GENERAL QUESTIONS

Q1: What is the Law Enforcement Licensing Certificate program?

A: Metropolitan State University’s Law Enforcement Licensing Certificate program is designed for individuals who have completed a bachelor’s degree (or higher) in any discipline from a regionally accredited college or university and want to become a licensed peace officer in Minnesota. The program meets all Minnesota Peace Officer Standards and Training (POST) learning objectives and completion of the program qualifies the individual to take the POST licensing exam.

The program is designed to meet the needs of working adults with Saturday classroom sessions to complement online learning. This program is in a cohort format only. Classes in this program are normally exclusive to cohort students. Classes meet each Saturday during fall and spring semesters. The courses are offered consecutively during the semester. This allows students to focus on one course at a time. The practical skills component of the program takes place over the summer semester. All course work must be completed in sequence and time/semesters cannot be taken off.

Q2: What does “cohort” mean?

A: A group of people who work together. This means you will be taking classes with the same group of students throughout the program. You will start together and finish together.

Q3: When does the program start?

A: Students are admitted to the program each spring to begin the program in fall. You cannot start at any other time of the year and you must complete the program within the same academic year.

Q4: What is the format of the certificate program?

A: The certificate program is three semesters long. The first two semesters consist of coursework in the classroom supplemented by online learning. Classes meet each Saturday during fall and spring semesters from 9:00 a.m. – 3:30 p.m. Each of the first two semesters consists of three courses, each course is completed over a five week period. Due to this compressed nature, attendance at every class meeting is expected. The last semester is the Skills Practicum which meets mid-May until mid-August, Monday through Thursday 5:30 p.m. – 9:30 p.m., and Saturdays 8:00 a.m. – 5:00 p.m. There is also a two day driving school as part of the skills program.
Q5: How long is the certificate program?
A: The program will take a full year (fall, spring and summer semesters) to complete. This does not include prerequisite courses (Introduction to Criminal Justice and Juvenile Justice) or an Emergency Medical/First Responder course.

Q6: Where are classes held?
A: All coursework and the Skills Practicum take place at the Law Enforcement and Criminal Justice Education Center (LECJEC) on the Brooklyn Park campus of Hennepin Technical College. The address of the LECJEC is 9110 Brooklyn Boulevard, Brooklyn Park, MN 55445.

The School of Law Enforcement and Criminal Justice (SLC) offices are also located at the LECJEC. The main phone number for the Law Enforcement and Criminal Justice Education Center is 763-657-3700. The phone number for the SLC Advising Center is 763-657-3749.

Q7: What are the School of Law Enforcement and Criminal Justice office hours?
A: The SLC office is open for business Monday through Friday, 8:00 a.m. to 4:30 p.m. Additionally, the front desk is staffed until 6:30 p.m. Monday through Thursday while classes are in session.

Q8: Is there parking available at the LECJEC?
A: Yes, there is ample parking in front of the building. Metropolitan State University students will be assessed a parking fee each semester based on the number of credits they are taking. This fee will be charged to the student’s Metropolitan State University account.

Q9: Am I able to tour the LECJEC?
A: Due to increased security in this building only faculty, staff and students with school issued identification cards are permitted inside.

ELIGIBILITY

Q10: I have a bachelor’s degree and I want to become a licensed peace officer in Minnesota. Do I have to complete a law enforcement degree program?
A: No, you do not need to earn a law enforcement degree in order to become a licensed peace officer in Minnesota. You must, however, complete the Minnesota Peace Officer Standards and Training (POST) learning objectives, which are offered through our Law Enforcement Licensing Certificate program. Individuals who have earned a bachelor’s degree (either a Bachelor of Science or a Bachelor of Arts) from a regionally accredited college or university are eligible to enroll in the certificate program.
Q11: Besides the POST learning objectives, what other requirements are there to become a peace officer?

A: Minnesota has specific minimum standards to become a peace officer. You can review those standards here: https://dps.mn.gov/entity/post/becoming-a-peace-officer/Documents/Minimum_Selection_Standards_For_Licensure.pdf

Q12: I have a bachelor’s degree in criminal justice; can I just take the Skills Practicum?

A: No. The Minnesota POST learning objectives, which are met through selected coursework from a Minnesota POST-certified school, must be completed to be eligible to take the Skills Practicum and to take the Minnesota POST licensing examination.

Q13: I have a two year degree. Can I apply to this program?

A: No. Only those with a completed bachelor’s degree are eligible for the certificate program. However, you can apply for admission to the law enforcement bachelor’s degree program. See http://www.metrostate.edu/msweb/explore/slc/programs/law_enforcement.html for requirements. You can also go to https://dps.mn.gov/entity/post/becoming-a-peace-officer/Documents/Ppoeprogram.pdf for a resource which lists all Minnesota POST-approved Professional Peace Officer Education (PPOE) programs.

Q14: My degree is from another country. Am I eligible for this program?

A: Only if your transcript has been evaluated by a regionally accredited evaluation agency and approved by our Admissions Office.

Q15: I am not yet a citizen, but will be eligible to apply for citizenship soon. Can I start this program before I am a U.S. citizen?

A: Yes, you may attend this program. However, you will not be eligible to be hired as a peace officer until you are a citizen.

Q16: Are there any additional eligibility requirements?

A: Yes. All students are required to pass both a physical and a psychological assessment in order to be enrolled in the Skills Practicum of the program. Costs of these assessments are the responsibility of the student and are not included in the program’s tuition and fees. All students must also have a valid driver’s license and submit to a background check.
PREREQUISITES

Q17: Are there any prerequisites for the certificate program?

A: Yes. A Bachelor’s degree (either a B.S. or a B.A.) from a regionally accredited college or university is required for admission to the program. You also need to have completed Introduction to Criminal Justice and Juvenile Justice. Introduction to Criminal Justice can be completed at any regionally accredited college or university. Juvenile Justice must be from a Minnesota POST certified school. POST certified schools can be found at https://dps.mn.gov/entity/post/becoming-a-peace-officer/Documents/Ppoeprogram.pdf

Q18: How can I take the two prerequisite courses?

A: Students who are accepted to the certificate program may take Introduction to Criminal Justice and Juvenile Justice online during the summer semester prior to the start of the program. Students who are accepted to the certificate program are given assistance with priority registration for these two courses.

Q19: Can I take the prerequisites in the fall semester in combination with other courses or do they have to be completed before the start of the program?

A: The prerequisite courses must be successfully completed prior to the start of the fall semester. Students who do not earn a passing grade in the prerequisite classes cannot continue in the program.

IS THIS PROGRAM RIGHT FOR ME?

Q20: I am a working adult. Is this the right program for me?

A: This program was designed with the working adult in mind. Program Coordinator Bryan Litsey is available to discuss your particular situation and provide additional guidance. He can be reached at bryan.litsey@metrostate.edu or 763-657-3752.

Q21: I want to be a federal agent. Is this the right program for me?

A: This program is designed for individuals who want to be a Minnesota peace officer. Federal agencies have their own specific requirements. If your goal is to work for a federal agency, we recommend that you contact the agency you are interested in for their educational requirements.
Q22: I want to become a peace officer in another state. Should I complete the certificate program?

A: Professional standards and hiring requirements vary from state to state. Metropolitan State University’s Law Enforcement Certificate program fulfills the licensing requirements for peace officers in Minnesota. We recommend that you contact the agency you are interested in for their educational requirements.

Q23: My age is a concern. Should I start this program?

A: We recommend that you discuss this concern with Program Coordinator Bryan Litsey. He can be reached at bryan.litsey@metrostate.edu or 763-657-3752.

Q24: I have concerns about my criminal record. Should I still apply to this program?

A: The Minnesota POST Board selection standards can be found at https://dps.mn.gov/entity/post/becoming-a-peace-officer/Documents/Minimum_Selection_Standards_For_Licensure.pdf. If you have further questions, we recommend that you call the Minnesota POST Board directly at 651-643-3060. Their office is open from 8:00 a.m. until 4:30 p.m., Monday through Friday.

APPLYING TO THE PROGRAM

Q25: Should I get admitted to the university before applying for this program?

A: No. You should apply for the Law Enforcement Licensing Certificate program first. Those accepted into the program will receive further instructions about being formally admitted to the University.

Q26: Is there an application fee for this program?

A: There is no fee to apply to the program.

Q27: Are there any other costs I should be aware of?

A: Yes. The estimated program cost does not include program prerequisites, First Responder training, books, physical or psychological exams, uniforms (for skills), etc.
Q28: When does the application process begin?

A: Applications are accepted beginning in January of each year. See the website at http://www.metrostate.edu/msweb/explore/slc/programs/lawe_certificate.html for details regarding specific dates. The application deadline for the 2016-2017 cohort program is Friday, April 1, 2016.

Q29: Where do I get an application for the Law Enforcement Licensing Certificate program?

A: Application materials are available on the Metropolitan State University website. The link is http://www.metrostate.edu/msweb/explore/slc/programs/lawe_certificate.html. In addition to a formal application, a professional resume, cover letter and official transcript are required as part of the application packet. Prospective students should check the website regularly for updated information.

Q30: Do I have to send transcripts from every school I have attended or just from the one where I earned my Bachelor’s degree?

A: You only need to provide a transcript from the school that awarded your Bachelor’s degree, unless prerequisite courses were taken at another school. If you completed either Introduction to Criminal Justice or Juvenile Justice at a different school, you will need to provide a transcript from that school. If you earned your Bachelor’s degree from Metropolitan State University you do not need to submit an official transcript. If you earned your Bachelor’s degree at a different MnSCU institution, please go to http://www.metrostate.edu/msweb/pathway/registration/transfer/Transfer_Update_Request.html and complete and submit the information under MnSCU INSTITUTION.

Q31: If I am planning to graduate in the spring of the same year the certificate program is to begin, can I apply before my Bachelor’s degree is completed?

A: Yes. Because the certificate program is limited to a cohort of 32 students per year, early application is recommended. Students accepted pending degree completion must verify degree completion before the program begins.

Q32: If I am planning to graduate in the summer of the same year the certificate program is to begin, can I apply before my Bachelor’s degree is completed?

A: No. Students graduating in July or August will not be admitted into the program the same year they graduate.
Q33: Do I need a conditional offer of employment from a police agency to gain admission into the program?

A: No. Preference for admission may be given to students who have submitted an Admission Preference Certification Form signed by a police chief or sheriff.

Q34: How and when will I know if I have been accepted into the Law Enforcement Licensing Certificate program?

A: Individuals will be notified of their acceptance or wait list status no later than four weeks following the application deadline.

Q35: If I am on the wait list, when will I be notified if I got into the program?

A: Individuals on the wait list are notified of available openings on a continual basis up to and including early August before the program starts.

Q36: How do I register for classes?

A: Students admitted into the Law Enforcement Licensing Certificate program will receive detailed information regarding the registration process in late spring or early summer.

COURSEWORK

Q37: I have taken law enforcement courses at another school/in another state. Will they count towards this program?

A: Only prerequisite courses may be accepted. (See question below.) All courses in the certificate program must be completed at Metropolitan State University.

Q38: I have taken the certificate program prerequisites at another school. Will they count here?

A: *Introduction to Criminal Justice* will be accepted from any regionally accredited school. *Juvenile Justice* will be accepted only if it is from a Minnesota POST Board approved school (see [https://dps.mn.gov/entity/post/becoming-a-peace-officer/Documents/Ppoeprogram.pdf](https://dps.mn.gov/entity/post/becoming-a-peace-officer/Documents/Ppoeprogram.pdf) for a list of approved schools).
Q39: I served in the military. Can I get credit for my experience?

A: Students accepted into the Law Enforcement Licensing Certificate program must complete all coursework in the program at Metropolitan State University. Individuals with experience in a military law enforcement occupational specialty should explore reciprocity opportunities through the Minnesota POST Board [https://dps.mn.gov/entity/post/exams/Pages/reciprocity-exam.aspx](https://dps.mn.gov/entity/post/exams/Pages/reciprocity-exam.aspx)

Q40: Can I take the prerequisites and the Emergency Medical/First Responder course before being admitted to the program?

A: Yes. However, this does not give preference or guarantee admission to this program. In order to be eligible to take the POST licensing exam, students need to provide a valid Emergency Medical Services Regulatory Board (EMSRB) card.

Q41: Can I start on the six core courses before being admitted to the program?

A: No. The certificate program is offered in cohort format only. Students start together and finish together.

Q42: When does the Emergency Medical/First Responder course have to be taken?

A: An Emergency Medical Responder or First Responder course can be taken before, during or after the program. Proof of completion (a valid EMSRB card) is required to take the Minnesota POST Board exam.

Q43: Do I have to take the Emergency Medical/First Responder course at Metropolitan State University?

A: No. You may take any course that is approved by the Emergency Medical Services Regulatory Board (EMSRB). In order to receive sign-off to take the POST exam you will need to provide a valid certification card with EMSRB endorsement.

Q44: I am EMT certified. Does that fulfill the Emergency Medical/First Responder requirement?

A: Yes.
Q45: Can I complete the course work through Metropolitan State University, but attend Skills anywhere in Minnesota?

A: No. All courses in the certificate program, including the Skills Practicum, must be completed through Metropolitan State University.

MINNESOTA PEACE OFFICER STANDARDS AND TRAINING (POST) EXAM

Q46: When would I be eligible to take the Minnesota POST licensure exam?

A: Most students, after completing the certificate program, will be eligible for the September POST exam. Proof of Emergency Medical Responder, First Responder or Emergency Medical Technician (EMT) certification is needed before receiving sign-off to take the examination.

Q47: How do I apply for the Minnesota POST Board licensing examination?

A: Metropolitan State University requires cohort students to attend a POST workshop. Detailed information on the application and testing process is covered at the workshop. The application process to take the Minnesota POST Board peace officer licensing examination is outlined in Minnesota Rules, 6700.0500. You are encouraged to visit the POST Board web site https://dps.mn.gov/entity/post/Pages/default.aspx for additional information concerning their rules.