Metropolitan State University
School of Law Enforcement and Criminal Justice

2016-2017 Law Enforcement Licensing Certificate Program

Application Procedure

The Law Enforcement Licensing Certificate Program serves individuals with a baccalaureate degree in any discipline from a regionally accredited college or university who intend to complete the licensing requirements of the Minnesota Peace Officer Standards and Training (POST) Board. Only individuals who will have completed a baccalaureate (4-year) degree prior to June 2016 should apply.

Those interested in becoming a licensed peace officer in Minnesota should also be aware of the minimum selection standards established by the POST Board. The Minimum Selection Standards for Peace Officer Licensure Advisory Form and The Minimum Admissions Standards – Criminal Conviction Advisory are included for review and signature as part of the application materials.

There are two prerequisite courses for this program: Introduction to Criminal Justice and Juvenile Justice. Applicants must provide verification of current enrollment or completion of both courses with a grade of C- or better as part of their application. These courses are offered online during the summer for individuals accepted into the program who have not yet completed these requirements.

The program cost for 2016-2017 is estimated to be approximately $9,200. This includes tuition for six courses and the Skills Practicum. There will be additional charges for prerequisite courses, books, uniforms, transportation, physical and psychological examinations, etc.

This program is offered in a cohort format only, which means a group of students complete the program together from start-to-finish. Classes in this program are typically exclusive to cohort students, but depending on enrollment, could be open to degree seeking students in the law enforcement program. All course work must be completed in sequence and time/semesters cannot be taken off. A maximum of thirty two students are admitted each year.

APPLICATION DEADLINE

Applications are now being accepted for the 2016-2017 cohort program. Applications to the program will be accepted until Friday, April 1, 2016. Applications received after this time will be considered based on available space and may be put on a wait list. Please note this program is subject to cancellation if minimum enrollment numbers are not achieved by April 15, 2016.

COMPLETING THE APPLICATION PACKET

More applications from qualified individuals may be received than there is space available. Qualified students who are not admitted will be placed on a waiting list. Applications are evaluated based on the following information:

1) Complete application packet
2) Cover letter (see details below)
3) Personal resume (see details below).
4) Grade point average as documented in an official transcript
5) Complete Admission Preference Certification Form (if sponsored by an agency)

Review the instructions below carefully and submit applications only when all materials are complete. Incomplete applications will not be considered.

1) Application Checklist: Fill this form out completely.

2) Application Cover Sheet: Fill this form out completely.

3) Cover Letter: Submit a cover letter outlining your career objectives. Explain why you want to become a Minnesota peace officer and why you are interested in this particular program. This letter provides an opportunity for applicants to demonstrate strong written communication skills.

4) Personal Resume: Resumes should be clear and easy to understand. Be certain to include experiences that are relevant to the peace officer profession, such as employment or volunteer work. These experiences should demonstrate your ability to work with people from diverse backgrounds and highlight your community commitment. Your resume should include the following information:
   - career objectives
   - education
   - community involvement
   - work experience (past and/or current)
   - any additional law enforcement/criminal justice experience
   - special talent or skills (for example, language, EMT/paramedic training, computer)

5) Transcript/Verification of Bachelor’s Degree: Applicants must obtain an official transcript from the academic institution that awarded the baccalaureate degree and submit it in the original sealed envelope. Transcripts may be sent directly to the School of Law Enforcement and Criminal Justice by the academic institution or they may be enclosed with the application materials. Applicants who will be graduating in the spring need to submit a current transcript and will need to submit an additional official transcript after their degree is awarded. Verification of bachelor’s degree must be received before official acceptance to the program will be granted. Graduates of Metropolitan State University do not need to send an official transcript.

6) Admission Preference Certification: This form is to be used only by those who have received a contingent offer of employment from a law enforcement agency. The chief law enforcement officer of the agency (i.e., chief of police, county sheriff, etc.) must sign the form. Application evaluators may contact the chief law enforcement officer directly to verify that the contingent offer of employment is bona fide. Current employment by a law enforcement agency does not constitute a bona fide offer of employment.

Submit your application materials to:
   Metropolitan State University
   School of Law Enforcement and Criminal Justice
   Attn: Certificate Program Coordinator
   9110 Brooklyn Blvd.
   Brooklyn Park, MN 55445

All completed application materials must be received in the School of Law Enforcement and Criminal Justice no later than 4:00 PM, FRIDAY, APRIL 1, 2016. Applications from qualified individuals received after this deadline will be considered on a space available basis and/or wait list admission.
NOTIFICATION OF ADMISSION TO PROGRAM

The School of Law Enforcement and Criminal Justice will notify applicants of provisional admission in April 2016. Please do not call our office for this information, as it cannot be given over the phone.

Upon receipt of an admission offer to the program, students will be required to:
   a) sign a letter of acceptance to reserve a seat in the program,
   b) be formally admitted to Metropolitan State University. Instructions will be provided to those individuals admitted to the certificate program.

PHYSICAL CONDITIONING

Physical conditioning is an important aspect of law enforcement. Therefore, applicants are encouraged to begin and/or continue an exercise program to address physical conditioning. Key components of physical fitness are flexibility, cardiopulmonary endurance, muscular strength and muscular endurance.