

STUDENT RESPONSIBILITY POLICY

Please read and understand your responsibility as it relates to applying for the Peace Officer Licensing Examination.

Consult your Coordinator regarding the Peace Officer Licensing Examination schedule. *The Application for Peace Officer Licensing Examination*, a \$105.00 non-refundable examination fee, a *Certification of Completion Roster* with your Coordinator's signature, and a certified original transcript indicating the degree awarded must be received by the POST Board at least 14 days prior to the examination date. **LATE APPLICATIONS AND/OR SUPPORTING DOCUMENTS WILL RESULT IN THE APPLICANT BEING RE-SCHEDULED FOR THE NEXT REGULARLY SCHEDULED EXAM DATE.**

- You must submit to the POST Board a properly completed *Application for Peace Officer Licensing Examination*. Your Coordinator will provide you with this application. Requests for preferred exam site (June and August exams only) are granted on a first-come-first-served basis.
- A \$105.00 non-refundable examination fee, payable to the POST Board, must accompany the application.
- You must **verify with your Coordinator**, that: (1) your name has been entered onto a *Certification of Completion Roster* which has been signed by the Coordinator; and (2) that a certified original transcript indicating the degree awarded has been sent to the POST Board with the *Certification of Completion Roster*. The Coordinator should retain a copy of these materials. It is not necessary to contact the POST Board to verify receipt of these materials. **Please verify with your Coordinator.**
- You are eligible to take the Peace Officer Licensing Examination up to 12 months from the date of original application. If you do not take the exam within one year, you must resubmit: 1) *the Application for Peace Officer Licensing Examination*, 2) a \$105.00 non-refundable examination fee, 3) *Certification of Completion Roster signed by the Coordinator*, and 4) *a certified original transcript*.
- One week prior to the date of the examination you will receive confirmation of your eligibility.
- 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 **can not** release examination results over the telephone. Examination results will not be released to third parties (hiring authorities, etc.) under any circumstances.

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BSU MINNESOTA POST REQUIREMENTS

STEP 1: PROFESSIONAL PEACE OFFICER EDUCATION

To become eligible for a Minnesota Peace Officer License, students must complete a two- or four-year degree in Criminal Justice from BSU.

STEP 2: SKILLS TRAINING

To be eligible for the Peace Officer Licensing Exam students must have completed a skills program. Most BSU students complete their training at Hibbing or Alexandria Skills Program.

In order to attend Skills, students must:

- a) Possess a valid driver's license or be eligible to obtain such in Minnesota or in case of residency therein, a valid driver's license from a contiguous state; or eligibility to obtain either license;
- b) Complete a comprehensive written application;
- c) Submit to a thorough background investigation;
- d) Not have been convicted of a felony or 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, subdivision 3; 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 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;
- e) Undergo a thorough medical examination;
- f) Undergo an evaluation by a licensed psychologist;

- g) Not be prohibited by MN Statute 624.713 from possessing a pistol.
- h) Have completed BSU CJ degree program.

STEP 3: PEACE OFFICER LICENSING EXAMINATION

After successfully completing the degree program, students must pass the Minnesota Peace Officer Licensing Examination. In order to take the licensing examination, students must present to the BSU POST Coordinator, **well in advance of the testing deadline:**

- a) a certified copy of their transcript showing CJ degree completion.
- b) successful completion of First Responder Course
- c) successful completion of skills course