



Frequently Asked Questions

This document is separated into 3 subsections regarding the OACP Certificate Process.

Please see below for the corresponding pages of those sections.

| | |
|----------------------------------|--------|
| Section 1: Police Hiring | Page 3 |
| Section 2: Online Administration | Page 5 |
| Section 3: Other | Page 7 |

Contents

Section 1 Police Hiring

1. What is the OACP Certificate?
2. Why is this new system being introduced?
3. When did this new system come into effect?
4. What is involved when it comes to the new testing (Part B & Part C). What should I expect?
5. Do all Ontario police services require you to have the new OACP Certificate?
6. How much does the certificate cost?
7. How long is the certificate valid for?
8. Do I get to see my results?
9. What do I do after I get my OACP certificate?
10. Is everything I do in this certificate shared with all the police services I apply to?
11. Am I required to submit all documents in the part A Package?
12. Am I offered feedback on my testing?
13. What is the difference between the Full OACP Certificate Package and Equivalency OACP Certificate Package?
14. What happened to the OACP Certificate Equivalency Package?
15. Do I have to complete a different certificate to apply as a special constable?



Section 2 Online Administration

1. What happens if I lie on the Part C (ESQ2) personality testing?
2. What happens if I fail the Part B or Part C testing?
3. After I submit all required documents in Part A, when will I get my Part B and Part C test?
4. Is this certificate fully online?
5. Will I be monitored while writing the test?
6. Can I get disqualified from my OACP Certificate for cheating?
7. Does this testing require audio speakers?
8. If I live in a remote location and do not have a computer at home, what can I do?
9. What if I require special accommodation to do my testing?
10. Can I complete the certificate testing in person?

Section 3 Other

1. What do I do with my Fitness Log?
2. I received my education internationally. Where can I find an educational equivalent assessment?
3. Where can I find out how many demerit points I have accumulated?
4. What if I have a criminal record?
5. How can I apply for a pardon/record suspension?
6. Do I require a CPIC check for this process?
7. Are the vision and hearing standards for the Constable Selection System the same as before (pre-January 2020)?
8. Is the PREP (Physical Readiness Evaluation for Police) still part of the process?
9. I heard about a (College/University) educational requirement now. Is this true?



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 was 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 did this new system come into effect?

The new OACP Constable Selection System officially came into effect on 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 Policing in Ontario document 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 traits relevant and important to policing.

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, however not all. Please ensure you check with the police service you choose to apply to if their pre-hiring process differs prior to commencing your OACP Certificate.

6. How much does the certificate cost?

The current cost of the OACP Certificate testing is \$250.00 CAD, before tax. You can make this payment under the "[Start Your Career](#)" tab under the main menu of our website. Once you make this payment, you will receive an email in 1-2 business days that will give you direction for your next steps.

7. How long is the certificate valid for?

This certificate is valid for one year. Re-testing can be done ten (10) months since the certificate has been issued.

8. Do I get to see my results?

No, applicants do not get to review their results. The results are only shared with the police services you apply to after they receive your application.



9. What do I do after I get my OACP certificate?

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

10. 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.

11. 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 documents entitled '*Consent and Release of Liability form*' and '*Applicant Code of Conduct*' to forms@oacpcertificate.ca. These documents must be signed with an electronic or handwritten signature and submitted as PDF documents with all pages attached. Additional documents sent to us not expressly requested will be deleted from our servers immediately.

12. 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.

13. What is the difference between the Full OACP Certificate Package and OACP Re-Testing Certificate Package?

The full OACP certificate package is for brand new applicants and those who have not completed the OACP Certificate process before 2019. The OACP Re-Testing is specifically for applicants who have completed the OACP Certificate process at least once since 2020. If you already possess an OACP Certificate dated after January 1, 2020, regardless if it is valid or expired, you are directed to purchase the OACP Certificate Re-Testing Package.

14. What happened to the OACP Certificate Equivalency Package?

As of December 22nd, 2022, the OACP Equivalency package was discontinued as all previously issued ATS components have since expired in totality. Applicants who have not completed any testing with us since 2020 are directed to purchase the full OACP Certificate package for \$250 before tax as a new applicant.

15. Do I have to complete a different certificate to apply as special constable?

The OACP Certificate holds all police and special constables to the same standard. You may apply to any job posting in Ontario that lists the OACP Certificate as a requirement to submit your application.



Section 2 **Online Administration**

1. What happens if I lie in the Part C (ESQ2) personality testing?

As the Part C assessments are used as a supplementary tool for the police services, lying on these assessments will jeopardize your application process. As the scales assessed (in 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 for all police services. Rather, they are both tools used by the police service (which you apply) that help determine overall suitability. For services that do use it for screening, then applicants would be required to conduct the re-test after 10 months.

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, you will be provided your Part B and Part C test codes within 24-48 hours after receiving our confirmation email that your documents were successfully accepted. For re-testing applicants, you may not receive the registration email and can log into your existing ProctorFree account, however it will still take 24-48 hours for the test link to appear after receiving that confirmation email.

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, pending confirmation from our case manager).

5. Will I be monitored while writing the test?

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, an active microphone and screen recording the entire testing process. The proctoring footage is reviewed later when your certificate is being processed.

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

Cheating is completely unacceptable activity in the profession of policing. If you are caught committing academic dishonesty writing the test, your attempt of the OACP Certificate will be immediately disqualified and you will be banned for two years. Future attempts at conducting the OACP Certificate following the ban being lifted will be noted on your file permanently and recruitment officers will be notified of your breach. Please ensure you thoroughly read and understand the rules and consequences outlined in detail in the Applicant Code of Conduct that you sign.



7. Does this testing require audio speakers?

No, this process can be completed entirely online without the use of audio. However, you are required to have a working microphone for proctoring purposes.

8. If I live in a remote location and do not have a computer at home, what can I do?

Applicants are encouraged to ask a friend or family member to borrow a laptop that has the minimum specs required to run the ProctorFree software, or to contact their local library about using their computer lab to write the online tests.

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 require. We will always do our best to help you through this process and ensure fair testing conditions.

10. Can I complete the certificate testing in person?

This certificate is entirely online. In only certain circumstances, this test can be administered in person for applicants who require accommodations. If you have an accessibility issue or require an accommodation and cannot 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, daily journal, and fitness log instructions. You are to complete the provided templates for the fitness log and daily journals in writing prior to submitting your application to the police service(s) of your choice. You may start 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: <https://help.ces.learn.utoronto.ca/hc/en-us/requests/new>

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 document under the 'Constable Selection System & Forms' tab of our main menu.

5. How can I apply for a pardon/record suspension?

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: <https://www.canada.ca/en/parole-board/services/record-suspensions/applying-for-a-record-suspension.html>

6. Do I require a CPIC check for the OACP Certificate 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. Please inquire with the service(s) you wish to apply to for more information and guidance.



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

The vision and hearing standards are the same as before, however there is one major change to the process. You will be required to complete your medical examination package with your preferred optometrist/ophthalmologist to complete the vision assessment, and audiologist/hearing instrument specialist to complete the hearing assessment. There is no pre-approved list so long as they are located within Canada. Family doctors nor military doctors cannot complete the medical package. The minimum standards are to be checked 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. The medical package is valid for two (2) years from the dates signed by your respective practitioners who conducted the tests.

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

The 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 PREP during your training at the Ontario Police College in Aylmer, ON. If you are unsuccessful in the PREP at the Ontario Police College, then you may be disqualified.

9. I heard about a post-secondary educational requirement now. Is this true?

Currently no. A change to educational requirements was considered but removed by the Ontario government. While there are no educational requirements to complete the OACP Certificate, police services across Ontario will maintain an educational standard of a high school or general education diploma in order to submit your application. Please inquire with the service(s) you wish to apply to if they have any further educational stipulations.