



## **Frequently Asked Questions**

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## **Section 1** **Police Hiring**

### **1. What is the OACP Certificate?**

The OACP Certificate is a certificate that is administered, authorized, and approved by the Ontario Association Chiefs of Police which applicants can obtain prior to commencing their application process to become a police officer in Ontario.

### **2. Why is this new system being introduced?**

This new system is being introduced because the Ontario Association of Chiefs of Police are now the official owners of this process. The OACP has taken the initiative to adjust the Constable Selection System to ensure we offer a valuable yet barrier-free solution to all applicants and police services in the Province of Ontario.

### **3. When does this new system come into effect?**

The new OACP Constable Selection System comes into effect officially January 1, 2020.

### **4. What is involved when it comes to the new testing (Part B & Part C). What should I expect?**

Please refer to the OACP CSS Chart as a clear and visible breakdown of the certificate process. Part B is a general mental ability assessment that measures an applicant's ability to problem-solve, comprehend complex ideas, make decisions in a timely manner and other relevant skills that are applicable to policing. Part C is an online personality assessment which measures personality attributes in relation to workplace employment.

### **5. Do all Ontario police services require you to have the new OACP Certificate?**

The majority of the police services in Ontario require an OACP Certificate, not all. Please ensure you check with the police service you choose to apply to prior to commencing your OACP Certificate.

### **6. I have a valid ATS issued OACP certificate. Will police services still accept this after January 1<sup>st</sup>, 2020?**

Yes, as long as all stages are still valid (except the WCT). Please note, if your Police PREP expires then you are only required to obtain a fitness log and complete it as per the fitness log guide instructions. any of the other components have expired (this includes not completed or unsuccessful) please refer to the information below.

### **7. How much does the certificate cost?**

The current cost of the OACP Certificate testing is \$250.00 CAD not including HST. You can make this payment under the "[Start Your Career](#)" Tab. Once you make this payment, you will receive an email that will give you direction for your next steps.

### **8. How long is the certificate valid for?**



This certificate is valid for one year. That includes all documents in Part A and the Part B/Part C testing.

**9. Do I get to see my results?**

No, you do not get to see your results. The results are only shared to the police services you apply to.

**10. What do I do after I get my OACP certificate?**

After you receive your OACP Certificate, you enter the website of the police service you choose to apply to and follow the instructions outlined under their careers or recruiting section.

**11. Is everything I do in this certificate shared with all the police services I apply to?**

Yes. All documents in the Part A, your Part B testing results and your Part C testing results are shared with the police service you choose to apply to.

**12. Am I required to submit all documents in the part A Package?**

Please follow the Part A Instructions outlined in the email. In order to proceed with your OACP Certificate, you must complete and scan the *Consent and Release of Liability form* to [Support@OACPCertificate.ca](mailto:Support@OACPCertificate.ca),

**13. Am I offered feedback on my testing?**

No, feedback is not offered regarding your testing. Much of the testing and information gathered in the OACP Certificate is preliminary information for the police service which can benefit both you and them in the recruiting process.

**14. What is the difference between the Full OACP Certificate Package and Equivalency OACP Certificate Package?**

The full OACP certificate package is for new applicants and those who hold an expired ATS Certificate of Results. The equivalency only applies to applicants who are mid-way through the ATS process and have not completed their stage 2 testing before; have renewed their stage 1 with ATS; or have purchased services from ATS and not received any. Components that are unsuccessful, pending or expired do not count towards the equivalency package. The WCT is not recognized as part of the equivalency as there is no relevant component that is tested.

**15. I hold a partially completed Special Constable ATS certificate. Which OACP Certificate package do I apply to?**

If you have at least one of the components still valid from your ATS tests for the special constable (GATB, WPT, or Physical), you qualify for the equivalency certificate. Please proceed to purchase the OACP Equivalency package from our website and you will be provided with the appropriate assessments you require to earn your certificate. If your vision and hearing assessments are still valid, they will be transferred to your equivalency certificate.



## **Section 2**

### **Online Administration**

#### **1. What happens if I lie on the Part B or Part C testing?**

As the Part B and Part C assessments are used as a supplementary tool for the police services, lying on these assessments will jeopardize your application process. As the items assessed (in Part B and Part C) are reviewed by the police services, police recruiters would easily be able to identify inconsistencies within the test results.

#### **2. What happens if I fail the Part B or Part C testing?**

Both Part B and Part C are not a pass or fail assessment. Rather, they are both tools used by the police service (which you apply) that help determine overall suitability.

#### **3. After I submit all required documents in Part A, when will I get my Part B and Part C test?**

Once you submit all the documents required in Part A to [Forms@OACPCertificate.ca](mailto:Forms@OACPCertificate.ca), you will be provided your Part B and Part C test codes within two to three business days.

#### **4. Is this certificate fully online?**

Yes! We designed this certificate to be fully online for your convenience. For this entire process, you will not be required to attend any testing locations (unless you require special accommodations).

#### **5. Will I be monitored over my web-camera?**

You will be recorded while you conduct the Part B and Part C testing. As a way to ensure the integrity of the testing process, all applicants will be required to be proctored (through a webcam device). The proctoring footage is reviewed when your certificate is being processed.

#### **6. Can I get disqualified from my OACP Certificate permanently for cheating?**

Cheating is a completely unacceptable activity in the profession of Policing. If you are caught cheating, you will be immediately disqualified from the OACP Certificate process. You can apply for your OACP Certificate again after you are disqualified, however the proctoring footage will be provided to the police service that you apply to.

#### **7. Does this testing need audio?**

No, this process can be completed entirely online without the use of audio.

#### **8. My friend lives in a remote location and does not have a computer at home, what can he/she do?**

Not a problem. Please send us an email or give us a call through our "[Contact Us](#)" page and we would be more than happy to set up this testing for your friend.



## **9. What if I require special accommodation to do my testing?**

Please reach out to us through our "[Contact Us](#)" page and tell us about the accommodation you need. We will always do our best to try and help you through this process.

## **10. Can I do this certificate in person?**

This certificate is entirely online. In only certain circumstances, this test can be administered in person. If you have an accessibility issue or require an accommodation and can not do this test online, please reach out to us and we would be more than happy to help you.

## **Section 3**

### **Other**

#### **1. What do I do with my Fitness Log?**

Within the Part A package, you are provided a fitness log and fitness log instructions. You are to conduct a fitness log prior to your application to a police service of your choosing. You can start it on any day of the week, however, please note you must complete two full weeks worth of tracking, including rest days. Once you have completed your fitness log, you are to submit it along with your application package to the police service you wish to apply to.

#### **2. I received my education internationally. Where can I find an educational equivalent assessment?**

The University of Toronto does offer a comparative educational service. You can find more information here: <http://learn.utoronto.ca/ces.htm>

Also, the World Education Service (WES) in Canada is located on 2 Carlton Street, Suite 1400, Toronto. You can find them online here (<http://www.wes.org/ca/>) or call their toll-free number here (1-866-343-0070).

#### **3. Where can I find out how many demerit points I have accumulated?**

You can find out this information by contacting the Ontario Ministry of Transportation through their toll-free phone number here (1-800-387-3445) or check them out online here <http://www.ontario.ca/driving-and-roads/understanding-demerit-points>

#### **4. What if I have a criminal record?**

If you have any criminal convictions under a federal statute, you must obtain a pardon. Please refer to the Policing in Ontario 2020 document under the 'Forms' pages.

#### **5. How can I apply for a pardon?**

You can reach out to the National Parole Board of Canada by contacting them through this toll-free telephone number here (1-800-874-2652) or find them through their website here <http://www.npb-cnbc.gc.ca/infocntr/factsh/pardon.htm>

#### **6. Do I require a CPIC check for this process?**

No, you do not. However, if you are applying to become a Special Constable please be aware that one of the requirements in order to apply is that you must have a CPIC query completed and printed before you apply.

#### **7. Are the vision and hearing standards for the Constable Selection System the same as before (meaning before January 2020)?**

The vision and hearing standards are the same however there is one major difference. You will be required to complete your medical examination package with a medical eye and ear specialist.



The minimum standards are to be checked with a Vision Specialist or Hearing Instrument Specialist only in order to ensure that issues with your vision and hearing do not impede on your ability to conduct police duties safely. You are then required to submit your medical examination package with the police service in which you apply.

**8. Is the police PREP (Physical Readiness Evaluation for Police) still part of the process?**

The police PREP is no longer part of the OACP Certificate however, you may be tested on the physical assessment test during your application process with a police service. You will be tested on the police PREP during your training at the Ontario Police College in Aylmer, ON. If you are unsuccessful in the police PREP at the Ontario Police College, then you may be disqualified.

**9. I heard about a (College/University) educational requirement now. Is this true?**

Currently no. A change to educational requirements is expected to take effect January 2022. Under the new Comprehensive Ontario Police Services Act 2019 section 83, all applicants are required to have a University degree or a diploma from a College of Applied Arts and Technology. Please refer to the Comprehensive Ontario Police Services Act for more information.