

# Excelsior College

## Criminal Justice Training Assessment (CJTA)

### Credit Bank Service

### Application Instructions

#### Thank You for Choosing the Excelsior College CJTA Credit Bank Service

Your first step is to complete this application. Please read it carefully and fill out each section completely. If you have any questions as you're completing this application, please call the Office of Enrollment Management toll-free at 888-647-2388 and press 1-4-1 at the automated greeting.

The Excelsior College CJTA Credit Bank Service is a service for criminal justice professionals who have completed training that has been assessed by Excelsior College's Criminal Justice Training Assessment project. This enables you to record and report your assessed training on a single college transcript. A Credit Bank Transcript makes it easier for employers or other colleges to recognize the credit you have already earned through your assessed training. The records that you submit will be reviewed and all college-level credit will be appropriately reported on your Excelsior College Credit Bank Transcript.

You may request that certain courses be excluded from your Credit Bank Transcript by submitting a written request with your application. However, if you later want those courses added, the Transcript Update Fee would be applied. Once courses are posted to your transcript they can not be removed.

The Criminal Justice Training Assessment project of Excelsior College will cover 50 percent of the cost of this service for the first 1,500 individuals who apply.

#### Documents Submitted for the Excelsior College CJTA Credit Bank Service

You are required to submit two documents with this application to qualify for the Excelsior College CJTA Credit Bank Service.

The first document to be submitted is an official letter from your training agency verifying completion of their training program(s). This letter must be on official agency letterhead and include:

Agency identifiers, program graduate's identifiers (name, DOB, and SSN), program(s) identifiers (name and date(s) of completion, which must fall between the effective dates listed for each program in the Course Descriptions section of the Credit Recommendation Report, see below), and designee/training director's signature and contact information.

Certificates of completion, photocopies of class schedules, or any other documentation that does not include the above listed information and is not generated on official agency letterhead will not be accepted.

The second document to be submitted is a copy of the Criminal Justice Training Assessment Credit Recommendation Report and Course Descriptions that was generated by CJTA for your agency. Copies of this document may be obtained from your training agency, from the CJTA Web site ([www.excelsior.edu/cjta](http://www.excelsior.edu/cjta)—look for your state under the "Directory of CJTA Credit Recommendations" section), or from CJTA directly—518-464-8572 or [cjta@excelsior.edu](mailto:cjta@excelsior.edu).

Keep this page for reference.

We look forward to working with you.



7 Columbia Circle • Albany, New York 12203-5159  
518-464-8500 • Toll Free: 888-647-2388 • TDD 518-464-8501  
[www.excelsior.edu](http://www.excelsior.edu) and [www.excelsior.edu/cjta](http://www.excelsior.edu/cjta)

*Excelsior College reserves the right to verify all transcripts/documents received to ensure authenticity.  
Submission of fraudulent documents will result in academic dismissal from the College.*

## Fees and Payment Information

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### Excelsior College CJTA Credit Bank Service Fee

**\$50\***

The Excelsior College CJTA Credit Bank Service is provided through Excelsior College's Credit Bank. Individuals who have completed a training program that has been assessed for college-level credit equivalencies by the Criminal Justice Training Assessment project can apply to have those credit recommendations placed onto an Excelsior College Credit Bank Transcript. Only CJTA credits can be listed on this Credit Bank Transcript. If you have additional credits from other sources, you will need to apply for the traditional Credit Bank Service (see Credit Bank Fee below for additional information). The Excelsior College/CJTA Credit Bank Service and fee entitles you to receive one student copy of your Excelsior College Credit Bank Transcript. If additional copies are needed, there is a \$12 fee per transcript (see "Transcript Fee" below).

\* The Criminal Justice Training Assessment project of Excelsior College will cover 50 percent of the cost of this service for the first 1,500 individuals who apply, reducing the cost to only \$25.

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### Credit Bank Fee

**\$255**

The Excelsior College Credit Bank is a transcript service that consolidates all of your regionally accredited college-level academic records onto a single Excelsior College transcript. The Credit Bank Service and fee entitles you to receive one student copy of your Credit Bank Transcript. If additional transcripts are needed, there is a \$12 fee per transcript (see "Transcript Fee" below). If you elect to enroll in an Excelsior College degree program within one year of the date your Credit Bank Transcript is mailed to you, \$75 of the Credit Bank fee will be applied toward your Enrollment/Initial Evaluation Fee.

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### Transcript Update Fee

After the initial student copy of the transcript is issued, your records may be updated with payment of the Transcript Update Fee. Updates apply when one or more transcripts or official score reports are submitted after the initial transcript is issued. There is no charge for adding an Excelsior College Examination or course to a Credit Bank Transcript.

Updates which include one or more transcripts

**\$25**

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### Transcript Fee

**\$12**

The Transcript Fee covers the cost of preparing and mailing an official or additional student copy of your Excelsior College Credit Bank Transcript after your initial student copy has been issued. Requests for transcripts must be made in writing (be sure to include your signature).

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### Transcript Rush Fee

**\$30**

*This fee is assessed in addition to the \$12 Transcript Fee, for a total of \$42.* Keep in mind that payment of this fee does not rush the preparation of your Credit Bank Transcript. The Credit Bank Transcript is prepared within 5–10 business days from the date we receive all of your official documents that are to be included on your Credit Bank Transcript. However, if you require that a transcript be sent first class mail within three business days from the date your Credit Bank Transcript is prepared, you will need to pay the Transcript Rush Fee.

Keep this page for reference.

## Criminal Justice Training Assessment (CJTA) Credit Bank Service Application

<b>For Office Use</b> Special Population <div style="text-align: center; font-weight: bold; font-size: 1.2em;">C J T A</div> <div style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                      Third Party <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
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*Please print or type all information requested and review responses for accuracy.*

Social Security Number (USA)

**Current Legal Name**

\_\_\_\_\_  
 Last (Family) Name First (Given) Name Middle Initial

\_\_\_\_\_  
 Birth/Maiden Name (if different from current last name)

\_\_\_\_\_  
 Other name(s) by which you may have been identified in relevant academic records

**Permanent Address**

\_\_\_\_\_  
 Number and Street Apt. or Suite Number

\_\_\_\_\_  
 City State Zip Code Country (if not USA)

**Mailing Address (if different from permanent address)**

\_\_\_\_\_  
 Number and Street Apt. or Suite Number

\_\_\_\_\_  
 City State Zip Code Country (if not USA)

**Phone Numbers (please circle "D" for day or "E" for evening)**

\_\_\_\_\_  
 Area Code ( ) (D/E) Area Code ( ) (D/E)  
 Home Phone Business Phone Business Extension

\_\_\_\_\_  
 Email or Internet address, if applicable

**Date of Birth**            
Month Day Year

**Gender (M = male; F = female)**

**Have you ever been enrolled in any program at Excelsior College?**  Yes  No

**Enter the code number that represents your estimate of the total number of college credits you have earned through college courses, proficiency tests, military courses, etc.**

- |                     |                    |                 |                 |
|---------------------|--------------------|-----------------|-----------------|
| 1 No credit/courses | 2 1-30 credits     | 3 31-60 credits | 4 61-90 credits |
| 5 91-126 credits    | 6 over 126 credits | 7 Don't know    |                 |

**Enter the code number which most accurately reflects your racial/ethnic background.**

- |                                      |                           |                                |                  |
|--------------------------------------|---------------------------|--------------------------------|------------------|
| 1 African American, Black            | 2 Asian, Pacific Islander | 3 Caucasian, White             | 4 Latina, Latino |
| 5 Multiracial, please specify: _____ | 6 Native American, Inuit  | 7 Other, please specify: _____ |                  |

**Enter the code number which reflects your citizenship status.**

- |                |                      |                     |                    |
|----------------|----------------------|---------------------|--------------------|
| 6 U.S. citizen | 7 Permanent resident | 8 Nonresident alien | 9 Foreign national |
|----------------|----------------------|---------------------|--------------------|

**If you are currently serving in the United States Armed Services, please enter the code number of the Branch:**

- Branch**
- |                    |                         |                           |
|--------------------|-------------------------|---------------------------|
| 10 Army - Regular  | 30 Marines - Regular    | 50 Coast Guard - Regular  |
| 15 Army - Reserves | 35 Marines - Reserves   | 55 Coast Guard - Reserves |
| 20 Navy - Regular  | 40 Air Force - Regular  | 60 National Guard - Army  |
| 25 Navy - Reserves | 45 Air Force - Reserves | 65 National Guard - Air   |

**Zip code of military base**       -

## Payment

When you submit this application, be sure to include payment of the current CJTA Credit Bank Service Fee (see Application Instructions). If you are unsure of the current fee, please contact our Business Office at 518-464-8500 or toll free at 888-647-2388; at the automated greeting press 1-4-2. **Make your check or money order payable to Excelsior College** in U.S. dollars drawn on a U.S. bank, or complete the charge card authorization below. Do not send cash. This fee is nonrefundable. All fees are subject to change without notice.

Payment in full is attached (check, money order, or completed charge authorization)

Charge Card Authorization:

I authorize Excelsior College to charge \_\_\_\_\_ (or the current CJTA Credit Bank Service Fee at the time this form is received by Excelsior College) to my:

MasterCard     Visa     Discover

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Cardholder (print): \_\_\_\_\_

Signature: \_\_\_\_\_

### Signature and Date (required)

I certify that the above statements are true and correct. I understand that false information and documents will nullify my CJTA Credit Bank Service application and may result in dismissal from the College if I enroll. I also understand that it is my responsibility to submit a complete CJTA Credit Bank Service package.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full signature required. *Do not print.*

Send your completed application, payment, and all official documents in an envelope addressed to:

Excelsior College Business Office  
7 Columbia Circle  
Albany, New York 12203-5159

### Transcript Request (optional)

If you wish to have an **official copy** or **additional student copy** of your Excelsior College transcript, please complete the request below and include the appropriate fee with your CJTA Credit Bank Service application.

The current transcript fee is \$12. If you require that the additional transcript be sent within 3 business days from the date your Credit Bank Transcript is prepared, you will also need to pay the Transcript Rush Fee for a total of \$42.

Which transcript shall we send?  student copy     official copy

Are you requesting Transcript Rush Service?  
(additional \$30 required, making a total of \$42)     yes     no

### Authorization for release of transcript

Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

Full signature required to release transcript. *Do not print.*

Send transcript to: (print complete mailing address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_