



## **Obtaining your OACP Certificate Checklist**

Congratulations on your first step towards becoming a police officer! The illustrated checklist below is to help guide you towards obtaining an OACP Certificate. Please adhere to the points below to ensure you receive your OACP Certificate in full. Please contact our customer service team at [support@oacpcertificate.ca](mailto:support@oacpcertificate.ca) should you have any questions or concerns about the points below.

- Visit the OACP Certificate website at [www.oacpcertificate.ca](http://www.oacpcertificate.ca) and familiarize yourself with the necessary requirements to become a Police Officer. Please ensure you read through our website as it has great content that will assist you further!
- Commence your process by visiting the “Start Your Career” page. Once you are on this page, scroll to the bottom where you will find the packages “Standard” and “Equivalency”. Once you have selected the package that is applicable to your certification process, please click “purchase” to begin the process.
  - You will be required to purchase only **one** of the OACP certificate packages
- Upon receiving your OACP Certificate Package via email (sent within 24-business hours of purchase), read all instructions illustrated in the email package.
- Ensure you understand the “Rules of Examination” and “Proctoring Notification”, before commencing your exam.
- Submit your Consent & Release of Liability Form in full to [forms@oacpcertificate.ca](mailto:forms@oacpcertificate.ca)
- Create your ProctorFree account upon submitting your consent form (this is emailed to you between 24-48 hours of submitting this document).
- Complete your Part B exam
- Complete your Part C exam

### **OPTIONAL**

The following points below are not required to obtain your OACP certificate, however are suggested to ensure you have an understanding the challenging but rewarding process ahead.

- Read the “Policing in 2020” package to understand and familiarize with the Constable Selection System in full
- Attend an “Information Session” with your local Police Service to get to know the members of your recruiting units.
- Commence your Hearing and Vision assessment with the appropriate specialist (please note this is not a required submission to obtain your OACP Certificate, however it is required to apply to a police position)
- Commence your fitness log and daily journal (please note this is to be submitted to the police service along with your application package).