPORTANT TELEPHONE NUMBERS

Assigned Investigator

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTES

Frequently Asked Questions

1. *What exam number are you hiring from?*

- It is normal to have more than one exam active at the same time. To obtain information on which exams are active contact the Candidate Service Desk or our web site.
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2. *When will the next class be hired?*

- Starting dates for Police Academy classes vary. For exact dates contact your investigator or the Candidate Service Desk.
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3. *How do I withdraw my name from the list?*

- You should contact the Candidate Relations Section at (718) 972-3120/3121 and ask for an APPLICANT WITHDRAWAL REQUEST FORM. This request can be made in person or by telephone. The form must be completed and returned to the Retention Unit for processing. If you already have an ongoing investigation, you may request this form from your investigator.
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4. *How do I reinstate my name on the list?*

- You may reinstate your name on the list anytime during the life of the list, provided you have not been disqualified for medical, character, or psychological reasons. You must appear in person to the Retention Unit with proof of age, residency, and documentation verifying the college/military requirements.
-

5. *I am on active military duty; can I defer my processing until I am discharged?*

- You may request to defer processing by having your superior officer prepare a letter on your behalf on official military stationery. The letter must verify your active duty status and must include your name, social security number, exam and list number and your expected date of discharge. Make two copies and send:
- Original to: New York City Department of Citywide Administrative Services, Certifications Division, Room 2150, Municipal Building, 1 Centre Street, New York, N.Y., 10007

- First copy to: New York City Police Department, Applicant Processing Division, Candidate Relations Section, 4201 Fourth Avenue, Brooklyn, N.Y., 11232-3605
 - Second copy: Retain for your records.
-

6. *I was recently discharged from the military, how do I get back on the list?*

- If your list is still valid, report to the Candidate Relations Section with your DD214 and proof of age and residency.
 - If your list has expired, you must first report with your DD214 to the N.Y.C. Department of Citywide Administrative Services, Municipal Building, 1 Center Street, New York, N.Y., 10007. They will notify you by mail within three weeks whether you are entitled to a list extension. If you are granted the extension, then you must bring the extension letter with your DD214, proof of age and residency to the Candidate Relations Section.
 - NOTE: Extensions on an expired list may be granted provided your list number was actually reached for hire.
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7. *How long is this exam good for?*

- Police Officer exams can be terminated one (1) year from the date the list was established, unless extended by the City Personnel Director for a maximum of four (4) years.
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8. *How can I change my address?*

- You should contact the Candidate Relations Section at (718) 972-2503/2545 or (718) 595-8919. You may also use the New York City Police Department Web Site: <http://www.nyc.gov/html/nypd/html/chfpers/personnel/applicant-home.html>
 - You must also report your change of address and telephone number in writing to N.Y.C. Department of Citywide Administrative Services, Municipal Building, 1 Centre Street, New York, N.Y., 10007.
 - Your letter should include your name, social security number, your exam and list number, your old address and telephone number and your new address and telephone number.
-

9. *What is the Job Standard Test?*

- The Job Standard Test (JST) is a criterion-valid physical job task assessment that tests for an individual's ability to perform both typical and atypical physical tasks which can be expected to be required of a Police Officer's response to either a routine radio run or critical incident. The Job Standard Test is a continuous timed event comprised of six stations that must be completed in four minutes twenty-eight seconds (4:28) without stopping. (see attachment A&B)

10. How can I successfully complete the Job Standard Test?

- On Page 11 you will find a study guide for the Job Standard Test. To promote safety, candidates are strongly encouraged to gradually increase the frequency, intensity and duration of their exercise training sessions. In addition, due caution is necessary when exercising during hazardous and inclement weather conditions (heat, humidity, wind, cold etc). For those who want further information please contact the Police Academy Fitness Incentive Tracking Unit at (212) 477-7534.

9. Is there a way to refresh my driving knowledge and reduce points on my driver's license?

- Individuals who wish to improve their driving skill as well as reduce points against their license can attend the following sponsoring agencies approved by the New York State Department of Motor Vehicles to administer Accident Prevention Courses. It will help refresh your driving knowledge with a review of time tested safe driving tips and an overview of today's vehicle and traffic laws.

National Safety Council	(800) 962-3434
Drive Safe New York	(800) 732-6242
National Traffic Safety Institute	(800) 733-6874
Driver Training Associates	(800) 243-2196
New York Safety Program	(800) 942-6874
Empire Safety Council	(800) 246-3603
American Automobile Association	Contact your local AAA office.
USA Training Company	(800) 746-7690
American Institute for Public Safety	(888) 458-2477
I DRIVE SAFELY	(877) 374-8388
American Safety. Inc	(800) 800-7121

Educational Resources:

If you lack the required college credits you may want to consider the following resources to assist you. Confer with the Candidate Relations Section's Education Verification Unit at (718) 972-6846/6853.

- Police Cadet Corps:
The New York City Police Cadet Corps offers individuals an opportunity to work for the NYPD while attending college. Cadets receive tuition assistance which is forgiven upon promotion to Police Officer and completion of two years service.
- CLEP tests:
Many colleges offer opportunities for you to receive credits for particular courses based on the results of a single test. Check with the colleges in your area to see if they offer CLEP tests.
- Life experience credits:
Some colleges such as Empire State College offer credit for life experiences. If you enroll at Empire State College you will be given an opportunity to discuss with their staff how many college credits you can earn for life experiences.

Empire State College	1-800-468-6372
St. Joseph's College	718-399-0068
Marist College	914-575-3000 x2227

- Internet learning and correspondence programs:
Some colleges such as Regents College have no campus and offer no courses. Instead, it is an evaluating and assessing institution. Students can complete their degree through the use of video courses, independent study, and courses offered via the World Wide Web.
 - The University of the State of New York, Excelsior College
7 Columbia Circle, Albany, New York 12203-5159
518-464-8500
 - Thomas Edison State College
101 West State Street
Trenton, NJ 08608
1-888-442-8372
 - Educational Resource and Guidance Services
133 West 77th Street
New York, NY 10023
212-769-9500

For further educational opportunities contact your local public library. Listed below are some useful books that you can find at your local library:

- Index of Majors and Graduate Degrees, College Entrance Examination Board, New York
- The College Handbook, College Entrance Examination Board, New York
- Peterson's Guide to Colleges in New York - Peterson's New York
- Peterson's Guide to two-year Colleges - Peterson's New Jersey
- Peterson's Guide to Graduate and Professional Programs: An Overview - Peterson's New Jersey
- Peterson's Paying Less for College - Peterson's New Jersey
- College Applications and Essays: A How-to Handbook. Susan D. Van Raalte. Arco/Prentice-Hall, New York

THE NEW YORK CITY POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER