

## About the Program

The Career Certificate (C.C.) in Basic Recruit Training Program (B RTP) for Florida Correctional Officers (Correctional Officer) provides students with criminal justice training and education to prepare them to manage inmates and perform operational duties in the areas of care, custody and control within the correctional institution.

**Note:** If you are considering employment in a state other than Florida, please visit [fscj.edu/academics/license-disclose](https://fscj.edu/academics/license-disclose) to determine if this program will meet the selected state's educational requirements to sit for licensure or certification testing.

**This is a basic certification;** additional training will be required by the hiring agency. **Related Career Pathways** include the following: A.S. in Criminal Justice Technology, Crossover from Corrections Officer to Law Enforcement Officer.

Students who have completed the Correctional Officer program and passed the State Officer Certification Examination are **eligible to earn 9 credit hours** toward an A.S. degree in Criminal Justice Technology.

## Program Requirements

This program requires **445 contact/clock hours** that must be completed and documented. Students should also understand and accept the attendance requirements prior to enrolling in this career certificate program. This program is **not eligible** for financial aid.

Currently, all Basic Corrections classes are comprised of **students that have been hired by the Jacksonville Sheriff's Office (JSO)**. To apply to JSO, visit [joinjso.com](https://joinjso.com). Students are required to pass the Criminal Justice Basic Abilities Test (CJBAT) for Corrections (CO) prior to entry into the program. Information and appointments are available at [pearsonvue.com/us/en/fdle/programs.html](https://pearsonvue.com/us/en/fdle/programs.html). Upon completion of this program along with a passing score on the State Officer Certification Examination, students will obtain a Certificate of Corrections valid throughout the state of Florida. Information about the Florida State Officer Examination is available at [fdle.state.fl.us/CJSTC/Exam/](https://fdle.state.fl.us/CJSTC/Exam/).

**Record of Conviction of a Crime:** If the students enroll in an internship or cooperative education class and are seeking experience at a law enforcement agency or facility under Children and Family Services then a background check is performed by the law enforcement agency or facility, and the student may be denied employment (paid or non-paid) based on their criminal record.

## Application Procedure

**This is a Limited Access Program.**

Students must pass an entrance interview prior to acceptance into the program. Students must meet the following program entry requirements:

- ☐ Be at least 19 years old.
- ☐ Be a citizen of the United States.
- ☐ Have graduated from a high school or obtained a high school equivalency certificate.
- ☐ Possess a valid driver's license.
- ☐ Be of good moral character.
- ☐ Not have been convicted of a felony regardless of whether or not adjudication was withheld.
- ☐ Not have been convicted of a misdemeanor involving perjury or making a false statement as defined by law, regardless of whether or not adjudication was withheld.
- ☐ Not have been dishonorably discharged from the United States Armed Forces.
- ☐ Not have falsified their program application or personal history.

Completion of this program is intended to lead to employment in certain safety sensitive positions that are also physically demanding. To address student safety as well as a student's ability to be employed within the current employment environment, all students, after taking and passing the Corrections Basic Abilities Test (CJBAT) ([fdle.state.fl.us/CJSTC/Officer-Requirements/Basic-Abilities-Test.aspx](https://fdle.state.fl.us/CJSTC/Officer-Requirements/Basic-Abilities-Test.aspx)), are required to submit the following to the Northeast Florida Criminal Justice Center:

- ☐ Drug screen
- ☐ Criminal background check
- ☐ Physical exam
- ☐ Driver history check
- ☐ Proof of health insurance

Visit the FSCJ Correctional Officer webpage at [fscj.edu/academics/programs/cc/5761](https://fscj.edu/academics/programs/cc/5761) for more information.

## Career Certificate Graduation Requirements

- ☐ Fulfill all academic requirements for the chosen program of study as outlined in the Florida State College at Jacksonville catalog and curriculum.
- ☐ Earn the required number of clock hours for the chosen program of study with a cumulative grade point average of 2.0 (C) on a 4.0 scale in all courses that apply to the chosen program of study.
- ☐ Complete a minimum of 25 percent of the total clock hours required for the certificate program as a student at Florida State College at Jacksonville.
- ☐ Fulfill all obligations, financial or otherwise, to the College before graduating.
- ☐ Meet or exceed the program's exit requirement(s), if applicable, or meet the criteria to earn a waiver.

## Catalog Year

This document is prepared for students with a **2025-26 College Catalog year**. **Students who enter under the 2025-26 catalog** will be assigned to the degree or certificate requirements in effect during the 2025-26 academic year. The student's assigned catalog year will remain in effect as long as the student maintains continuous enrollment. Changes to requirements as mandated by law or by rule of the District Board of Trustees may supersede this provision.

**To maintain continuous enrollment,** a student must have registration for, and successful completion of, at least one course within a three-term period. After three consecutive terms of no enrollment, the student will be discontinued from the current program of study and will need to apply to FSCJ to reenter under the same program of study. Upon readmission, the student will be assigned to the current catalog of record in the chosen program.

## Curriculum

Prior to enrolling in classes, students are strongly encouraged to **meet with an advisor** to develop an individual academic plan.

Students will progress through this program in cohorts. The schedule and order of courses for each cohort will vary based on facility and faculty availability.

<input type="checkbox"/> CJK 0031 - First Aid for Criminal Justice Officers, Contact Hours: 40 (40 lecture hours).	Grade Earned: _____
<input type="checkbox"/> CJK 0040 - Criminal Justice Firearms, Contact Hours: 80 (80 lecture hours).	Grade Earned: _____
<input type="checkbox"/> CJK 0051 - Criminal Justice Defensive Tactics, Contact Hours: 80 (80 lecture hours).	Grade Earned: _____
<input type="checkbox"/> CJK 0111 - Interviewing and Report Writing in Corrections, Contact Hours: 16 (16 lecture hours).	Grade Earned: _____
<input type="checkbox"/> CJK 0301 - Introduction to Corrections, Contact Hours: 32 (32 lecture hours).	Grade Earned: _____
<input type="checkbox"/> CJK 0306 - Communications for Correctional Officers, Contact Hours: 32 (32 lecture hours).	Grade Earned: _____
<input type="checkbox"/> CJK 0321 - Intake and Release, Contact Hours: 16 (16 lecture hours).	Grade Earned: _____
<input type="checkbox"/> CJK 0324 - Supervision in a Correctional Facility, Contact Hours: 32 (32 lecture hours).	Grade Earned: _____
<input type="checkbox"/> CJK 0326 - Supervising Correctional Populations, Contact Hours: 25 (25 lecture hours).	Grade Earned: _____
<input type="checkbox"/> CJK 0327 - Shift Management and Safety, Contact Hours: 20 (20 lecture hours).	Grade Earned: _____
<input type="checkbox"/> CJK 0336 - Incidents and Emergencies in Correctional Facilities, Contact Hours: 20 (20 lecture hours).	Grade Earned: _____
<input type="checkbox"/> CJK 0340 - Physical Fitness for Criminal Justice Officers (CO), Contact Hours: 30 (30 lecture hours).	Grade Earned: _____
<input type="checkbox"/> CJK 0355 - Legal for Correctional Officers, Contact Hours: 22 (22 lecture hours).	Grade Earned: _____

## Course Requirements

Prerequisites, corequisites, and conditions for any course are subject to change. Students must meet the prerequisite and corequisite requirements of any course at the time the student attempts to register for that course. If you have questions about the prerequisites, corequisites, or conditions for a course, please contact any academic advisor.

### Professional Courses

Complete all of the following courses.

**CJK 0031 - First Aid for Criminal Justice Officers**, Contact Hours: 40 (40 lecture hours). **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** This course emphasizes work based learning.

**CJK 0040 - Criminal Justice Firearms**, Contact Hours: 80 (80 lecture hours). **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** This course emphasizes work based learning.

**CJK 0051 - Criminal Justice Defensive Tactics**, Contact Hours: 80 (80 lecture hours). **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** This course emphasizes work based learning.

**CJK 0111 - Interviewing and Report Writing in Corrections**, Contact Hours: 16 (16 lecture hours). **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** This course emphasizes work based learning.

**CJK 0301 - Introduction to Corrections**, Contact Hours: 32 (32 lecture hours). **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** This course emphasizes work based learning.

**CJK 0306 - Communications for Correctional Officers**, Contact Hours: 32 (32 lecture hours). **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** This course emphasizes work based learning.

**CJK 0321 - Intake and Release**, Contact Hours: 16 (16 lecture hours). **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** This course emphasizes work based learning.

**CJK 0324 - Supervision in a Correctional Facility**, Contact Hours: 32 (32 lecture hours). **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** This course emphasizes work based learning.

**CJK 0326 - Supervising Correctional Populations**, Contact Hours: 25 (25 lecture hours). **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** This course emphasizes work based learning.

**CJK 0327 - Shift Management and Safety**, Contact Hours: 20 (20 lecture hours). **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** This course emphasizes work based learning.

**CJK 0336 - Incidents and Emergencies in Correctional Facilities**, Contact Hours: 20 (20 lecture hours). **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** This course emphasizes work-based learning.

**CJK 0340 - Physical Fitness for Criminal Justice Officers (CO)**, Contact Hours: 30 (30 lecture hours). **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** This course emphasizes work based learning.

**CJK 0355 - Legal for Correctional Officers**, Contact Hours: 22 (22 lecture hours). **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** This course emphasizes work based learning.