



## Protective Services Academy New Cadet Checklist for Class of 2026

### ATTENTION!!!

PLEASE USE THE CHECKLIST BELOW TO COMPLETE NECESSARY ITEMS NEEDED TO BEGIN THE PROTECTIVE SERVICES ACADEMY --- YOU NEED TO START NOW!!!

#### Upon Receipt of this Packet

\_\_\_\_\_ Send an email to [protectiveservicesacademy@lancasterctc.edu](mailto:protectiveservicesacademy@lancasterctc.edu) to acknowledge you received the packet. Please give your (student) full name. We will then send you an email with a link to complete your student and parent contact information. We will be sharing information now as well as throughout the summer. Be sure to keep an eye on your email.

#### **Prior to June 27, 2025**

\_\_\_\_\_ Order uniforms at Fully Promoted Lancaster – see uniform information sheet in packet for details.

#### **Prior to August 1, 2025**

\_\_\_\_\_ Submit PA State Police Criminal History verification.

\_\_\_\_\_ Submit PA ChildLine clearance verification.

**Both** Criminal History and PA ChildLine need to be scanned into an email and sent to [protectiveservicesacademy@lancasterctc.edu](mailto:protectiveservicesacademy@lancasterctc.edu) or send by mail to LCCTC Protective Services Academy %Margie Gantz, 432 Old Market Street Mount Joy, PA 17552.

#### **First Day of School Tuesday, August 20, 2025**

\_\_\_\_\_ Arrive in full Uniform.

\_\_\_\_\_ Bring your own packed lunch for the first week until pre-orders with the cafeteria are established.

If you have any questions, concerns, or problems, please contact Mrs. Gantz. See contact information below. Feel free to contact me at any time.



#### **MOUNT JOY CAMPUS**

432 Old Market Street, Mount Joy, PA 17552 • office: 717.653.3000



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Margie Gantz, Instructor

Email: [mgantz@lanasterctc.edu](mailto:mgantz@lanasterctc.edu) Phone: 717-278-0830

# **Protective Services Academy**

## **CLASS OF 2026**

### **Program Information Packet**

Current as of April 6, 2025

Your first day of school is Wednesday, August 20, 2025



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*Instructor Contact Information for 2025-2026 Academic Year*

Students and their parent(s)/guardians are welcome and encouraged to contact the instructors at any time with questions, concerns, or to discuss matters of interest. Over the summer break, questions should be directed to Mrs. Gantz. Our contact information is as follows:

Instructor - Margie S. Gantz

Email: [mgantz@lancasterctc.edu](mailto:mgantz@lancasterctc.edu) Phone: 717-278-0830

Instructor - William A. Hall

Email: [whall@lancasterctc.edu](mailto:whall@lancasterctc.edu) Phone: 717-629-6648

Instructor - TBD

Email: TBD Phone: 717-278-0160

**Physical Location of Protective Services Academy Program**

Lancaster County Public Safety Training Center  
101 Champ Blvd  
Manheim, PA 17545  
(Just off PA Route 283 at the Salunga Exit.)



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**Supervising Campus**

Mount Joy Campus - Lancaster County Career and Technology Center

Dr. Julie Frey, Principal

432 Old Market Street, Mount Joy, PA 17552

Phone: 717-653-3000

Fax: 717-653-0901

Email: [jfrey@lanasterctc.edu](mailto:jfrey@lanasterctc.edu)

April 6, 2025

Dear Cadet and Parent/Guardian:

As you begin to enjoy your summer, please take time to prepare yourself for the August 20th start of the Protective Services Academy. You will be entering a very intensive year of instruction in all aspects of emergency services. We will have an exciting, good year and you will learn a lot in a very structured environment. Please review the documents that were provided to you at the orientation to prepare for the school year. Commitment will be the key to your success; that needs to begin over the summer. At times over the next year the program activity will be not only academically challenging, but also very physically demanding. Now is the time to get ready.

Please make sure you have returned your student/parent contact sheet to us to ensure you receive the latest information over the summer. Make sure you order your uniforms early; cadets are expected to be in uniform on the first day and every day thereafter. All information concerning uniforms is either on the order form or in the Uniform Standard you received. **Uniforms should be ordered by June 27th.**

We are in and out of the office during the summer and will be checking our email and mail. Instructor Gantz will be handling most of the summer contacts, please feel free to contact her with any questions. You are welcome to contact any of us anytime; our contact information is listed below.



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Have a great summer. We look forward to seeing you on Wednesday, August 20th.

Sincerely,

Protective Services Academy Instructors

**Margie Gantz**

Instructor  
717-278-0830

**William Hall**

Instructor  
717-629-6648

Instructor  
717-278-0160

**Lancaster County Career & Technology Center  
Protective Services Academy  
2025-2026 Program Outline**

The following is a tentative outline and schedule of the program, curriculum, and courses for all students in the Protective Services Academy. In an effort to stay current with the changes and trends in the field of public safety, program curriculum and dates may change during the program year.

First day of school – students are expected to be in full uniform upon their arrival at the Public Safety Center. Orientation for the program begins.

**August 20, 2025 through Mid-September**

- Orientation to the program, facilities, rules/regulations, and staff.
- Close order drills, marching, and uniform maintenance.
- Begin preparation for the observance of September 11, 2001.
- Students present self-introductions.
- ASVAB Test.
- NIMS IS 700 Intro to National Incident Management System
- County Observance of 9/11/2001, the public is invited.
- Hazardous Materials –Awareness Level (With Pro Board® national certifications test)



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**September through late November**

- ☐ Students are divided into two groups to receive core Protective Services training and instruction.
- ☐ Each group will participate in the same instruction during this period on opposite tracks.
- ☐ Track 1: Bucks Basic Fire Academy Training
- ☐ Track 2: Haz-Mat Operations; Life Lion Helicopter Landing Zone; Basic First Aid & CPR; IS100 & 700; Ropes & Rigging; Intro to Law Enforcement; and Traffic Incident Management.
- ☐ Groups switch tracks in late October.

**December through early March**

- ☐ All Students: Emergency Medical Technician (EMT) course.

**March through May**

- ☐ Service area specific elective courses. (See below for more information.)
- ☐ All students will participate in Basic Vehicle Rescue Technician certification (three week course).
- ☐ All students will take NOCTI industry specific testing and evaluation (one week).

**May, 2025**

- ☐ Certificates & Awards Ceremony

**Protective Services Electives-** Students can choose electives from one or more of the following subject areas:

**Emergency Medical Services**

- ☐ Clinical duty with ambulance services. Students are required to meet certain criteria and Instructor approval for this assignment. The EMS agencies used for this training are approved by LCCTC Instructors and have an established Training Agreement with LCCTC PSA. Transportation to your assigned ambulance station is the student's responsibility.
- ☐ Continuing Education courses related to EMT.
- ☐ BLS CPAP
- ☐ START Triage

**Fire Protection**

- ☐ Pump Operations



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- ☐ Truck Company Operations
- ☐ Engine Company Operations
- ☐ Ropes 1
- ☐ Structural Burn Sessions
- ☐ Fire Inspector 1
- ☐ Firefighter 1 Testing

### **Law Enforcement**

- ☐ Rules of Criminal Procedure
- ☐ PA Vehicle Code
- ☐ PA Crimes Code
- ☐ Search & Seizure
- ☐ PA Vehicle Safety Inspection
- ☐ Interview & Interrogation
- ☐ Criminal Investigation
- ☐ Arrest/Booking Procedures and Skills
- ☐ Report Writing
- ☐ Patrol Functions
- ☐ Handcuffing
- ☐ Baton
- ☐ OCAT (OC spray)

### **Qualifying Students**

- ☐ EVOC (Emergency Vehicle Operations Course) – will be offered at times when schedule permits to students 18 years of age with a valid PA Driver's License.
- ☐ Public Safety Telecommunicator Course – will be offered at times when schedule permits.

### **All Students**

- ☐ All students are required to take a one semester English course that will be part of the regular schedule in the Fall or Spring.

## **Protective Services Academy General Information Items**

Revised April 6, 2025

The following items contain general information of importance to parents/guardians and students attending the Protective Services Academy. Should you have any questions, please contact an instructor.

### **Personal Background Clearances**

All students must submit copies of clearances for Criminal History Records check from PA State Police and a ChildLine Child Abuse clearance certificate **PRIOR** to the start of school.



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### **Transportation Issues**

All students are provided bus transportation directly to and from the Public Safety Center. If a student chooses to drive the student must obtain a LCCTC parking permit. Students that drive must arrive and be in the building no later than 8:00 AM and may not leave until 2:35 PM. Early dismissals for employment are not permitted. Students must present a parent/guardian permission note to allow dismissal for medical or other appointments.

### **Senior Projects**

***Students are encouraged to complete their Senior Project prior to the start of school in August.*** However, Senior Projects may be completed through LCCTC; the project ***must be completed in its entirety prior to the December holiday break.*** Some school districts require that Senior Projects must be completed at the sending school.

### **Sending School District Extra-Curricular Activities**

Students are encouraged to continue any participation in sports/athletics and other extracurricular activities while attending the PSA. Students need to have their coach/advisor email or send a written notice of any dates of absences or early dismissals required for “away” events. Early dismissals for practices are not permitted.

### **SkillsUSA**

Skills USA develops leadership skills, stimulates cooperation between faculty and students and magnifies the dignity of work and the character of professionalism. Skill based competitions are held on a district, state, and national level.

### **Student Medical Needs**

Students with medical conditions that require use of inhalers, medications, or other needs during the school day need to obtain appropriate documentation from your medical provider.

### **Attendance**

Attendance is very important to being successful at the PSA. All certifications require mandatory attendance, testing, and skills competence; these are not always available as a “make-up” class. In this case, the students will not be able to be certified in that particular area. Many certifications build on each other, creating a cascading effect. Students must present a written

parental excuse card within three days of returning to school. Tardy arrivals and early dismissals also require a written note.

### **Field Trips**

Some field trips may require the ability to arrive early and return late to the PSC, necessitating other transportation arrangements. We make every attempt to make the times match our bus schedule.

**Students that serve any out of school suspensions are NOT ELIGIBLE to participate in field trips. Students with 4 or more discipline referrals will be required to provide justification to the Instructors’ satisfaction of why they should be eligible to participate.**





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### **Prior Certifications**

Occasionally a student will come into the PSA having already obtained a certification that is part of our curriculum. All students, regardless of prior certifications, are required to participate in the full curriculum as it is being delivered. Students are expected to fully complete all portions of the program, including testing (practical and written). This is an opportunity for the student to delve deeper into the subject and excel, rather than waste time and have grades suffer.

### **Emergency Medical Technician Certification Testing**

***Practical Skills Testing:*** The Department of Health administered practical skills testing for EMT certification is held offsite on a Saturday. Students will need to plan for transportation to and from this testing. If a student needs to retest, then transportation to and from the designated test site will also be the responsibility of the student. The test date is given early in the program to enable the student to plan for transportation and other schedule changes. **Guests or others not registered in the course are not permitted to accompany the student inside the test site.**

***Written Knowledge (Cognitive) Test:*** The written test for EMT is administered by an agency designated by the PA Department of Health. The National Registry EMT Test is a computer adaptive test that must be completed at a Pearson Vue Test Center. There is a fee and full directions and information will be provided at the beginning of the course.

### **Public Safety Center Activities**

During the school year our students are invited to participate in emergency services training activities involving state, local, and federal agencies. A parental permission form will be required for the school year; parents are notified as events arise.

The students attending the PSA are present every school day in a facility shared by state, local, and federal emergency services agencies. It is for that reason that appropriate behavior and conduct are essential qualities required of all of our students. **Those employed in public safety are held to a higher standard in the community; we have the same expectations of our students and their behavior.**

### **Weather Conditions & Training**

Many of the courses require outdoor instruction and lab exercises, the course activities continue regardless of weather conditions. Students should be prepared to deal with the weather conditions. Students' outerwear must be acceptable for the weather and must be free of graphics and be uniform appropriate.

### **Clean-up**

Students are responsible for clean-up assignments in the areas of the facility used by our students. Students also restore any and all equipment used in training to condition fit for service as required by the instructor and/or the Training Center.



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### **Food Services**

Students have the opportunity to order lunch through the Mount Joy Campus Cafeteria. Lunches are ordered in advance for two-week periods and are brought to the center on a daily basis (***payment is to be completed online***). **Students eligible for the free and/or reduced lunch program are accommodated.** Students may also pack their own lunch. There is a large refrigerator to store lunches and microwaves available for student use. Be sure to label appropriately.

### **Lunch Period**

Students are given time for lunch, usually about 30 minutes. The time of the lunch period is varied dependent upon the days schedule and activity.

### **Cell Phones and Other Electronic Devices**

Cell Phones and other personal electronic devices are **ONLY** permitted to be used during the given lunch period. Unless authorized by an instructor, use of these devices at any other time during the school day will result in loss of Work Ethic grade points and/or a discipline referral. **The use of Smart Watches, air pods or other like devices is considered the same as a cell phone.**

**In an effort to stay current with the changes and trends in the field of public safety, the program curriculum may change during the program year.**

## Protective Service Academy Rules

Revised April 6, 2025



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## General Rules

1. Cadets will follow all rules contained in the LCCTC Student Handbook as well as:
  - a. Electronic devices, such as **cell phones, are only permitted to be used during lunch period only.**
  - b. Personal laptop computers as well as peripheral items are not permitted unless provided for by the cadet's IEP.
2. Cadets will follow all rules contained in the Operating Policy Manual of the LCPSTC
3. Cadets will wear their uniform according to the Protective Services Academy Uniform Standard.
4. Cadets shall not receive any visitors or deliveries without prior approval from the instructor. All visitors and deliveries will require prior notification and approval before the start of the class day. Parent/Guardian visitors do not need approval.
5. All Cadets and Instructors will address the cadets, instructors and staff formally. This will include their title and last name. From time to time, guests (including guest instructors) will be on site. They will be afforded this same courtesy.
6. In the event of a substitute instructor, cadets will treat that substitute instructor with the same or greater respect that is afforded their regular LCCTC teachers.
7. All Cadets shall arrive and depart in uniform properly worn as described in the PSA Uniform & Grooming Standards Policy.

## Driving/Parking Lot/ Outside Areas

1. Any cadet who wishes to drive to school must obtain a parking permit from in accordance with the LCCTC Transportation Policy. There is a fee associated with this privilege.
2. The LCPSTC speed limit is 15 mph. This will be observed at all times on LCPSTC property.
3. Cadets who are given driving privileges will enter the rear parking lot through the west gate and park in the western most area of the rear parking lot. These spaces are close to the fence that borders Spooky Nook Sports parking lot.
4. When arriving in the morning, cadets will park their cars and proceed **immediately** into the building. They will not be allowed to return to their cars until dismissed for the day. If there is a need to return to their car, cadets must ask for and receive permission from an LCCTC instructor.
5. **Cadets that drive or are transported to school, in a vehicle other than their regular bus, must be in the classroom no later than 0800 hrs.**
6. Cadets that ride together in a personal vehicle must have written permission from the parent/guardian of the driver and the passenger(s).
7. Cadets not departing on their regular bus at the end of the day, are dismissed at 1435 hrs.
8. Cadets are not permitted to drive any vehicle owned by the LCPSTC.
9. Cadets will only drive vehicles owned by the LCCTC as part of training and only under the direct supervision and approval of an instructor.
10. Cadets will use sidewalks where provided and will stay off the grass.
11. When in a group, cadets will "make a path" for elected officials, instructors, staff, administrators, guests and active emergency service personnel. If not sure, **MAKE A PATH!**
12. Cadets are not permitted to travel beyond the parking lot to the rear of the Administration Building or move onto the drill/training grounds unless accompanied by an LCCTC instructor or at the direction of an LCCTC instructor.



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13. Cadets shall always be accompanied by another Cadet or Instructor when on any assignment that takes them outside of the Administrative Building. At least one of said Cadets shall have a two-way radio.

### Administrative Building

1. Cadets will act professionally at all times.
2. Cadets will enter the building prepared for class. They will bring all material for class as instructed by their teachers as well as a writing instrument and sufficient paper for note-taking. Textbooks, workbooks, skill sheets and any other printed material distributed by the instructor will be brought to class.
3. Cadets will wear their uniform properly at all times. If during the course of the instruction, the uniform is modified in any way, the cadet will put their uniform back in order as quickly as possible and before entering any public area.
4. Cadets will refrain from loitering or congregating in the hallways, bathrooms or any area other than their assigned classroom.
5. When walking in the hallways, cadets will stay to the right side. When walking in a group, cadets will walk in a single file line.
6. Cadets will keep a clear path on the walkway leading from the parking lot to the rear doors of the Administration Building.
7. Cadets will only enter the office hallway and office areas of the building when assigned to do so. Cadets may enter the office area to visit the instructors' offices. This must be done by entering through the doorway at the west end of the main hall. Cadets should not be further down the hallway towards the staff offices unless specifically assigned. Cadets will not enter the breakroom except under the direct orders of an LCCTC instructor.

### Classrooms

1. Upon arrival, Cadets shall report to the classroom in their assigned seats and work there unless instructed otherwise.
2. No hats, sunglasses or any other prohibited item is to be worn inside the building.
3. Cadets will hang all outerwear on the coat racks provided in the classroom. Book-bags, backpacks, etc. will also be stored in this area during instruction time.
4. With the exception of bottled water with a lid, no food or drink may be brought into the classroom.
5. During lunch, other food and drink may be brought to the classroom. This must be finished and removed by the end of the lunch period.
6. At the end of the lunch period or any other assigned break, cadets will return on time and be seated quietly in their assigned seats.
7. Cadets shall remain in the classroom until the arrival of their bus for departure.

### Computers

1. Cadets will be assigned a laptop for their use while in school, on school related matters only.
2. Use of computers by cadets is limited to specific school assignments and school related functions. Determination of what constitutes school related functions is at the sole discretion of the LCCTC and the LCCTC instructors.
3. Cadets will return the computer in the same condition as found and will store it properly in the laptop cart.



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4. Cadets are also held to the provisions contained in the LCCTC Student Handbook on Internet Acceptable Use Policy.
5. Cadets are not permitted to take the LCCTC computers offsite.

### **Protective Services Academy Student Contract**

I understand that I am entering a program to prepare me for a career in emergency services. As such I understand and agree to the following:

The program will be run in an academy style setting with rules, responsibilities and expectations which in most cases exceed those of other programs of the Lancaster County Career and Technology Center. **Students in the Protective Services Academy are held to a higher standard of behavior and conduct that reflects the reputation of our program.**

- The Protective Service Academy of the LCCTC is a tenant at the Lancaster County Public Safety Training Center. As tenants we must conduct ourselves in a highly professional manner at all times. Also, as tenants we will follow all rules and regulations of the Training Center that would also apply to other tenants of the Training Center.
- Many of the activities and techniques taught in the programs of the academy have the potential for causing serious injury if performed improperly. Because of this, horseplay or any other unsafe behavior will be treated much more harshly than similar violations in other programs at LCCTC. Deliberate safety violations will result in immediate removal from the activity with referral to the principal for removal from the program.
- A key component of professionalism is personal appearance. In addition to the rules on personal appearance that are contained in the LCCTC Student Handbook, students in the Protective Services Academy will follow the Uniform and Grooming Standards of the Academy. In addition to the professional appearance this standard will produce, much of it was written from a standpoint of safety to the students and instructors.
- When employed in the Emergency Services, employees will be expected to do a certain amount of maintenance and custodial duties. As such, students in the Protective Services Academy will also participate in a custodial schedule for their classrooms and on a limited basis, the common areas of the Training Center. As a general rule, students will be expected to clean up any area which they have used and to return any equipment to its designated storage area when finished. This is counted as part of the student's grade. All students are expected to share equally in this responsibility.
- The programs within the academy are intense in both an academic and physical sense. Students must enter each program with an understanding that they will be expected to perform to the standards of a variety of certifying agencies. Those students who do not perform to these standards will not receive certifications. Additionally, the student understands and agrees that some of the testing may occur outside of the normal school day but is still part of the program.



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- Throughout the school year, students in the Protective Services Academy will interact with members of the Emergency Services. During this interaction, they may be exposed to a variety of confidential information. This information may come in many forms such as techniques, procedures, operational plans, ongoing investigations, patient information and others. **ANY breach of this confidentiality will result in the immediate removal of the student from the Academy as well as the physical removal from the training center or the field training site.**

The teachers and administration of the LCCTC will begin proceedings for removal of the involved student from the LCCTC. The confidentiality breach may also involve criminal proceedings if warranted.

I understand and accept the above policies and conditions for enrollment. I understand that by signing below I indicate that I will abide by these conditions as well as the Student Handbook of the Lancaster County Career and Technology Center, the rules and standards of the Protective Services Academy and the Rules of Operation of the Lancaster County Public Safety Training Center. Failure to comply with any of the rules listed above will result in loss of points from the *Work Ethics* portion of my grades. Repeated violations will result in referral to the principal with potential removal from the Protective Services Academy.

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Student Signature

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Date

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Student Name Printed

As parent or guardian of this student, I have read and understand the above conditions and agree that my child will be expected to comply with them as part of his or her participation in this program.

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Parent/Guardian Signature

---

Date

---

Parent Name Printed



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**PLEASE SIGN AND RETURN TO YOUR INSTRUCTOR AS SOON AS POSSIBLE.**

Protective Services Academy  
Uniform, Grooming, & Personal Safety Standard

Revised April 6, 2025

General Policy

All Cadets will maintain a clean, neat and well-groomed appearance. Personal safety, and use of protective equipment dictate that certain restrictions be placed on a Cadet's hair length, facial hair, fingernails, wearing of jewelry, and body piercings. All Cadets are required to accept these restrictions as a program requirement. Uniforms will be kept clean and presentable at all times.

The provisions of this policy and standard applies to all Cadets every day of the academic year.

Grooming for Cadets:

- Will not wear any necklace that presents a safety hazard. (when bent over does not extend past the chin). Necklaces will be kept inside t-shirt and out of sight.
- Hairstyles (male and female) must allow for Cadets to wear headgear (helmet, SCBA facepiece, or similar device) and not come into contact with the sealing surface of the SCBA facepiece.
- Hair, shall be combed, brushed, pulled up and back to within 3" of the scalp, or otherwise worn; and shall not extend below the top of the uniform shirt collar of a properly worn uniform shirt.
- Hair may be worn pulled back in a ponytail when activities are limited to the classroom and does not present a safety hazard.
- Hair must also be covered by PPE when involved in structural firefighting training.
- Cadets must be clean shaven at all times. Mustaches may be worn, but may not extend below the bottom lip.
- No facial hair of any kind shall come in contact with the sealing surface of the facepiece of Self-Contained Breathing Apparatus. As per PA State Fire Academy, NFPA, and OSHA standards.
- Will not wear any jewelry that interferes with the seal of a Self-Contained Breathing Apparatus.
- Will not wear any body piercing that in the opinion of the instructor presents a safety hazard.
- Earrings must be post style and may not extend past the ear lobe.
- Fingernails shall be kept neatly trimmed and shall not extend more than ¼ inch beyond the end of the fingers.

Cadet Uniform:

- Approved light blue uniform shirt with a PSA patch sewn onto left sleeve. Patches to be affixed so that the top of the patch is 1 inch from the shoulder seam and bottom of the patch is parallel to the sleeve hem.



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- Navy blue cloth cadet name strip with white lettering will contain the last name of the cadet. Cadet name strip will be sewn above the right breast pocket, parallel to and touching the top edge of the pocket flap. Cadet name strip shall extend to align with the width of the pocket.
- Navy blue cloth school name strip with white lettering will contain the letters "L.C.C.T.C." Name strip will be sewn above the left breast pocket, parallel to and touching the top edge of the pocket flap. School name strip shall extend to align with the width of the pocket.
- During cold weather, a long sleeve navy blue Cadet PSA t-shirt or sweatshirt may be worn  
    UNDER the uniform shirt.
  - **NOTHING MAY BE WORN OVER THE UNIFORM SHIRT.**
- Approved navy-blue uniform trousers.
- Black web belt.
- Black safety toe ankle supporting footwear with a smooth leather or leather type material capable of being polished.
- Coats, jackets, and other outerwear worn outdoors when attending the PSA shall be a dark colored, plain (no graphics, designs, or writing) garment or a Fire Department/EMS coat from the organization where the Cadet is a member. Outer garments are subject to Instructor approval based on appropriateness for the PSA.

Cadet Drill/Training Ground Uniform: (At direction of Instructor.)

- Short sleeve or long sleeve navy blue Cadet PSA t-shirt or sweatshirt.
- Navy blue uniform trousers.
- Black web belt.
- Black safety toed ankle supporting footwear with a smooth leather or leather type material capable of being polished

Suggested Uniform Quantities

- 2 pair navy blue uniform pants
- 2 light blue uniform shirts
- 4 navy blue short sleeve Cadet PSA t-shirts (or quantity sufficient to have a t-shirt for each day of school)
- 2 navy blue long sleeve Cadet PSA t-shirts
- 1 black web belt
- 1 pair black, safety-toe ankle supporting footwear

Uniform shirts, t-shirts, sweatshirts, belts and pants are available at the retail store of the LCCTC designated vendor. PSA uniform patches & name strips will be available through the instructors after the school year begins.





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## PROTECTIVE SERVICES ACADEMY

### INSTRUCTIONS FOR OBTAINING CLEARANCE CHECKS

April 6, 2025

You are currently enrolled in the Protective Services Academy at the Lancaster County Career & Technology Center. Due to the sensitive nature and content of our curriculum and the possibility to be involved in working with children, you **MUST** satisfactorily pass both a Criminal History background check **AND** a Child Abuse History clearance in accordance with the Child Protective Services Act of Pennsylvania.

#### Criminal History Background Check (form SP 4-164)

Please file for your Criminal History check by applying online at: <https://epatch.state.pa.us> Select "Submit a new record check". You will need a credit card or debit card to complete the application and pay fees, should you wish to use this for future employment. Otherwise you may select "Volunteer" and no fee is assessed.

#### Child Abuse History Clearance (form CY 113)

Please apply for the CY-113 online at: <https://www.compass.state.pa.us/cwis/public/home> You will need a credit card or debit card to complete the application and pay the fees, should you wish to use this for future employment. Otherwise, you may select "Volunteer" and no fee is assessed.



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**Both forms are due by August 1, 2025** Please scan and email OR you can mail a COPY of both clearance certificates to the address below. Keep the original certificates for your records, you may need these for other matters later in the school year.

Mail to: LCCTC - Protective Services Academy  
% Margie Gantz  
432 Old Market Street  
Mount Joy, PA 17552

If submitting by email send to: [mgantz@lancasterctc.edu](mailto:mgantz@lancasterctc.edu)

Lancaster County Career & Technology Center --- Protective Services Academy

**2025-2026 Estimated Student Costs**

Revised April 6, 2025

**ALL STUDENTS**

Required Uniforms

It is the student's responsibility to obtain uniforms through the LCCTC vendor, Fully Promoted Uniform Center. **The estimated average cost for uniforms per student is \$366.35.** A Fully Promoted order and price sheet is included with the orientation packet. Estimate is based on: two pair of trousers, two uniform shirts, 4 short sleeve t-shirts, belt, sweatshirt, and boots.

We do have a limited supply of uniforms that have been donated by previous students that are available for use at no cost. See one of the instructors for information.

Required Clearances

Student will be required to obtain the following clearance checks and provide copies to LCCTC:

|                           |         |
|---------------------------|---------|
| PA Criminal History check | \$22.00 |
| PA Childline              | \$13.00 |



# LANCASTER COUNTY CAREER & TECHNOLOGY CENTER

## Materials/Supplies & Certification Costs

The items below will be obtained by LCCTC and invoiced to the student after the start of school.

|                                         |                    |
|-----------------------------------------|--------------------|
| First Aid and CPR Certification Fees    | \$ 34.00           |
| CPR Pocket Mask                         | \$ 12.00 Nametapes |
| \$ 6.00/shirt                           |                    |
| Industry Course and Certification Costs | \$ 70.00           |

Estimated Cost Total for Program Supplies & Fees (Nametapes for 2 uniform shirts) \$ 128.00

## Student Basic Costs

|                      |                                 |
|----------------------|---------------------------------|
| Uniforms (estimated) | \$366.35 (Needed for first day) |
| Clearance Checks     | \$35.00 (Needed prior to start) |
| Certification Fees   | \$128.00 (Invoiced in October)  |

**Total Costs \$ 529.35**

## OPTIONAL CERTIFICATION TESTS OFFERED

National Registry EMT Certification Test --- The EMT course is part of the curriculum for all students and is delivered without charge for the course and including the State DOH/NREMT psychomotor skills (Practical skills) test. Those eligible and wishing obtain the full certification will need to take the NREMT written/knowledge-based Certification Test.

The written test for EMT Certification is administered by an agency designated by the PA Department of Health. The fee for the National Registry EMT Test is \$104.00 (Any re-tests for EMT will result in additional fees.) Test vouchers are sometimes available for the first test, dependent on funding.

## Costs for other Elective Certifications

|                                     |                    |
|-------------------------------------|--------------------|
| Firefighter 1 Certification Testing | \$250.00 Emergency |
| Telecommunicator                    | \$ 50.00           |

## Cost Assistance

Students that are members of a volunteer fire company MAY be eligible for some funding assistance. See your Fire Chief or one of the instructors.



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If further financial assistance is needed contact your high school counseling office for more information.