



# Minnesota Board of Peace Officer Standards and Training

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[www.post.state.mn.us](http://www.post.state.mn.us)

DATE: June 15, 2021  
TO: Chief Law Enforcement Officer  
FROM: Erik Misselt, Executive Director  
SUBJECT: **2021 Reimbursement for Continuing Education Expenses**

Enclosed is the *2021 Application for Reimbursement of Continuing Education Expenses for Peace Officers and Part-time Peace Officers* for fiscal year 2020 (July 1, 2020 to June 30, 2021). 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 Saturday, July 31, 2021.**

## 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, or potentially result in denial.
- Page two is a worksheet used to calculate all of 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 use all the criteria listed to determine the total expenses.
- When determining the total expenses for reimbursement please use the following criteria, as applicable: **Course Fees**; may include enrollment fees and college tuition; required equipment, videos, manuals and books; instructor fees; and cost of ammunition used in training. **Salary**; salary paid to officers while in training. Do not include salary paid to a designated training officer or staff. **Lodging and Meals**; costs incurred for transportation to and from training. **Training Organization Fees**; fees paid to training organization to participate in programs not already accounted for under lines 1-4.
- 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 during fiscal year 2021. New officers must have been hired and licensed on or before November 1, 2020. Officers who have left the agency must have been employed through February 28, 2021. Remember to complete the start and end dates of employment for every officer listed.
- If the agency employs officers who also work for 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 contact Michelle Haggberg, Continuing Education Coordinator, at (651) 201-7786 or at [michelle.haggberg@state.mn.us](mailto:michelle.haggberg@state.mn.us).

**Reminder:** Submit your application via Email to: [postboard.agency.docs@state.mn.us](mailto:postboard.agency.docs@state.mn.us).