



NERLEEA-CPA
Northeast Regional Law Enforcement Educational Association
Cadet Police Academy
 375 Main St
 Danbury, CT 06810



1. ALL registrations must be completed online
2. All participants **MUST** be registered with NERLEEA and have **waiver on file** or registration will be rejected.
3. ALL adult staff is required to have a youth protection certificate on file and renew it every two years. Remember, the date needs to exceed July 30, 2016. Anything prior to that date needs to be redone. To check if certificate is current, go to your online registration and look towards the bottom.
4. The following forms must be mailed in together
 - a. Unit Registration Form (**ONE per post**)
 - b. Firearms/Photograph Permission Form
 - i. (**ONE per person** – Advisors can skip the Firearms section, but **ALL need photo**)
 - c. Transportation Slip (**ONE for each YOUTH member**)
 - d. Printed copy of EACH registration once completed ONLINE, signed by participant/parent where applicable.
 - e. Printed Agreement form signed by participant/parent
5. **MEDICAL FORMS must be BROUGHT with you and NOT MAILED.** If MAILED, it will be returned to you.
6. **ONE** check drawn from the post/town account for the total due.
 - a. DO NOT send individual checks from each member. All paperwork will be returned if individual checks are received.
7. Any changes to registrations, please contact me via email @ d.antedomenico@danbury-ct.gov
 - a. Include invoice # and what change is needed.
8. If you only have a question, call me at 203-797-2154
9. REMEMBER, you need to either send a **CHECK** with registrations or a **PURCHASE ORDER** showing that payment will be following. These **MUST** be received WITH registrations PRIOR to specific deadlines.

I UNDERSTAND THAT ALL ABOVE REQUIREMENTS MUST BE MET IN ORDER FOR REGISTRATIONS TO BE ACCEPTED AND THAT THIS CHECK LIST MUST ACCOMPANY MY REGISTRATIONS. I UNDERSTAND THAT WE WILL RECEIVE A 'CHECK IN' TIME PRIOR TO OUR ARRIVAL AT THE ACADEMY. I UNDERSTAND THAT WE SHOULD NOT ARRIVE PRIOR TO THAT 'CHECK IN' TIME SO THAT REGISTRATION MAY RUN SMOOTHLY.

I UNDERSTAND THAT ALL ADVISORS ATTENDING MUST PARTICIPATE AND ASSIST IN THE ACADEMY WHILE ATTENDING OR THAT THEY AND POSSIBLY THE POST MAY BE SENT HOME. I HAVE INFORMED ALL ADVISORS OF THIS REQUIREMENT AS WELL.

 Advisor's Name (PRINT)

 Date

 Advisor's Signature

 Department Name