



## NASH COMMUNITY COLLEGE BLET MEMORANDUM

TO: BLET Program Applicants  
FROM: Tim Mehus, BLET Director  
DATE: March 28, 2025  
REF: Basic Law Enforcement Training Day Program

Thank you for your interest in the Basic Law Enforcement Training (BLET) Program at Nash Community College. Our training will be held at **Nash Community College, Public Safety / Continuing Education Building, 522 N. Old Carriage Road, Rocky Mount NC in the BLET room 8226 & 8228.** Classes are typically in session **Monday through Friday from 8am to 5pm for the DAY academy. This DAY session of BLET will begin on Monday, July 21, 2025.**

Students must present to the BLET School Director the following forms **as soon as possible:**

1. A signed Sponsorship Letter *or* Verification of Law Enforcement Employment
2. An F1 Form (*Medical History Statement*)
3. An F2 Form (*Medical Examination Report*)
4. An F3 Form (*Personal History Statement*)
5. Copy of North Carolina Driver's License
6. Certified Copy of Birth Certificate / Proof of Citizenship
7. Copy of High School Diploma / GED / Transcripts
8. Criminal Records check (*From SBI, FBI or Clerk of Court of every county you lived in since age 18*)

Additional paperwork is also required (see BLET packet/checklist or website for further forms) Applicants must also provide proof of citizenship before the class begins. This can be a **certified** Birth Certificate, Certificate of Citizenship, a Naturalization Certificate, or a Consular Report of Birth abroad.

Applicants must also complete a Reading Comprehension pre-requisite test (TABE or other approved test - see enclosed BLET Reading Comprehension Testing form) and return the results to the BLET Director. This testing can be completed by contacting the BLET Director at **(252) 451-8489** and scheduling an appointment.

**Full acceptance into the BLET program is based upon the student's ability to meet required admission criteria prior to the Orientation class.**

**DEADLINE for ALL paperwork for the BLET Academy is Wednesday, July 9th, 2025 !!!**

There will be a **mandatory meeting** of all applicants for the BLET program on **Wednesday, July 16th, 2025 at 10:00 am in the BLET Room 8226 in the Public Safety / Continuing Education building.** The students will receive a class schedule and a copy of the course rules and regulations during this meeting.

**The first day of the academy will be Monday, July 21, 2025, at 7:45 am in rooms 8226/8228 for the BLET Academy.**

**NOTE: ALL students MUST attend Orientation, which is the first scheduled day of class.**

**Students employed by a law enforcement agency are given priority admission according to the North Carolina Administrative Code. All other students will be accepted in the order in which admission criteria are met.**

### **Successful Course Completion**

The following requirements must be met before you are awarded successful Basic Law Enforcement Training course completion.

1. You must achieve a passing score of 70% in each topic area in which you are administered an examination.
2. You must satisfactorily complete all practical applications within each lesson plan as required by state guidelines.
3. The Criminal Justice Standards Commission and administrative code require that all absences in the program must be made up prior to the state exam. Cadets cannot miss more than 5% of class time throughout the academy. The BLET School Director must approve and schedule all make-up times.
4. You must successfully negotiate the state mandated obstacle course (Police Officer's Physical Abilities Test (POPAT) within required guidelines. In addition, you must show overall improvement in the Coopers Assessment.
5. You must obtain a final passing score of 70% on the comprehensive state exam.

### **Nash Community College will provide the students with the following equipment and supplies:**

1. Duty gear - duty belt, inner belt, holster, blue training gun, magazine pouch, handcuff case, handcuffs, keys, flashlight and holder, belt keepers, ASP baton, whistle, and ballistic vest.
2. Automobile for driver training.
3. Service handgun and ammunition for firearms training.

The students are required to purchase the BLET uniform / PT apparel to attend the BLET program at Nash Community College. BLET uniforms / PT uniforms and other supplies will be purchased or obtained from the Nash Community College Bookstore unless the sponsoring/hiring agency supplies them to the cadet. **Jay Quigley is the contact person at the Bookstore. (252) 451-8226.**

1. BDU's poly/cotton blend (recommend two pairs)
2. Nash Community College Golf Shirt with BLET logo (recommend two polo shirts)
3. 6-8" Boots black in color (one pair is sufficient)
4. BLET baseball hat
5. Specific Physical Training (PT) apparel (two short sleeve T-shirts, two shorts, two sweatshirts, two sweatpants) available only in the Nash Community College bookstore.
6. PT instructor requires appropriate running shoes. (students are responsible for their own running shoes)

**NOTE: Only NCC Physical Fitness training apparel will be worn during physical fitness training. The student's clothing and hygiene should reflect the highest standards of the law enforcement profession.**

**STUDENTS MUST HAVE THE MOST CURRENT BLET STUDENT MANUAL OR DIGITAL DOWNLOADS ON THE FIRST DAY OF CLASS. (New Curriculum as designated by Training and Standards)**

Books / Lesson plans can be purchased with cash, personal check, credit/debit card, financial aid, military benefits, or a letter of authorization allowing the college to bill the sponsoring/employing agency. Agencies may purchase student lesson plans from the NC Justice Academy Bookstore on their own. (applicants employed with an agency should discuss this with their agencies training officer or agency administrator).

**The cost of BLET books and lesson plans vary depending on printed materials, computer versions, etc... (See Director Mehus for additional information regarding books and lesson plans)**

**Cost of Uniforms / PT Gear are approximately \$500.00**

(Prices may vary and are subject to change)

In accordance with the Americans with Disabilities Act, NCC and the Criminal Justice Standards Division will provide students with disabilities, every reasonable opportunity to participate in commission-mandated courses.

You may request reasonable accommodation for a disability. All requests for reasonable accommodation as well as supporting documentation must be submitted immediately prior to or after Orientation and must be approved by the Criminal Justice Training and Standards Commission and Nash Community College.

We are pleased that you have chosen Nash Community College for your educational and training needs. If you have any questions concerning the Basic Law Enforcement Training class, please contact:

**Tim Mehus**  
**Director of Basic Law Enforcement Training**  
**Office 252-451-8489**  
**Email: [tlmehus599@nashcc.edu](mailto:tlmehus599@nashcc.edu)**