

## MINNESOTA POST APPROVAL PROCESS

1. Follow the [Course Approval Requirements \(mn.gov\)](#) listed on the POST Board’s web site, exactly as described, for each C.E. course approval application submitted.
  - Submit all required supporting documents, along with the the completed application for course approval.
    - \*\*\*Please do not send Power points\*\*\*
  
2. Click on [Continuing Education \(mn.gov\)](#). On the left side of the “Continuing Education” page, click on [Continuing Education Forms \(mn.gov\)](#).
  - At the top of “continuing education forms” page, click on: [Continuing Education Course Approval Application \(doc\)](#). The form will load in a “Word” Document which you can “enable edit” and type in your detailed content.
  - Please do not hand write applications...
  
3. In the **“Learning Objective met”** box found on page 1, of the application. Please fill out all required information, which **must include the specific Learning objectives** as outlined in the [Mandated Learning Objectives](#), [highlighted](#) and individually listed below.
  - **Use of Force**- Mandated learning Objectives(M.L.O’s): [Approved \(mn.gov\)](#)
  - **EVOC**- M.L.O.’s: [Law Enforcement In-Service Training in Emergency \(mn.gov\)](#)
  - **Crisis Intervention/Mental Illness Crisis**-M.L.O.’s: [Crisis-Intervention-Mental-Illness-Crises-In-Service-Learning-Objectives.pdf \(mn.gov\)](#)
  - **Conflict Management/Mediation**-M.L.O.’s: [Conflict-Management-Mediation-In-Service-Learning-Objectives.pdf \(mn.gov\)](#)
  - **Cultural Diversity/Implicit Bias**-M.L.O.’s: [Implicit-Bias-Community-Diversity-Cultural-Differences-In-Service-Learning-Objectives.pdf \(mn.gov\)](#)
  - **Autism**-M.L.O.’s: [In-Service Autism Learning Objectives.pdf \(mn.gov\)](#)
  - \*\*\*\*New July 1<sup>st</sup>, 2021- Crisis Intervention/Mental Illness Crisis (Minimum of **6** hours)
  - \*\*\*\*New July 1<sup>st</sup> 2021- Autism (Minimum of **4** hours)
  - \*\*\*\*The remaining 6 of the **16 total** mandated credits, will need to be completed in a combination of the remaining two topics:  
     ([Conflict management/Mediation](#)) and ([Cultural Diversity/Implicit Bias](#)).
  - Of the remaining 6 credits, a minimum of 1 credit must be earned, in a combination of those two training topics.
  - **Example:**
    - Cultural Diversity/Implicit Bias** = 5 credits.
    - Conflict Management/Mediation** = 1 credit.

**Continuing Education Course Approval Application Example:** Identifying specific “learning objectives met” (from pg. 1. Of the “Continuing Education *Course approval application*” )

**Is this course considered mandated training?**  Yes  No **If yes, indicate which learning objectives are being met.**

Learning Objectives	Amount of Hours	Learning Objectives Met (i.e. 1 A, 2 A & B, 3 C )etc.
Conflict Management and Mediation Training		
Crisis Intervention & Mental Illness Crises Training		

Recognizing and Valuing Community Diversity and Cultural Differences to Include Implicit Bias Training		
In-Service Use of Force/Firearms	8	Example A-(1,2,3,6,7) B-(1,a-d) E-(1,taser) G-(all), J-(1,all, 2, all)etc.

**If you are not applying for mandated training, check X NO and complete application as outlined & listed above in illustrations: 1. & 2.**

**PLEASE EMAIL ALL APPLICATIONS FOR CONTINUING EDUCATION COURSE APPROVAL TO:**  
[POSTBoard.Continuing.Education-Rosters@state.mn.us](mailto:POSTBoard.Continuing.Education-Rosters@state.mn.us)

**\*\*\*\*\*(We no longer accept applications via Fax or US Mail)\*\*\*\*\***

One final suggestion for all “Sponsors” (Especially Law Enforcement; CLEO’s, Training Coordinators, Instructors, etc.), is to be very familiar with, the MN Administrative Rule, Continuing Education: [6700.0900 - MN Rules Part](#)

Information stated in 6700.0900, will answer many questions as they relate to administrative rule, governing Continuing education for Minnesota Peace officers.

I hope this information is helpful, and answers any questions you may have, pertaining to “best practices” with POST Board’s, course approval and application process.

If any of you ever have any questions, please do not hesitate to contact me or Michelle Haggberg:

[Michelle.Haggberg@state.mn.us](mailto:Michelle.Haggberg@state.mn.us)

Thank you. Be Well, Be Safe, Be First!

Sincerely, *John*

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