

Metropolitan State University
School of Law Enforcement and Criminal Justice

2019-2020 Law Enforcement Licensing Certificate Program

APPLICATION PROCEDURE

The Law Enforcement Licensing Certificate Program (herein “program”) took on a new look starting fall semester 2017 as part of a broader redesign of the law enforcement curriculum for both degree seeking and certificate students. The program is geared toward 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 Board of Peace Officer Standards and Training. Only individuals who will have completed a baccalaureate (four-year) degree prior to June 2019 should apply to the program.

Those interested in becoming a licensed peace officer in Minnesota should also be aware of the minimum selection standards established by the Minnesota Board of Peace Officer Standards and Training. The Minimum Selection Standards for Peace Officer Licensure Advisory Form is included for your 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. Metropolitan State University offers these courses online during the summer for individuals accepted into the program who have not yet completed these requirements.

The program cost for 2019-2020 is estimated to be approximately \$9,700. This includes tuition and fees for the theory, lab and skills practicum courses. Not included in this estimate are the costs associated with the prerequisite courses, emergency medical responder certification, textbooks, physical and psychological exams, uniforms and equipment (skills practicum), etc.

This program is offered in a cohort format in which accepted students will start together as a group fall semester and normally finish together the following summer semester. The curriculum includes the same professional peace officer education courses required for degree seeking students majoring in law enforcement. This overlap allows more options and flexibility while reducing the probability of the certificate program being cancelled due to low enrollment.

The required courses are normally offered sequentially on Saturdays during fall and spring semesters. If a Saturday course does not meet minimum enrollment, it will likely be offered as part of the traditional academic schedule in which each of the required courses are generally held once a week in the evening (Monday–Thursday). Under certain circumstances, students will be allowed to take one or more of the required courses on the traditional academic schedule if approved by the Program Advisor.

The skills practicums are offered summer semester. Students in the certificate program have traditionally defaulted to the skills practicum held evenings during the week and all-day Saturday, but can petition to be in the skills practicum held on weekdays. This practice will likely be continued for this cohort group, but is subject to change.

APPLICATION DEADLINE

Applications are now being accepted for the 2019-2020 Law Enforcement Licensing Certificate Program. Completed applications to the program will be accepted until **Friday, April 19, 2019**. 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 or modification if minimum enrollment numbers are not reached and/or there are other significant factors.

COMPLETING THE APPLICATION PACKET

More applications from qualified individuals may be received than there are spaces 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) Eligibility to be licensed as a peace officer in Minnesota (see details below)
- 6) 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) 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 must be sent directly to Director Bryan Litsey at 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.**

- 5) **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)
- 6) **Peace Officer Minimum Selection Standards:** Read the form carefully and indicate in the appropriate check box whether or not you meet the minimum selection standards for licensure as a peace officer in Minnesota. Once doing so, sign and date the form. Any questions concerning the minimum selection standards should be directed to Director Bryan Litsey at bryan.litsey@metrostate.edu or (763) 657-3752.
- 7) **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.
- 8) **Submitting Application:** Send completed application materials directly to the program coordinator before the deadline.

Bryan Litsey, Director of Professional Peace Officer Education and Training
Metropolitan State University
School of Law Enforcement and Criminal Justice
9110 Brooklyn Blvd.
Brooklyn Park, MN 55445

Contact Information:
bryan.litsey@metrostate.edu or (763)657-3752

All completed application materials must be received in the School of Law Enforcement and Criminal Justice no later than 4:00 PM, FRIDAY, APRIL 19, 2019. 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 2019. Upon receipt of an admission offer to the program, students will be required to:

- 1) sign a letter of acceptance to reserve a seat in the program,
- 2) be formally admitted to Metropolitan State University. Instructions will be provided to those individuals admitted to the 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.

PROGRAM COORDINATOR AND ACADEMIC ADVISOR

Bryan Litsey is currently both the Director and Academic Advisor for the Law Enforcement Licensing Certificate Program. He first came to Metropolitan State University in December 2014 after retiring as a police officer in Minnesota with nearly 37 years of service. The final 16 of those years he served as Chief of Police and Emergency Management Director for a suburban law enforcement agency in the Twin Cities area.