Minnesota Board of Peace Officer Standards and Training

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DATE: June 28, 2016

TO: Chief Law Enforcement Officer

FROM: Nathan R. Gove, Executive Director NRG

SUBJECT: **Reimbursement for Continuing Education Expenses**

Enclosed is the *2016 Application for Reimbursement of Continuing Education Expenses for Peace Officers and Part-time Peace Officers* for fiscal year 2016 (July 1, 2015 to June 30, 2016). The reimbursement is based on the total amount appropriated by the legislature divided by the number of eligible officers.

Whether you are requesting reimbursement monies or not, the POST Board must receive a signed application by 4:30 p.m. on Friday, July 29, 2016.

Application Guidelines

- Only the Chief Law Enforcement Officer may sign the application. An application without a signature or a signature other than that of the Chief Law Enforcement Officer will delay the approval process and may be denied.
- Page two is a worksheet used to calculate the agency's continuing education expenditures. An agency cannot be reimbursed more than its actual continuing education expenditures. However, to compile accurate statistics on the true cost of training, please include all related expenses.
- Page three requires a list of names, license numbers and dates of employment of all officers eligible for reimbursement. To be eligible for reimbursement, the agency must have employed an officer for at least eight months and made available at least sixteen hours of POST approved continuing education during fiscal year 2016. New officers must have been hired and licensed on or before November 1, 2015, and officers who have left the agency must have been employed through at least February 29, 2016. Remember to complete the dates of employment for every officer listed.
- If the agency employs officers who also work at another law enforcement agency, complete page four. Only one agency may claim reimbursement for the officer. **If an officer is employed by another agency, please contact that agency and determine who will claim the officer for reimbursement purposes.**

For questions regarding the application or process, please contact Mary Bjornberg, Continuing Education Coordinator, at (651) 201-7787 or at mary.bjornberg@state.mn.us.

Reminder: When submitting your application, please use only one of the following: Email postboard.agency.docs@state.mn.us, U.S. Mail or Fax - 651-643-3072