

Minnesota Peace Officer Licensing

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Routes to Minnesota Peace Officer Licensure

An individual may become licensed as a peace officer in Minnesota either through completion of the professional peace officer education or through reciprocity. Upon successful completion of the degree and professional peace officer education the student must take and pass the POST Board's Peace Officer Licensing Examination to become eligible to be hired as a peace officer. A peace officer license is issued to the individual upon being hired as a peace officer by a Minnesota law enforcement agency.

To become eligible for peace officer licensure through reciprocity an individual must have already received law enforcement education and experience in another state or through the military. The requirements are:

Out of State Reciprocity – an individual must complete a POST-approved basic police education in another state plus have three years of experience with a law enforcement agency; or five years of experience without a degree.

Military Reciprocity – the individual must have five years of military police experience plus an honorable discharge.

An individual who is eligible for reciprocity must take and pass the POST Board's Reciprocity Peace Officer Licensing Examination to become eligible to be hired as a peace officer. A peace officer license is issued to the individual upon being hired as a peace officer by a Minnesota law enforcement agency.

History and Basic Concepts

The 1977 legislation that created the POST Board made important changes in the pre-service education required for peace officers. Since then individuals interested in a career as a peace officer, and not eligible for reciprocity, complete their pre-service education by earning a two- or four-year college or university degree from a school that is regionally accredited and by completing a POST Board certified professional peace officer education (PPOE) program.

Most students complete the PPOE as a part of their degree program but individuals who already possess an acceptable post-secondary degree need only complete the PPOE program and not another degree. Northland Community and Technical College is a POST Board certified Peace Officer education (PPOE) program.

The Minnesota system of peace officer licensing is still unique in the nation because it requires peace officers to obtain a post-secondary degree and there is no state-sponsored police training academy.

Minimum Selection Standards for PPOE Admission

According to Minnesota Rule, no student may be admitted to the PPOE who has been convicted of any of the crimes listed in MN Rules 6700.0700, Subp. 1., F.

The crimes that are bars to licensure include:

- (1) a felony in this state or in any other state or federal jurisdiction;
- (2) any offense in any other state or federal jurisdiction which would have been a felony if committed in Minnesota;
- (3) crimes under the following Minnesota Statutes,
[609.224](#) Assault In The Fifth Degree,
[609.2242](#) Domestic Assault,
[609.231](#) Mistreatment Of Residents Or Patients,
[609.2325](#) Criminal Abuse,
[609.233](#) Criminal Neglect,
[609.2335](#) Financial Exploitation Of A Vulnerable Adult,
[609.234](#) Failure To Report (Maltreatment Of Vulnerable Adults),
[609.324](#) Other Prostitution Crimes; Patrons, Prostitutes, And
Individuals Housing Individual Engaged In Prostitution; Penalties,
[609.465](#) Presenting False Claims To Public Officer Or Body,
[609.466](#) Medical Assistance Fraud,
[609.52](#) Theft,
[609.72](#), Disorderly Conduct, Subdivision 3 Caregiver; Penalty For disorderly
Conduct
- (4) any state or federal narcotics or controlled substance law irrespective of any proceeding under Minnesota Statutes, section [152.18](#), or any similar law of another state or federal law; or
- (5) any of the crimes listed in this item in another state or federal jurisdiction, or under a local ordinance that would be a conviction if committed in Minnesota.

18 Questions and Answers for Potential PPOE Students

Question 1: Is a felony conviction always a bar to peace officer licensure in Minnesota?

Answer: Yes. According to MN Rules a felony conviction is a bar to licensure if the individual was convicted of a felony in Minnesota or in any other state or federal jurisdiction or of any offense in any other state or federal jurisdiction which would have been a felony if committed in Minnesota.

Question 2: What are the five misdemeanor convictions that will bar an individual from peace officer licensure in Minnesota per the minimum selection standards (6700.0700)?

Answer: Out of the approximately 1,303 misdemeanors, only these five are bars to peace officer licensure in Minnesota.

- Assault in the fifth degree (§609.224)
- Theft (§609.52)
- Failure to report maltreatment of a vulnerable adult (§609.234)
- Presenting false claims to public officer or body (§609.465)
- Medical assistance fraud (§609.466)

Question 3: What are the thirteen gross misdemeanor convictions that will bar an individual from peace officer licensure in Minnesota per the minimum selection standards (6700.0700)?

Answer: Out of the approximately 800 gross misdemeanors, only these thirteen are bars to peace officer licensure in Minnesota.

- Assault in the fifth degree Subd. 2c, Caregiver/Vulnerable Adult (§609.224)
- Theft (\$200-\$500) (§609.52)
- (Note Assault in the fifth degree and theft are also bars to licensure at the misdemeanor level.)*
- Domestic Assault (§609.2242)
- Mistreatment of persons confined (§609.23)
- Mistreatment of residents or patients (§609.231)
- Criminal abuse (vulnerable adult) (§609.2325)
- Criminal neglect (vulnerable adult) (§609.233)
- Financial exploitation (vulnerable adult) (§609.2335)
- Failure to report (vulnerable adult), great bodily harm (§609.234)
- Other prohibited acts (prostitution related) (§609.324)
- Presenting false claims to public officer or body (\$200-\$500) (§609.465)
- Medical assistance fraud (\$200-\$500) (§609.466)
- Disorderly conduct, Subd. 3 (caregiver) (§609.72)

Question 4: Are there any other convictions that could be bars to licensure not specifically listed in 6700.0700, subp. 1, F.1-3?

Answer: Yes, the minimum selection standards (6700.0700, subp. 1, F.3-4) also say an individual is barred from licensure if convicted:

under any state or federal narcotics or controlled substance law irrespective of any proceeding under Minnesota Statutes, section 152.18, or any similar law of another state

or federal law, or,

of a crime that, if committed in Minnesota, would be a bar to licensure.

If students don't know if their particular crime falls into one of these categories they should get a written legal opinion. Neither a PPOE Coordinator nor a POST Board staff member can provide a student with a legal interpretation of the student's particular circumstances.

Question 5: What is the one thing that will bar someone with only a juvenile record from being licensed as a peace officer in Minnesota?

Answer: Anyone who is required to register as a predatory offender is barred from licensure. If a person is required to register for 10 years beginning at age 15 that person is barred until they are no longer required to register at age 25.

All other juvenile records are not a bar per the minimum selection standards.

Even though Minnesota's legal system now uses the term "juvenile conviction" instead of the old term juvenile delinquency, juvenile conviction is not the same as adult conviction. The term conviction used in the list of bars from licensure does not mean juvenile convictions.

An individual is barred from peace officer licensure if the crime they were found guilty of is one of those listed in the minimum selection standards even if their conviction:

Question 6. resulted in no jail time

Answer

True False

Question 7. has been expunged

True False

Question 8. has been continued for dismissal

True False

Question 9. has been continued for dismissal or expunged and a judge says he/she is not barred

True False*

Question 10. is withdrawn and vacated in accordance with MN Rules of Criminal Procedure 15.05

True False

* Minnesota Rule 6700.0100 says that conviction means a person has been charged with a crime and found guilty "regardless of length of or imposition or execution of any sentence received, any deferred finding of guilt or imposition of sentence by the court, or any expungement of the offense records or conviction. "This is a high standard set for peace officer licensure and not all judges or other individuals in the criminal justice

system understand it. Students may receive advice that having a conviction expunged or dismissed is sufficient but in the case of peace officer licensure in Minnesota, it is not.

Question 11. True or False, having a conviction withdrawn and vacated is a fairly common occurrence and relatively easy to have done.

Answer: False. MN Rules of Criminal Procedure 15.05 allows, in rare cases, for a conviction to be erased completely; not expunged, not dismissed but withdrawn and vacated as if no conviction existed. Students should be advised that to have a conviction withdrawn and vacated is a rare occurrence and that it is up to them to pursue this change.

Question 12: Is the student in the following scenario barred from peace officer licensure in Minnesota?

Scenario: A student says “I was arrested for a crime that is listed in the minimum selection standards but I was sent through adult diversion. I served five days in the county jail, paid a fine and was on probation for two years. “

Answer: No, the student is not barred. Pursuant to MN Rules of Criminal Procedure 25.05 the student never pled guilty therefore the student is not barred from licensure for this crime because there was no conviction.

Question 13: Is the student in the following scenario barred from peace officer licensure in Minnesota?

Scenario: A student says “I was convicted of a petty theft as an adult, but it was just a dollar candy bar and I just forgot to pay for it.”

Answer: Yes, the conviction is a bar to licensure under MN Statute 609.52 because it is a theft. Points to remember when advising this student:

- Although people often refer to petty theft as a petty misdemeanor (based on the common word petty) petty theft is not a petty misdemeanor, it is theft and therefore a bar to licensure.
- POST has no discretion in enforcing this rule.
- If the student was tried as a juvenile then it would not be a bar.
- If the student had said “I was charged with a petty theft” or “I was tried for petty theft” then the answer depends on the outcome; if there was an adult theft conviction it is a bar.

Question 14: Do the POST Board’s minimum selection standards have a vision requirement?

Answer: Yes, but by default. Although there is no vision requirement in the minimum selection standards, there is a requirement for all peace officer license applicants to possess a valid Minnesota driver’s license and the Department of Motor Vehicles (DMV) does have a vision requirement so by default their standard is also ours.

Question 15: May a student who is not a U.S. Citizen take the POST Board’s PPOE exam?

Answer: Yes. Although individuals who are not U.S. citizens cannot become licensed peace officers they may complete the professional peace officer education program and take the POST Board exam because they may become a citizen at some point. Prior to admission to a PPOE program the program's coordinator should discuss this with the student.

Question 16: Does Minnesota have a minimum age for peace officer licensure?

Answer: No. Since individuals must complete at least a two year degree, then pass the State exam, most license eligible candidates are, in fact, 21 years of age or older but there is no minimum age requirement in the minimum selection standards. POST is aware of individuals who have attained eligibility at 19. Students should be advised, however, that some law enforcement agencies have a minimum age requirement for hire.

Question 17: How should the student in the following scenario be advised?

A student says he "got into some trouble when he was younger" and wonders if he can become a police officer in Minnesota. He says he was never convicted as an adult and is not required to register as a sex offender.

Answer: Although the student is not barred from licensure by the minimum selection standards it is important for him to understand that law enforcement agencies can have more restrictive standards than those listed in the minimum selection standards. The student should be advised that passing the POST Board examination and becoming eligible to be hired does not guarantee a successful career in law enforcement and that he should talk with the people who do the hiring at some of the law enforcement agencies he is most interested in working for to find out if his juvenile record or other personal history will prevent him from being hired. Also the student should be advised law enforcement agencies are required by law to do a thorough background check and it is his own best interest to be open about his past.

Question 18: What do students need to understand about the minimum selection standards and their relationship to getting hired as a peace officer and being successful in a law enforcement career?

First, students need to know there may be a big difference between minimum selection standards for license eligibility pursuant to 6700.0700 and the hiring standards of a particular law enforcement agency. Agencies have an obligation to conduct a thorough background investigation pursuant to MN Statute 626.87 and may have much more restrictive employment standards. Second, background issues, physical and psychological issues and even individual personality traits that do not bar licensure may very well bar employment at some agencies and impact an individual's ability to become a competent peace officer. Students need to understand that law enforcement is a unique field encompassing a broad variety of tasks and situations that require mature critical thinking and decision making skills as well as the ability to apply techniques and tactics with of a variety of equipment. Students should understand that law enforcement is not like most of what is on television and should be encouraged to

participate in ride-alongs, internship programs and other experiences that will help them understand the realities of peace officer duties.

Psychological Evaluation

According to MN Rules PPOE admission standards must prohibit admission of students who pose a serious threat to the health and safety of themselves or others. Also MN Session Laws 2001, 1st Special Session, Chapter 8, Article 7, Section 3, states an individual is not eligible to take the peace officer licensing examination unless the individual has completed a psychological evaluation demonstrating the individual is not likely to engage in racial profiling. This evaluation is required prior to formal admission to the skills program and must be accomplished prior to the student's entry into classes that provide greater opportunity for injury, like firearms.

Minimum Selection Standards Advisory Form

For those criminal justice students who wish to become a Peace Officer, the Advisory form is required to be signed and returned to the PPOE Coordinator upon declaring criminal justice as their major. (The form is included at the bottom of this document)

Criminal Justice Degree Track Selection

All criminal justice majors who wish to become Peace Officers in the state of Minnesota need to select and complete Track A in order to be eligible for skills and state licensure.

The Peace Officers Licensing Examination

The purpose of requiring occupational licensing examinations is to protect the public by determining whether a person who wants to become a member of a given occupation has passed an initial screening and has the necessary basic knowledge and skills for the occupation. It is the job of each law enforcement agency to then select from among those who pass the POST Board's examination, individuals who are most likely to be successful at a position within the agency. The POST Board's PPOE learning objectives provide the basis for the peace officer examination. A student who successfully completes the PPOE education is eligible to take the peace officer examination once POST receives the students' application, examination fee, a certified transcript showing the student's degree, and a signoff from the PPOE coordinator at the student's school attesting to the student's successful completion of the PPOE.

Examination Standards

Violations of the following standards are grounds to deny an applicant to take a POST Board examination or to deny or revoke eligibility for a peace officer license.

- Making any false material statement to the board;
- Communicating with any other person in any way during an examination, except with the express permission of the monitor;

- Referring to books or any study material during the examination, except with the express permission of the monitor;
- Obstructing a board investigation;
- Without board authorization, possessing a copy of any of the board's examinations
- Aiding another person to violate any of the items listed above; or
- Having been convicted of any crime listed as a disqualification from appointment to the position of peace officer under Minnesota Rules Chapter 6700.0700, subpart 1, item F.

Exam Sites and Schedules

The exam is offered at least four times per year and the dates of the exam are published on the POST Board's website. These dates are not set to accommodate any one school's schedule but rather to spread out the opportunity to take the exam fairly throughout the year. As with other professional examinations students need to wait until the next available exam after their application, fee, transcript, and sign-off have all been received by the POST Board. Exam sites are generally selected based on costs and adequate space. Exams are generally not provided on the campuses of PPOE schools.

Exam Application

Deadline Per Minnesota Rule, the deadline for all students applications and coordinator sign-off forms is two weeks prior to the exam-no exceptions.

Exam Application Approval and Denial

For every application POST sends out a letter advising the student of the approval or denial of their application. The approval letter lets the student know:

- where the exam will be given,
- How to get to the exam site,
- the date and time of the exam,
- what to bring to the exam, including a picture I.D., # 2 pencils, and their approval letter,
- what not to bring including notebooks, texts, etc., and
- when to expect the exam results.

The denial letter explains why the application has been denied and what to do before reapplying, i.e. check with PPOE coordinator for sign-off and transcript, pay correct exam fee, etc. The exam fee is non-refundable but will be credited to the student when the student the reason for the denial is resolved, for example, if the application and fee are paid but no coordinator sign-off is received before the exam, the application and fee will be applied when the signoff is received at any time in the next twelve months. After one year the application and fee are void and the student would have to re-apply and pay the fee again.

Exam Parameters and Conditions

Students are given adequate time to complete the exam and generally finish within three and one-half hours of time. Students should dress casually and comfortably for the exam but refrain from wearing offensive tee shirts or torn clothing. Hiring agencies have been known to send representatives to speak to students as they exit the exam site and offensive clothing is disrespectful to the students chosen profession. Student should bring number 2 pencils, their examination approval letter, and a picture ID. Students should not bring text books, notes, etc. Additional explanations will be given by the POST Board representative at the time of the exam.

Exam Review Courses or Sessions

Some PPOE schools offer an education review course or session. Students interested in a review of their POST Board education should first talk to the coordinator at their own school. Fond Du Lac Tribal College (FDLTC) also offers a review session that is open to students from other programs for a fee. Students should contact FDLTC directly for information about dates, location, and cost. The POST Board does not provide review sessions or sample examinations.

Exam Results

Students are mailed their exam results within two weeks of the test date. Students should not call or have anyone else call for exam results. The results are expressed only as Pass or Fail. No numeric scores are provided.

Exam Retakes

Students who fail the exam will be allowed to retake the exam two times before they are referred back to their schools for remedial education. Students must reapply and pay the exam fee again and be signed-off on by their coordinator each time they take the exam.

Remedial Education

If a student wishes to retake the peace officer examination after failing three times, the student is required to submit a remedial training plan to POST. The plan must be signed by the student's PPOE coordinator and directed at deficiencies indicated in previous examinations. The POST Board's examination coordinator can help the student and coordinator find the areas of deficiencies. The remedial plan must include, at a minimum:

- the educational activities to be completed
- the evaluation process to be used to verify satisfactory completion of the activities, and
- the date of completion of the activities

Upon completion of the remedial education plan the student may reapply for the examination by submitting another application, fee, and coordinator sign-off.

Passing the Peace Officer Examination and Reinstatement of Eligibility

A person who passes the peace officer exam is eligible to be licensed as a peace officer for three years. A peace officer license is issued upon hiring by a

Minnesota law enforcement agency. A person who is not licensed after three years may reinstate eligibility by passing the peace officer licensing examination again. Upon successful complete of the examination the person is eligible to be licensed for three more years.

Other POST Board Examinations

In addition to the peace officer examination the POST Board administers the reciprocity exam, and the part time peace officer exam. The reciprocity examination is for individuals interested in peace officer licensure who meet the education and experience requirements described on page 5 of this manual. The part time peace officer license is a separate type of license from the peace officer license. Individuals may only take the part time peace officer exam if they are sponsored by a law enforcement agency and have received education in a set of part time peace officer education requirements that are different from the peace officer education requirements. Part time peace officers may only work under the supervision of a peace officer and a limited number of hours in a year. These restrictions do not apply to individuals who hold a peace officer license but work part time.

Student Sign-Off

One of the most important tasks of the PPOE Coordinator is to notify the POST Board of the names of students who have successfully met the requirements to be eligible to take the POST Board's peace officer examination. This process is commonly called the sign-off.

The sign-off process includes the following steps on the part of the coordinator.

Step 1) Determining who is eligible to sign-off

The coordinator must determine which students are eligible for the POST Board's peace officer examination. Students are eligible if they have:

- passed the schools PPOE admissions standards
- successfully completed the entire PPOE program including the academic component and the skills component, including the first aid training.
- have completed a degree program and been awarded a degree from a postsecondary institution that is accredited by a one of the six regional accrediting associations, and
- supplied the coordinator with an official certified transcript showing the degree.

When a coordinator determines a student is eligible to sit for the POST Board's peace officer examination the student completes an Application For Peace Officer Licensing Examination and pay the exam fee. It is up to the student to get

an application from the coordinator or to apply on-line.

Coordinators need to advise students:

- of when they are eligible to complete the application
- that the application and fee must be received by the POST Board no later than two weeks before the day of the examination without exception
- that no student will be allowed to sit for the exam unless the coordinator also submits a sign-off form with the student's name on it
- that if they submit the form and no sign-off is received from the coordinator the fee is not refundable
- that the student must supply all of the information requested on the application to be eligible for the exam.
- The application is available online at <http://www.dps.state.mn.us/newpost/onlineservices.asp>

PEACE OFFICER LICENSURE ADVISORY: MINIMUM SELECTION STANDARDS

Minnesota Rules, Chapter 6700.0300, subp. 5(D), requires all students be advised in writing of the minimum selection standards to become a licensed peace officer in Minnesota. Students are advised of these standards in order to help them make informed decisions about participation in the professional peace officer education program.

6700.0700 MINIMUM SELECTION STANDARDS.

Subpart 1. **Selection standards.** A person eligible to be licensed shall meet the following minimum selection standards before being appointed to the position of peace officer. The appointing authority may affirm that the applicant has already completed certain of these standards, but the affirmation must be documented pursuant to subpart 2.

- A. The applicant shall be a citizen of the United States.
- B. The applicant shall possess a valid Minnesota driver's license; or in case of residency therein, a valid driver's license from another state; or eligibility to obtain either license.
- C. The applicant shall complete a comprehensive written application.
- D. The applicant shall submit to a thorough background search, including searches by local, state, and federal agencies, to disclose the existence of any criminal record or conduct which would adversely affect the performance by the applicant of peace officer duties.
- E. The applicant must not be required to register as a predatory offender under Minnesota Statutes, section [243.166](#) or [243.167](#).
- F. No applicant may be appointed to the position of peace officer who has been convicted:
 - (1) of a felony in this state or in any other state or federal jurisdiction;
 - (2) of any offense in any other state or federal jurisdiction which would have been a felony if committed in Minnesota;(3) under Minnesota Statutes, section [609.224](#), [609.2242](#), [609.231](#), [609.2325](#), [609.233](#), [609.2335](#), [609.234](#),[609.324](#), [609.465](#), [609.466](#), [609.52](#), or [609.72](#); or convicted under any state or federal narcotics or controlled substance law irrespective of any proceeding under Minnesota Statutes, section [152.18](#), or any similar law of another state or federal law; or (4) of any of the crimes listed in this item in another state or federal jurisdiction, or under a local ordinance that would be a conviction if committed in Minnesota.
- G. The applicant shall be fingerprinted for the purpose of disclosure of any felony convictions. Fingerprint cards shall be forwarded to the appropriate divisions of the Bureau of Criminal Apprehension and the

Federal Bureau of Investigation. The chief law enforcement officer shall immediately notify the board if a previous felony conviction is discovered.

H. A licensed physician or surgeon shall make a thorough medical examination of the applicant to determine that the applicant is free from any physical condition which might adversely affect the performance of peace officer duties.

I. An evaluation, including an oral interview, shall be made by a licensed psychologist to determine that the applicant is free from any emotional or mental condition which might adversely affect the performance of peace officer duties.

J. The applicant shall pass a job-related examination of the applicant's physical strength and agility to demonstrate the possession of physical skills necessary to the accomplishment of the duties and functions of a peace officer.

K. The applicant shall successfully complete an oral examination conducted by or for the agency to demonstrate the possession of communication skills necessary to the accomplishment of the duties and functions of a peace officer.

Subp. 2. **Documentation.** The chief law enforcement officer shall maintain documentation necessary to show completion of subpart 1. The chief law enforcement officer is not required to obtain documentation for subpart 1, item J, if the applicant completed part 6700.0500, subpart 3. The documentation is subject to periodic review by the board, and shall be made available to the board at its request.

Subp. 3. [Repealed, 18 SR 1961]

Subp. 4. **More rigid standards.** An appointing authority may require an applicant to meet more rigid standards than those prescribed in this part.

Additional Information:

The following points address issues frequently asked about by individuals interested in PPOE admission.

If an individual has been convicted of a felony in Minnesota or any other state or federal jurisdiction the individual is barred from becoming a peace officer in Minnesota. Even if the individual has had a felony conviction expunged or continued for dismissal, the individual is still barred from peace officer licensure according to Minnesota Rule 6700.0100, Subp.9a.

If an individual has been convicted of any of the following Minnesota Statutes, the individual is barred from becoming a peace officer in Minnesota. Even if the individual has had the conviction expunged or continued for dismissal the individual is still barred from peace officer licensure according to Minnesota Rule 6700.0100, Subp.9a.

- o 609.224 ASSAULT IN THE FIFTH DEGREE,
- o 609.2242 DOMESTIC ASSAULT,
- o 609.231 MISTREATMENT OF RESIDENTS OR PATIENTS,
- o 609.2325 CRIMINAL ABUSE,
- o 609.233 CRIMINAL NEGLIGENCE,
- o 609.2335 FINANCIAL EXPLOITATION OF A VULNERABLE ADULT,
- o 609.234 FAILURE TO REPORT (MALTREATMENT OF VULNERABLE ADULTS),
- o 609.324 OTHER PROSTITUTION CRIMES; PATRONS, PROSTITUTES, AND INDIVIDUALS HOUSING INDIVIDUAL ENGAGED IN PROSTITUTION; PENALTIES,
- o 609.465 PRESENTING FALSE CLAIMS TO PUBLIC OFFICER OR BODY,
- o 609.466 MEDICAL ASSISTANCE FRAUD,
- o 609.52 THEFT,
- o 609.72, DISORDERLY CONDUCT, subdivision 3 Caregiver; penalty for disorderly conduct

If an individual has been convicted under any narcotics or controlled substance law the individual is barred from becoming a peace officer in Minnesota. This includes possession of a small amount of marijuana or possession of drug paraphernalia, even if the conviction was a petty misdemeanor.

A juvenile record does not bar an individual from becoming a peace officer in Minnesota unless the individual is required to register as a predatory offender; then, the individual is barred until no longer required to register.

AFFIRMATION: I affirm I have read and understand the minimum selection standards. Any questions I had regarding the minimum selection standards have been answered to my satisfaction.

Name of Applicant (please print)

Signature of Applicant

Date

Name of School Official (please print) Name of School

Signature of School Official Date

To be retained in the student's file.

PEACE OFFICER LICENSING EXAMINATION ADVISORY AND STUDENT RESPONSIBILITIES FORM

Professional Peace Officer Education Student: Please read the following information about your responsibilities related to applying for the peace officer licensing examination. When you have read and understand this form submit a signed copy to your PPOE coordinator.

Who should apply for the Peace Officer Licensing Examination?

Students who are interested in becoming eligible to be hired as a peace officer in Minnesota and have successfully completed a Minnesota POST Board certified program of professional peace officer education and a higher education degree from a regionally accredited college or university may apply to take the *Peace Officer Licensing Examination* of the State of Minnesota Board of Peace Officer Standards and Training (POST Board). Students who pass the examination become eligible to be hired as peace officers in the State of Minnesota for a period of three years

What to do before you apply for the examination

You should not apply for the examination until you have consulted with the PPOE coordinator at your school. The coordinator will determine when you have completed all of the necessary steps to be eligible to take the examination. The POST Board will not register you to take the examination without the approval of your coordinator. When your coordinator determines you are eligible to take the examination he or she will notify the POST Board. The coordinator must have your certified original transcript with your degree posted on it before submitting your name.

How to apply for the examination

After you have consulted with your PPOE coordinator and received the coordinator's approval to apply for the licensing examination you should check the POST Board examination schedule found on the POST Board's website, www.post.state.mn.us to select an examination date. Next you need to submit an *Application for Peace Officer Licensing Examination*. The application is available either from your coordinator or the POST Board's website. If you choose to complete the paper version of the application you should send it to the POST Board along with a check for the examination fee of \$105. If you choose to submit the on-line examination application you will pay by credit card or e-check and the fee is \$105.00 plus the on-line service fee of \$1.50. All examination applications, fees and coordinator rosters must be received by the POST Board at least 14 days prior to the examination date. No exceptions. All examination fees are nonrefundable.

If your application, appropriate fee and coordinator permission arrive on or before the examination deadline you will be sent a letter indicating the date, time and location of the examination. Some exams are offered at more than one location (June and August only) and you may select a site preference on your application. Requests for preferred

examination sites are granted on a first come first-served basis and students will not necessarily get to take the examination at the location of their choice. If any part of your application fails to arrive at POST before the two week deadline your application will be put on hold until all of the necessary information is received. You will automatically be scheduled for the next examination date following the arrival of all of the application components. Applications are valid for up to one year. If you do not take the examination within one year of submitting an application you will have to re-submit the application and fee.

Examination Results

Examination results are given on a pass-fail basis only and will be mailed to you within two weeks after the examination. Do not contact the POST Board for examination results. The POST Board **cannot** release examination results over the telephone. Examination results will not be released to third parties (hiring authorities, etc.) under any circumstances.

*

I affirm that I have read and understand the above information:

Student Signature Date

NOTE TO COORDINATOR: Retain the signed Student Responsibility Policy Form for your records. Student should also retain a copy. Do not send this form to POST Board.