

NAME: \_\_\_\_\_

I.D.# \_\_\_\_\_

**2008-09**  
**CRIMINAL JUSTICE SERVICES**  
**Certificate**

This program is designed for part-time students already employed in the field of law enforcement, corrections and private security. The curriculum prepares students to advance their careers as public police officers and investigators, correctional officers, 911 telecommunicators, or private security officers and investigators.

**PROFICIENCY CREDIT:** Proficiency credit is available for working professionals. See proficiency credit policy on page 2.

**PROGRAM REQUIREMENTS (30 credits)**

- \_\_\_\_\_ CJ 101            3 cr    Introduction to Criminal Justice (*Prereq. Placement in ENG 099 or above*)
- \_\_\_\_\_ CJ 102            3 cr    Introduction to Criminology (*Prereq. Placement in ENG 099 or above*)
- \_\_\_\_\_ CJ 103            3 cr    Law Enforcement Organization and Administration
- \_\_\_\_\_ CJ 120            3 cr    Introduction to Homeland Security [**Cross-listed as FST 121**]
- \_\_\_\_\_ CJ 201            3 cr    Introduction to Criminal Law (*Prereq. Placement in ENG 099 or above*)
- \_\_\_\_\_ CJ 204            3 cr    Juvenile Justice (*Prereq. Placement in ENG 099 or above*)
- \_\_\_\_\_ ENG 101          3 cr    English Composition I (*Prereq. ENG 099 with C or better or qualifying score on English Placement Test*)
- \_\_\_\_\_ ITAPP 101        3 cr    Introduction to Computers (*Prereq. Keyboarding recommended*)
- \_\_\_\_\_ ELECTIVES      6 cr    Select 6 credits from the courses listed below:
- \_\_\_\_\_ CJ 106 (3)    Introduction to Corrections (*Prereq. Placement in ENG 099 or above*)
- \_\_\_\_\_ CJ 110 (3)    Community Policing (*Prereq. CJ 101*)
- \_\_\_\_\_ CJ 202 (3)    Civil and Criminal Laws/Procedures
- \_\_\_\_\_ CJ 203 (3)    Principles of Criminal Investigation (*Prereq. CJ 101*)
- \_\_\_\_\_ CJ 270 (3)    Computer Forensics [**Cross-listed as ITNET 270**]

- \_\_\_\_\_ Attained a minimum grade point average of 2.0 in the courses identified in this certificate program.
- \_\_\_\_\_ **Current cumulative GPA:** \_\_\_\_\_
- \_\_\_\_\_ Completed a minimum of one-half of the credit hours required as a student at PSC.
- \_\_\_\_\_ Enrolled at PSC during the regular semester **immediately preceding** the awarding of the certificate.
- \_\_\_\_\_ Filed a **Graduation Petition Form** with the Office of Admissions and Records.
- \_\_\_\_\_ **Deadline for filing:** October 1 for Winter, March 1 for Spring, July 1 for Summer. (*December, May & August candidates may choose to participate in the annual May Commencement Ceremony. Deadline to apply for ceremony is March 1<sup>st</sup>.*)

<b>Credits Required: 30</b>	<b>Credits Completed:</b> _____	<b>Credits In Progress:</b> _____	<b>Credits Needed:</b> _____
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**Advised By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*SIGNATURE: Counselor or Advisor or Faculty Advisor*

**This is an UNOFFICIAL evaluation. Official Evaluations must be requested in the Office of Admissions**

**IMPORTANT PSC GRADUATION POLICIES**

1. If the degree or certificate requirements are changed during your continuous attendance, you may elect to satisfy either the new requirements or the ones in force when you enrolled.
2. If you withdraw from Prairie State College for either a fall or spring semester, you must satisfy requirements in force at the time you re-enroll.
3. **Requests for COURSE SUBSTITUTIONS** in the program must be directed to the Program Coordinator. A Course Substitution Form must be signed by the Program Coordinator and submitted to the Office of Admissions and Records at least one semester prior to graduation.
4. Petitions for alteration of other graduation requirements must be submitted on a Student Appeal Form at least one semester prior to graduation.

**DIVISION OF ARTS & SCIENCES**

<b>Program Coord:</b>	Ken O'Keefe	Room 2170	(708)709-3763	<a href="mailto:kokeefe@prairiestate.edu">kokeefe@prairiestate.edu</a>
<b>Division Dean</b>	Craig Mulling	Room 2622	(708) 709-3625	<a href="mailto:cmulling@prairiestate.edu">cmulling@prairiestate.edu</a>

**CAREER PLANNING/PLACEMENT INFORMATION:**

- Illinois Law Enforcement Training & Standards Board: [www.ptb.state.il.us](http://www.ptb.state.il.us)
- Federal Bureau of Investigation: [www.fbi.gov](http://www.fbi.gov)
- American Academy of forensic Sciences: [www.aafs.org](http://www.aafs.org)
- Occupational Outlook Handbook, U.S. Department of Labor: <http://www.bls.gov/oco/home.htm>
- Community College Connection to Jobs in Northern Illinois: [www.ccjobnet.com](http://www.ccjobnet.com)

### PROFICIENCY CREDIT FOR CRIMINAL JUSTICE COURSES

Individuals who meet the following guidelines may qualify for proficiency credit in one or more criminal justice courses at Prairie State College.

- Complete an **Application for Proficiency Test Form** (available in the Counseling and Advising Center) for each course for which proficiency credit is requested.
- Attach xerox copies of the appropriate documentation.
- Pay the \$25 proficiency test fee for each course in the Business Office, Room 1110.
- Return the completed application to the Admin. Assistant to the Dean of Academic Services and Counseling, Room 1191. (708) 709-3522.

#### CJ 101 - Introduction to Criminal Justice

1. Certification from the Illinois Law Enforcement Training and Standards Board as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program)
2. Minimum of one year of full-time experience as a Law Enforcement Officer.
3. Must have completed probationary status at current law enforcement agency.
4. Written verification of the above must be provided by the agency's chief executive officer on agency letterhead.

#### CJ 102 - Introduction to Criminology (No proficiency credit option available)

#### CJ 103 - Law Enforcement Organization and Administration

1. Certification from the Illinois Law Enforcement Training and Standards Board as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program).
2. Minimum of one year of full-time Law Enforcement Supervisory experience with the rank of Officer-In-Charge, Corporal, Sergeant or above.
3. Written verification of the above must be provided by the agency's chief executive officer on agency letterhead.

#### CJ 106 - Introduction to Corrections

1. Certification from the Illinois Law Enforcement Training and Standards Board as a Corrections Officer (240 hour Basic Corrections Officer Training Program).
2. Minimum of one year experience as a full-time Corrections Officer.
3. Must have completed probationary status at current agency.
4. Written verification of the above must be provided by the agency's chief executive officer on agency letterhead.

#### CJ 110 - Community Based Policing (No proficiency credit option available)

#### CJ 201 - Introduction to Criminal Law

1. Certification from the Illinois Law Enforcement Training and Standards Board as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program).
2. Minimum of one year of full-time experience as a Law Enforcement Officer.
3. Must have completed probationary status at current law enforcement agency.
4. Written verification of the above must be provided by the agency's chief executive officer on agency letterhead.

#### CJ 202 - Civil Criminal Law/Procedures (No proficiency credit option available)

#### CJ 203 - Principles of Criminal Investigation

1. Certification from the Illinois Law Enforcement Training and Standards Board as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program)
2. Minimum of two years of full-time experience as a Detective, Juvenile Officer, or Crime Scene Technician.
3. Documentation of a minimum of eighty hours advanced training in criminal investigations and/or certification for crime scene evidence technicians.
4. Written verification of the above must be provided by the agency's chief executive officer on agency letterhead.

#### CJ 204 - Juvenile Justice

1. Certification from the Illinois Law Enforcement Training and Standards Board as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program).
2. Minimum of one year of full-time experience as a Juvenile Officer.
3. Documentation of Certification in Training as a Certified State of Illinois Juvenile Officer.
4. Written verification of the above must be provided by the agency's chief executive officer on agency letterhead.

#### CJ 208 - Principles of Criminalistics

1. Certification from the Illinois Law Enforcement Training and Standards Board as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program).
2. Minimum of two years of full-time experience as a Detective/Investigator and/or Evidence Technician.
3. Documentation of a minimum of eighty hours in advanced training in Criminalistics or Practical Homicide Investigations.
4. Written verification of the above must be provided by the agency's chief executive officer on agency letterhead.

#### CJ 299 - Criminal Justice Internship

1. Certification from the Illinois Law Enforcement Training and Standards Board as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program). **OR**
2. Certification from the Illinois Law Enforcement Training and Standards Board as a Corrections Officer (240 hour Basic Corrections Officer Training Program). **AND**
3. Minimum of one year of full-time experience as a Law Enforcement Officer or Corrections Officer who has completed their probationary status and field training program.
4. Written verification of the above must be provided by the agency's chief executive officer on agency letterhead.

Proficiency Policy Approved by K. O'Keefe: 02/16/07

**For further information, contact:** **Ken O'Keefe, Program Coordinator for Criminal Justice**  
Prairie State College (708) 709-3763  
202 South Halsted St Room 2170  
Chicago Heights, IL 60411 [kokeefe@prairiestate.edu](mailto:kokeefe@prairiestate.edu)