

Minnesota Board of Peace Officer Standards and Training

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<http://www.post.state.mn.us>



Continuing Education Course Approval Application

POST USE ONLY

Course #: _____
 Approved: _____ Evaluator: _____
 Hours: _____ Letter Sent: _____
 UOF LO _____

In accordance with Minnesota Law, the POST Board has established a system for promoting the professional competence of peace officers through continuing education. Courses considered for evaluation must be: 1) law enforcement related, 2) promote professional job-related competence, and 3) meet a law enforcement educational need.

Sponsors of approved courses will receive notification of approval indicating a POST Board issued course number and the amount of credit approved which **should be listed on certificates of successful completion.**

To advertise on POST's website the sponsor must submit the course application **at least 30 days prior to the first day of the course.** Courses not advertised on POST's website must be submitted **at least 10 days prior to the first day of the course.**

SPONSOR INFORMATION

Sponsor Name:			Sponsor Address:	
Name and Title of Contact Person:				
Phone:	Fax:	Email:	Mailing Address: (Please indicate where you would like the approval letter sent if different from the address listed above.)	

New Sponsor (Check this box only if your agency has not had a course approved in the past)

COURSE INFORMATION

Course Title:	POST Credit Requested:	<i>(1 hour = 1 credit) Do not include Lunches, Business Meetings, etc.</i>
Instructor(s):		

POST WEBSITE COURSE SCHEDULE INFORMATION

By filling out the information below, this course will be advertised on the POST Board website.

Course Date(s): <i>(Month/Day/Year)</i>	Location Name:	Street Address:	City, State & Zip Code:	Rm #:

1. If this course has been approved less than three years of the approval date, it is **not** mandated training and there have been no significant changes, please indicate the course number below. *(Sponsors need not resubmit the course documentation)* If the course has changed significantly, proceed to number two. **Sponsors must submit documentation for all mandated training.**

Course Number: _____.

2. Course documentation must be submitted for evaluation if this course has never been evaluated, the course is mandated training, there have been significant changes, or it's been more than three years since the last approval date.

Course documentation *(If the following documentation is not submitted, the course will not be evaluated)*

- Instructor qualifications showing proof of professionally recognized training and experience in the assigned subject area; and, instructor training or specialized academic preparation to teach in the assigned subject area
- Course overall learning goal (purpose)
- Specific performance objectives (upon completion the officer will be able to.....)
- Course timeline that shows a breakdown of the hours (Courses more than four hours)
- The body of each major unit of instruction in outline form (can be incorporated with the timeline)
- Instructor evaluation form (if applicable)

In addition to the required information, course sponsors may submit any additional information (i.e. handouts, equipment list, bibliography, references) that may be useful in the evaluation of the course.

Sponsor's Agreement

As a representative of the continuing education sponsor I agree to:

- 1) comply with Minn. R. 6700.0900, Subp. 13 & 14 which requires continuing education providers to have written procedures for the investigation and resolution of classroom discrimination complaints;
- 2) make the required announcement to attending officers (The course statement is part of the approval letter which informs officers of the classroom discrimination policy the sponsor has on file. The course statement is also on the POST Board website);
- 3) maintain a list of the names and license numbers of all peace officers and part-time peace officers who successfully complete the course and provide attendees with proof of successful completion; and,
- 4) if requested, allow representatives of the POST Board to attend this course to ensure the conditions of this application are met.

By signing this application I affirm I have read the Sponsor's Agreement and have a classroom discrimination policy on file.

Sponsor Representative Signature:	Date:
Print Signature Written Above:	Phone: (If different than contact person)