



## PROFESSIONAL PEACE OFFICER EDUCATION (PPOE) PROGRAM APPLICATION PACKET

Please read the attached application form carefully and submit all \*required pages of the completed form to:

**Hennepin Technical College  
PPOE Program  
9110 Brooklyn Boulevard  
Brooklyn Park, MN 55445-2410**

\* Submission of pages 2-5 is required. Include page 6 only if applicable.

You must have applied to Hennepin Technical College (HTC) within the last year, received your HTC Student ID#, and set up your HTC Student Email account before submitting this application to the PPOE Program.

APPLICATION TO THE PROGRAM DOES NOT GUARANTEE PLACEMENT

The two program options at the Professional Peace Officer Education (PPOE) program are listed below. Training for the two programs, once enrolled, is identical.

### ASSOCIATE IN SCIENCE DEGREE IN LAW ENFORCEMENT

To apply for this program you must be currently enrolled in an associate degree program and have completed nine prerequisite courses, or be enrolled in the term in which you will complete them.

You must also complete a Minnesota EMS Regulatory Board approved Emergency Medical Responder (formerly First Responder) level certification or higher level certification. You will be required to show successful completion before you are eligible to take the POST licensing exam.

### LAW ENFORCEMENT CERTIFICATE PROGRAM

To apply for this program you must already have a college degree from an accredited school (either an Associate Degree or higher). You must also have completed nine prerequisite courses, or the equivalent thereof, or be enrolled in the term in which you will complete them.

If your college degree major is "Law Enforcement" in a POST licensing track from a POST certified Professional Peace Officer Education (PPOE) college or university in Minnesota, the prerequisite courses will be waived.

For questions regarding eligibility into HTC's PPOE program second semester Integrated Practicum (Skills), please contact the PPOE Coordinator at 763-657-3700.

All certificate students must complete Emergency Medical Responder as described above and will be required to show successful completion to the PPOE program) before being eligible to take the POST licensing exam.

**NOTE: If you have been arrested, charged, or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state, or other higher education financial aid.**



# PROFESSIONAL PEACE OFFICER EDUCATION (PPOE) PROGRAM APPLICATION FORM

Hennepin Technical College™

Application for Spring Semester Admission: Deadline November 1, 4:00 p.m.

## PERSONAL INFORMATION

Application must be typed. Complete all forms with your full legal name. If you do not have a middle name, enter "NMN". Applications that are not complete and legible will be returned and may delay or prevent your admission into the program.

FULL LEGAL NAME (First, Middle, Last)				HTC STUDENT ID#	
ADDRESS				HTC STUDENT E-MAIL ADDRESS (not StarID login info)  @my.hennepintech.edu	
CITY		STATE		ZIP CODE	
HOME PHONE ( )	WORK PHONE ( )	CELL PHONE ( )		FORMER LAST NAME	
I possess a valid driver's license	YES	NO	STATE		DRIVER'S LICENSE #
I am a United States Citizen	YES	NO	United States citizenship is not required for admission to the program, however, is required before being hired by a law enforcement agency.		

## CLASS SCHEDULING PREFERENCE FOR THEORY COURSES (1<sup>st</sup> Semester)\*

Rank #1 - #4 in the order of your preference:

	Mornings (M-F, 9 a.m. to 11:50 a.m.)		Evenings (M-F, 5 p.m. to 7:50 p.m.)
	Afternoons (M-F, 1 p.m. to 3:50 p.m.)		No Preference

Your preference ranking does NOT guarantee placement in that section. We will, however, try to accommodate your request. \*Scheduling placement for theory courses carries over for 2nd semester "skills." (Skills AM 8:00-11:50am; PM 1:00-4:50pm; EVE 5:30-9:20pm)

## HIGHER EDUCATION

List all colleges where you have taken OR are currently taking prerequisite courses:

1.	2.
3.	4.

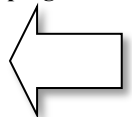
You must request an official transcript from each college that is not part of the Minnesota State system.

I plan to be awarded an A.S. degree in Law Enforcement after completion of the Professional Licensing Program	YES	NAME OF COLLEGE TO AWARD DEGREE
	NO	NAME OF COLLEGE WHERE DEGREE WAS EARNED

I hereby certify that all information contained in this application is true and complete to the best of my knowledge. Reporting false or inaccurate information on this form may result in the termination of your application and/or immediate dismissal from the program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



A member of the Minnesota State system  
Hennepin Technical College is an affirmative action, equal opportunity educator and employer.

## PEACE OFFICER LICENSURE ADVISORY: MINIMUM SELECTION STANDARDS

*Minnesota Rules*, Chapter 6700.0300, subp. 5(D), requires all students be advised in writing of the minimum selection standards to become a licensed peace officer in Minnesota. Students are advised of these standards in order to help them make informed decisions about participation in the professional peace officer education program.

### Minn. R. 6700.0700 MINIMUM SELECTION STANDARDS

Subpart 1. **Selection standards.** A person eligible to be licensed shall meet the following minimum selection standards before being appointed to the position of peace officer. The appointing authority may affirm that the applicant has already completed certain of these standards, but the affirmation must be documented pursuant to subpart 2.

- A. The applicant shall be a citizen of the United States.
- B. The applicant shall possess a valid Minnesota driver's license; or in case of residency therein, a valid driver's license from another state; or eligibility to obtain either license.
- C. The applicant shall complete a comprehensive written application.
- D. The applicant shall submit to a thorough background search, including searches by local, state, and federal agencies, to disclose the existence of any criminal record or conduct which would adversely affect the performance by the applicant of peace officer duties.
- E. The applicant must not be required to register as a predatory offender under MN STAT, section [243.166](#) or [243.167](#).
- F. No applicant may be appointed to the position of peace officer who has been convicted:
  - (1) of a felony in this state or in any other state or federal jurisdiction;
  - (2) of any offense in any other state or federal jurisdiction which would have been a felony if committed in Minnesota;
  - (3) under MN STAT, 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, sub. 3](#); or convicted under any state or federal narcotics or controlled substance law irrespective of any proceeding under MN STAT, section [152.18](#), or any similar law of another state or federal law; or
  - (4) of 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.
- G. The applicant shall be fingerprinted for the purpose of disclosure of any felony convictions. Fingerprint cards shall be forwarded to the appropriate divisions of the Bureau of Criminal Apprehension and the Federal Bureau of Investigation. The chief law enforcement officer shall immediately notify the board if a previous felony conviction is discovered.
- H. A licensed physician or surgeon shall make a thorough medical examination of the applicant to determine that the applicant is free from any physical condition which might adversely affect the performance of peace officer duties.
- I. An evaluation, including an oral interview, shall be made by a licensed psychologist to determine that the applicant is free from any emotional or mental condition which might adversely affect the performance of peace officer duties.
- J. The applicant shall pass a job-related examination of the applicant's physical strength and agility to demonstrate the possession of physical skills necessary to the accomplishment of the duties and functions of a peace officer.
- K. The applicant shall successfully complete an oral examination conducted by or for the agency to demonstrate the possession of communication skills necessary to the accomplishment of the duties and functions of a peace officer.

Subp. 2. **Documentation.** The chief law enforcement officer shall maintain documentation necessary to show completion of subpart 1. The chief law enforcement officer is not required to obtain documentation for subpart 1, item J, if the applicant completed part [6700.0500](#), subpart 3. The documentation is subject to periodic review by the board, and shall be made available to the board at its request.

Subp. 3. [Repealed, 18 SR 1961]

Subp. 4. **More rigid standards.** An appointing authority may require an applicant to meet more rigid standards than those prescribed in this part.

\*\*\*\*\*

Additional Information:

- 1) According to MN RULES 6700.0100, Subp.9a., if an individual has been convicted of a felony in Minnesota or any other state or federal jurisdiction, the individual is barred from becoming a peace officer in Minnesota. Even if the individual has had a felony conviction expunged or continued for dismissal, the individual is still barred from peace officer licensure.
- 2) If an individual has been convicted of any of the following Minnesota Statutes, the individual is barred from becoming a peace officer in Minnesota. Even if the individual has had the conviction expunged or continued for dismissal the individual is still barred from peace officer licensure.
  - o [609.224](#) ASSAULT IN THE FIFTH DEGREE,
  - o [609.2242](#) DOMESTIC ASSAULT,
  - o [609.231](#) MISTREATMENT OF RESIDENTS OR PATIENTS,
  - o [609.2325](#) CRIMINAL ABUSE,
  - o [609.233](#) CRIMINAL NEGLECT,
  - o [609.2335](#) FINANCIAL EXPLOITATION OF A VULNERABLE ADULT,
  - o [609.234](#) FAILURE TO REPORT (MALTREATMENT OF VULNERABLE ADULTS),
  - o [609.324](#) OTHER PROSTITUTION CRIMES; PATRONS, PROSTITUTES, AND INDIVIDUALS HOUSING INDIVIDUAL ENGAGED IN PROSTITUTION; PENALTIES,
  - o [609.465](#) PRESENTING FALSE CLAIMS TO PUBLIC OFFICER OR BODY,
  - o [609.466](#) MEDICAL ASSISTANCE FRAUD,
  - o [609.52](#) THEFT,
  - o [609.72](#), DISORDERLY CONDUCT, subdivision 3 Caregiver; penalty for disorderly conduct
- 3) If an individual has been convicted under any narcotics or controlled substance law the individual is barred from becoming a peace officer in Minnesota. This includes possession of a small amount of marijuana or possession of drug paraphernalia, unless the conviction was a petty misdemeanor.
- 4) A juvenile record does not bar an individual from becoming a peace officer in Minnesota unless the individual is required to register as a predatory offender. If required to register as a predatory offender as a juvenile an individual is barred from becoming an officer until the registration requirement is lifted.

\*\*\*\*\*

**AFFIRMATION:** I affirm I have read and understand the minimum selection standards. Any questions I had regarding the minimum selection standards have been answered to my satisfaction.

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Tom A. Draper, PPOE Coordinator**

**Hennepin Technical College**

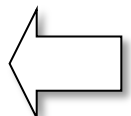
\_\_\_\_\_  
Name of School Official (please print)

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

**To be retained in the student's file**



# MINIMUM ADMISSIONS STANDARDS – CRIMINAL CONVICTION DATA

FULL LEGAL NAME: \_\_\_\_\_ / /  

FIRST
MIDDLE
LAST
BIRTH DATE  
(MM / DD / YYYY)

As required by law, no student may be admitted to a professional peace officer education program who poses a threat to the health or safety of themselves or others; or who has been convicted of any crime listed as a disqualification from appointment to the position of a peace officer.

**If you have been convicted of any of the crimes listed below, you are denied admission to this professional peace officer education program and you are not eligible to become a licensed Minnesota peace officer.**

The following list of convictions pertains to juveniles tried as an adult or any individual 18 years of age or older. A juvenile record does not bar a student from becoming a peace officer in Minnesota.

1. Have you been convicted of a felony in Minnesota or a crime in another state or federal jurisdiction that would have been a felony if committed in Minnesota?     yes     no

2. Have you been convicted of any of the following?

- |                          |     |                          |    |                |   |
|--------------------------|-----|--------------------------|----|----------------|---|
| <input type="checkbox"/> | yes | <input type="checkbox"/> | no | 609.224        | Assault in the fifth degree   |
| <input type="checkbox"/> | yes | <input type="checkbox"/> | no | 609.2242       | Domestic Assault  |
| <input type="checkbox"/> | yes | <input type="checkbox"/> | no | 609.23         | Mistreatment of persons confined  |
| <input type="checkbox"/> | yes | <input type="checkbox"/> | no | 609.231        | Mistreatment of residents or patients                                     |
| <input type="checkbox"/> | yes | <input type="checkbox"/> | no | 609.2325       | Criminal Abuse (vulnerable adult)   |
| <input type="checkbox"/> | yes | <input type="checkbox"/> | no | 609.233        | Criminal Neglect (vulnerable adult)                                       |
| <input type="checkbox"/> | yes | <input type="checkbox"/> | no | 609.2335       | Financial Exploitation (vulnerable adult)                                 |
| <input type="checkbox"/> | yes | <input type="checkbox"/> | no | 609.234        | Failure to report (maltreatment of a vulnerable adult under MSS §626.557) |
| <input type="checkbox"/> | yes | <input type="checkbox"/> | no | 609.324        | Other prohibited acts (prostitution related)                              |
| <input type="checkbox"/> | yes | <input type="checkbox"/> | no | 609.465        | Presenting false claims   |
| <input type="checkbox"/> | yes | <input type="checkbox"/> | no | 609.466        | Medical assistance fraud  |
| <input type="checkbox"/> | yes | <input type="checkbox"/> | no | 609.52         | Theft (Including petty crimes)  |
| <input type="checkbox"/> | yes | <input type="checkbox"/> | no | 609.72 Subd. 3 | Disorderly conduct (re: vulnerable adult)                                 |

3. Have you been ordered to register as a predatory offender?     yes     no    (243.166)

4. Have you been ordered to register under the predatory offender registration law for other offenses?     yes     no

5. Have you been convicted of a crime that prohibits you from possessing a firearm?     yes     no    (624.713)

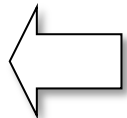
6. Have you been convicted of a crime in Minnesota for which the penalty was enhanced because it was bias motivated?     yes     no

7. Have you been convicted of any of the crimes listed above in another state or federal jurisdiction, or under a local ordinance that would be a disqualifying conviction if committed in Minnesota?     yes     no

*I understand that being convicted of a felony or any of the crimes listed above will disqualify me from being admitted to the Professional Licensing Program and will prevent me from being a licensed peace officer in Minnesota. I further understand that criminal convictions not listed above may adversely affect my employment opportunities in law enforcement.*

*I have been notified that this document will be placed in my student file. As indicated by my signature, I affirm the information I have provided on this form is true and correct.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



**HENNEPIN TECHNICAL COLLEGE  
PROFESSIONAL PEACE OFFICER  
EDUCATION PROGRAM (PPOE)**

**ADMISSION PREFERENCE CERTIFICATION**

I, \_\_\_\_\_, as the chief licensed peace officer for the  
(Name of Chief Licensed Peace Officer)

\_\_\_\_\_ certify that \_\_\_\_\_  
(Name of Law Enforcement Agency) (Name of Student)

is a candidate for employment as a licensed peace officer with our department.

For the purpose of admission preference to the Professional Licensing Program, “candidate for employment as a licensed peace officer” means one of the following: (check which applies)

- \_\_\_\_\_ 1. The student is a paid employee of our agency in an entry-level position (such as community service officer), which may lead to a licensed peace officer position. In addition, the student has completed a substantial portion of our screening process for a licensed peace officer position. It does not mean the student is guaranteed a job.
  
- \_\_\_\_\_ 2. The student does not meet the criteria in #1 but has completed our testing and screening process for a licensed peace officer position. The student, however, needs to complete a professional peace officer education program to be eligible to take the POST licensing examination.

I, as Chief Licensed Officer of this agency understand that as a candidate for employment as a licensed peace officer with my agency in the category I have checked, the above-named student will be granted admission preference to your program provided all other admission requirements have been fulfilled. The position I intend to fill requires a full-time peace officer license.

\_\_\_\_\_  
(Signature of Chief Licensed Peace Officer) (Date)

Please return to: Hennepin Technical College  
PPOE Program  
9110 Brooklyn Boulevard  
Brooklyn Park, MN 55445-2410

*\*Note: This form is for candidates for employment as licensed peace officers in the State of Minnesota ONLY. **If you are not a candidate for employment as a licensed peace officer in Minnesota, do not return this form.***

*\*\*A new Admission Preference Certification form must be submitted for every application process.*