



STATE OF MINNESOTA

BOARD OF PEACE OFFICER STANDARDS & TRAINING

CONTINUING EDUCATION PORTAL

ACCREDITED SPONSOR USER GUIDE

CONTENTS

INTRODUCTION	3	MANDATORY LEARNING OBJECTIVE APPLICATION	48
KEY TERMS	6	START/CHANGE A NEW APPLICATION	49
MN E-LICENSING LOGIN & NEW USER REGISTRATION	7	DRAFT SCREEN	51
CLAIM A SPONSOR LICENSE	11	ADD CATEGORY & CREDITS	53
PORTAL ACCESS & DASHBOARD OVERVIEW	14	ADD LEARNING OBJECTIVES	55
DASHBOARD MANAGEMENT	17	ADD PERFORMANCE OBJECTIVES	57
UPDATE SPONSOR INFORMATION	18	ADD ADDITIONAL CATEGORIES & CREDITS	60
ADD NEW DELEGATE	20	MODIFY CREDITS	62
EDIT DELEGATE PERMISSIONS	22	MODIFY LEARNING CATEGORY	64
REMOVE DELEGATE	24	ADD LEARNING OBJECTIVES	66
COURSE/CONFERENCE APPLICATION OVERVIEW	26	REMOVE LEARNING OBJECTIVES	70
ACCREDITED SPONSOR COURSE APPROVAL	31	ADD PERFORMANCE OBJECTIVES	73
START/CHANGE A NEW APPLICATION	33	REMOVE PERFORMANCE OBJECTIVES	76
DRAFT SCREEN	35	REMOVE CATEGORIES & CREDITS	79
ADD CATEGORIES & CREDITS	37	ADD COURSE CONTENT	81
MODIFY CATEGORIES & CREDITS	39	MODIFY COURSE CONTENT	84
REMOVE CATEGORIES	41	ADD/MODIFY INSTRUCTOR QUALIFICATIONS	86
REVIEW AND APPROVE	43	ADD/MODIFY LEARNING ASSESSMENT	88
MANDATORY LEARNING	45	REVIEW AND SUBMIT	90
MANDATORY LEARNING OVERVIEW	46	MESSAGING FUNCTION	92
		APPLICATION EVALUATION	94
		AFFIDAVITS OF ATTENDANCE	96

INTRODUCTION

INTRODUCTION

WELCOME TO THE CONTINUING EDUCATION PORTAL

This guide will help you understand how to use the portal effectively for sponsor applications, course/conference applications, affidavit of attendance submissions, and agency reimbursement claims. Follow the steps outlined to ensure a smooth experience.

The **CONTINUING EDUCATION PORTAL (CEP)** is designed to streamline the multiple processes related to peace officer continuing education and provide Sponsors visibility and management of applications and approved courses and conferences.

Sponsors can use the CEP to:

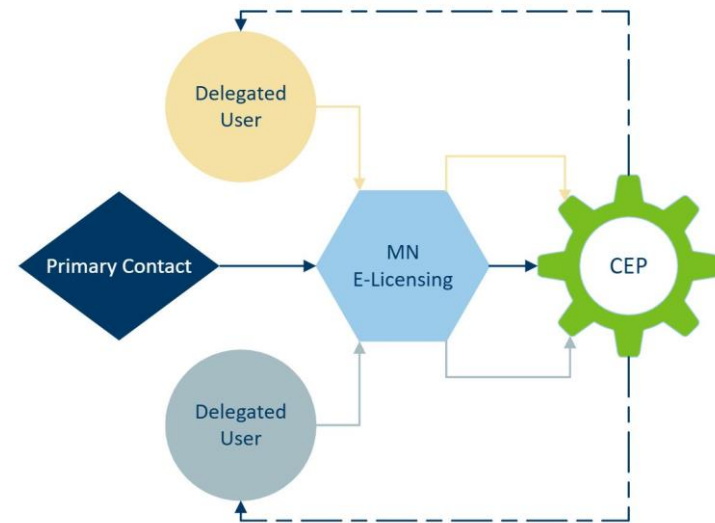
- Draft and submit course and conference applications using a standardized format.
- View the status of submitted course and conference applications.
- Communicate with POST on submitted applications.
- View an index of courses and conferences approved for their account.
- Submit affidavits of attendance.
- Submit annual agency training reimbursement.



INTRODUCTION → ACCESS OVERVIEW

❖ The **CONTINUING EDUCATION PORTAL** is accessed through the **MN E-LICENSING SYSTEM**.

- Access to each Sponsor Account is restricted to one Primary Contact and any number of Delegates.
- The Primary Contact assigns and manages Delegates through his/her CEP dashboard.
- This process is illustrated in the diagram to the right.



❖ Multiple Sponsor Accounts can be managed through a single E-Licensing Account, **but only if** each Sponsor Account uses the **same email** used to login into E-Licensing.

- This process is illustrated in the diagram to the right.



❖ Separate E-Licensing accounts are required to manage Sponsor Accounts with different email credentials.

- The Sponsor Account email must always match the E-Licensing email.
- This process is illustrated in the diagram to the right.



KEY TERMS

Affidavit of Attendance	A report containing the names and license numbers of peace officers that complete a course/conference.
Applicant	The individual submitting a course or conference to POST for evaluation.
Classroom Discrimination Policy	Written procedures for the investigation and resolution of allegations of classroom discrimination.
Conference	Continuing education instructional event approved by POST and valid for 1 year from the date of approval.
Course	Continuing education instruction approved by POST and valid for 3 years from the date of approval.
Course Roster	A list of licensed peace officers that attend and successfully complete a course/conference.
Course Sponsor	A school, law enforcement agency, individual, or organization approved by the POST Board to provide courses/conferences for continuing education credit.
CSV File	A comma-separated values file format using plain text. This is the only format accepted by the CEP for bulk-uploading of affidavits of attendance.
Delegated User	An individual assigned by the Primary Contact to access and perform actions in the CEP
General Continuing Education	Learning topics that are law enforcement related but without any established learning objectives.
Mandatory Learning	Learning topics required by state law with established objectives and regulated by POST.
Primary Contact	An individual designated as the licensee of a Sponsor account.

MN E-LICENSING LOGIN & NEW USER REGISTRATION

ACCESSING MN E-LICENSING AND LOGGING IN

I. ACCESS MN E-LICENSING

- 1) Click on the **Your POST Account Icon** on the POST Board homepage.
- 2) Under **Online Services**, click on either of the **MN-POST-Sign-in** links.
- 3) You will be directed to the MN E-Licensing site.

II. LOGGING IN

❖ ADD THE MN E-LICENSING SITE TO YOUR BROWSER BOOKMARKS.

- 1) From the **MN E-Licensing Site**:

❖ EXISTING USERS

- Enter your email address and password.
- Click **Log in**.
- Go to **E-LICENSING DASHBOARD** in this guide.

❖ NEW USERS

- Go to **Section III – New User Registration**.



Online-Services

If you are having trouble creating an account, logging in to an account, or you can't remember your password, please call us at 651-643-3060, we'd be glad to assist

To log into your existing account, click on [MN-POST-Sign-In](#) and select "Login."

To create an account, click on [MN-POST-Sign-In](#) and select "Register Here" at the bottom right hand corner of the page.



Log In:

Email Address

Password

Log in

[Forget your password?](#)

MN E-LICENSING NEW USER REGISTRATION

III. NEW USER REGISTRATION

- 1) Click on [Register Here](#).
- 2) Complete the “**Create your account**” form.
- 3) Click on [Create Account](#).
- 4) Select **Peace Officer Standards & Training Board** from the drop-down list.
- 5) Click [Next](#).
- 6) Return to the E-Licensing login page and login using your new credentials.
- 7) From the dropdown box, select **Continuing Education Sponsor (Non-LEA)**.
 - ❖ **Do not** select any other option unless instructed by POST.
- 8) Click [Next](#).
- 9) Review the information pertaining to Primary Contacts, Delegates, and New Sponsors.
- 10) Click [Next](#) to finalize registration.
- 11) You will be directed back to the **E-Licensing Dashboard** to **login**.

Sign Up Today!

Creating an account is fast and simple and allows you to apply for and manage licenses with various State of Minnesota agencies.

[Register Here](#)

Create your account

First Name


Last Name

Phone

Email

Password (see rules above, in red)

Confirm Password

☐ I'm not a robot 

[Privacy](#) [Terms](#)

[Create Account](#)

Board of Psychology

Board of Dentistry

Peace Officer Standards & Training Board

Department of Transportation - Technical Certification

Department of Transportation - Office of Aeronautics

Department of Transportation - Office of Commercial Vehicles

Licensed Peace Officer

Law Enforcement Agency (LEA)

Exam Applicant (including expired license eligible)

License Eligible

Continuing Education Sponsor (Non-LEA)

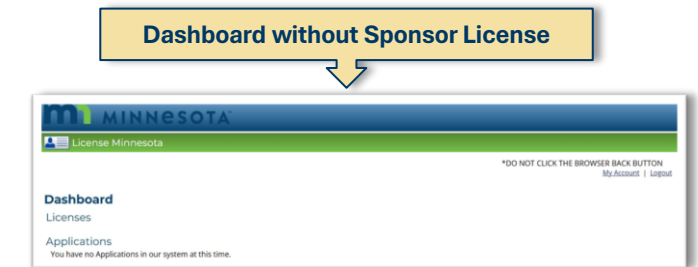
MN E-LICENSING DASHBOARD

I. PRIMARY CONTACTS

- 1) If you have claimed your Sponsor License, the license will populate on your dashboard.
 - Go to [PORTAL DASHBOARD](#) in this guide.
- 2) If you have **not** claimed your Sponsor License, no license will appear on your dashboard.
 - Go to [CLAIM YOUR SPONSOR LICENSE](#) in this guide.

II. DELEGATES

- 1) If a Primary Contact has assigned you as a Delegate to a Sponsor License, the license will populate on your dashboard.
 - Go to [PORTAL DASHBOARD](#) in this guide.
- 2) If a Primary Contact has **not** assigned you as a Delegate to a Sponsor License, no license will appear on your dashboard.
 - The Primary Contact will need to assign you as a Delegate.



CLAIM A SPONSOR LICENSE

CLAIM A SPONSOR LICENSE



- ❖ This one-time process applies only to Sponsors approved by POST **prior** to the launch of the CE Portal.
- ❖ Only the **Primary Contact** can perform this action.
- ❖ This process **does not apply** to Sponsors who apply for Course Sponsorship and are approved by POST via the CE Portal.

I. CLAIM A SPONSOR LICENSE

- ❖ **ONLY THE PRIMARY CONTACT CAN PERFORM THIS ACTION.**

- 1) Login to your E-License Account.
- 2) From the **MN E-Licensing Dashboard**:
 - Click on **Claim Your Continuing Education Sponsor License** located in the box at the bottom of the page.
- 3) If you know your Sponsor Number, click the **Next** button to proceed.
 - ❖ If you do not know your Sponsor Number:
 - It is the first 5 numbers of a course approval number.
 - You can also contact POST by email or phone.
 - **Email:** postboard.continuing.education-rosters@state.mn.us
 - **Phone:** 651-643-3060
- 4) Enter your Sponsor Number and click **Next**.
- 5) Verify that the Sponsor Name matches the Sponsor Number.
 - If the information is correct, select **Yes** from the dropdown box and click **Next**.
 - If the information is incorrect, **do not proceed** and contact POST.
- 6) Enter the Sponsor Access Code emailed to the Primary Contact.
 - ❖ **Do not close this page** without entering the access code.
- 7) Click **Next**.
- 8) Click **Finish** to navigate back to your E-Licensing dashboard.
 - ❖ The Sponsor License will be displayed on the dashboard.

Board of Peace Officer Standards and Training

- [Claim Your Peace Officer License](#)
- [PPOE/Reciprocity/Military Reciprocity Exam Applications](#)
- [Reinstatement Exam Application](#)
- [Become a Continuing Education Sponsor](#)
- [Claim Your Continuing Education Sponsor License](#)

Please enter your 5 digit Continuing Education Sponsor Number in the field below. Include leading zero's if your sponsor number is less than 5 digits long.

Sample Sponsor Numbers:

- 00009
- 00099
- 00999
- 09999
- 99999

Continuing Education Sponsor Number

mn MINNESOTA

License Minnesota

Return To Dashboard

Sponsor Name: Test Sponsor
Sponsor Number: 10701

Is the above information correct? **Yes**

Next

*DO NOT CLICK THE BROWSER BACK BUTTON
*Content with a red bar is required

mn MINNESOTA

License Minnesota

Return To Dashboard

DO NOT CLOSE THIS PAGE

An email has been sent to postboardcont@state.mn.us containing an access code. In another window, please check the email listed and enter the access code below.

Access Code

Next

*DO NOT CLICK THE BROWSER BACK BUTTON
*Content with a red bar is required

mn MINNESOTA

License Minnesota

Return To Dashboard

You have been added as the Primary Contact (Licensee) for your Sponsor License. Click 'Finish' to navigate back to your Dashboard where you can view your Sponsor License and take action.

Sponsor Name: Test Sponsor
Sponsor Number: 10701

Finish

*DO NOT CLICK THE BROWSER BACK BUTTON
*Content with a red bar is required

CONTINUING EDUCATION PORTAL

PORTAL ACCESS & DASHBOARD OVERVIEW

CONTINUING EDUCATION PORTAL

CONTINUING EDUCATION PORTAL → PORTAL ACCESS

I. PORTAL ACCESS

- 1) Login to [MN E-Licensing](#),
- 2) Locate your Sponsor License on the Dashboard,
- 3) Click the [Go](#) button.

The screenshot shows the 'Getting Started' page of the Minnesota E-Licensing portal. The header includes the 'm MINNESOTA' logo and 'License Minnesota'. A note at the top right says '*DO NOT CLICK THE BROWSER BACK BUTTON'. The main content area has a 'Getting Started' section with a 'Public License Search' button. To the right is a 'Log In' form with fields for 'Email Address' and 'Password', a 'Log In' button, and a 'Forgot your password?' link. Below the login form is a 'Sign Up Today!' section with a 'Register Here' button.

The screenshot shows the 'Dashboard' page of the Minnesota E-Licensing portal. The header includes the 'm MINNESOTA' logo and 'License Minnesota'. A note at the top right says '*DO NOT CLICK THE BROWSER BACK BUTTON'. Below the header is a 'Dashboard' section with a 'Licenses' table. The table has columns for 'License Number', 'Type', 'Status', 'Licensee', 'Expiration Date', and 'Actions'. There is one row with the following data: License Number 10701, Type General CE Sponsor, Status Active, Licensee Test Sponsor, Expiration Date, and Actions containing a 'Go to Sponsor License' dropdown and a 'Go' button.

License Number	Type	Status	Licensee	Expiration Date	Actions
10701	General CE Sponsor	Active	Test Sponsor		Go to Sponsor License Go

CONTINUING EDUCATION PORTAL → DASHBOARD OVERVIEW

II. DASHBOARD OVERVIEW

❖ All actions that Primary Contacts and Delegates can perform are listed on the tabs across the page.

COURSE INDEX	COURSE APPLICATIONS	AFFIDAVITS OF ATTENDANCE	SPONSOR INFO	SPONSOR REQUIREMENTS
Displays all approved courses for the Sponsor Account and provides key information for each course.	Provides three functions: 1) Displays important information, rules, and instructions concerning course/conference submission. 2) Starting point for new course/conference applications. 3) Displays an index of course/conference applications that are drafted, have been submitted to POST, or have been returned by POST for correction.	Provides Sponsors the ability to self-submit Affidavits of Attendance. This can be performed manually or via bulk upload.	Contains actions and information pertaining to the Sponsor Account, to include: 1. Updating Sponsor Information and Managing Delegates. 2. Primary Contact information. 3. Sponsor classification information. ❖ Only the Primary Contact can update Sponsor information and manage delegates.	Provides information on Course Sponsor requirements established under Minnesota Rule 6700.0900 and by the Minnesota POST Board, to include: 1. Classroom Discrimination, 2. Course Submission and Approval, 3. Course Credits, 4. Course Delivery and Instructors, and 5. Credit Reporting and Documentation.

DASHBOARD MANAGEMENT

UPDATE SPONSOR INFORMATION

DASHBOARD MANAGEMENT

DASHBOARD MANAGEMENT → UPDATE SPONSOR INFORMATION

I. UPDATE SPONSOR INFORMATION

- ❖ ONLY THE **PRIMARY CONTACT** CAN PERFORM THIS ACTION.
- ❖ CURRENTLY, ONLY THE ADDRESS OF THE SPONSOR CAN BE EDITED.

1) From the **Manage Sponsorship Screen**:

- Open the **Actions** dropdown box.

2) Select **Update Sponsor Information**.

3) Click **Next**.

4) Make any edits to the address.

5) Click **Next** to save.

The screenshot shows the 'Manage Sponsorship' screen. At the top, there are tabs: 'COURSES INDEX', 'COURSE APPLICATIONS', 'SPONSOR INFO' (which is highlighted), and 'SPONSOR REQUIREMENTS'. Below the tabs, the title 'Manage Sponsorship' is displayed. Underneath, there is an '*Action:' dropdown menu. The dropdown is open, showing three options: 'Update Sponsor Information' (which is highlighted in blue), '--None--', and 'Manage Delegates'. Below the dropdown, there is a table with two columns: 'Name' and 'Access Level'. The table has one row with the values 'POST User' and 'Primary'. At the bottom right of the screen, there is a green 'Next' button.

The screenshot shows the 'Sponsor Information' screen. At the top, there are tabs: 'COURSES INDEX', 'COURSE APPLICATIONS', 'SPONSOR INFO' (which is highlighted), and 'SPONSOR REQUIREMENTS'. Below the tabs, the title 'Sponsor Information' is displayed. Underneath, the text 'Sponsor Name - Number: Test Sponsor - SP10701' is shown. Below this, there are four input fields for the address: '* Street' (containing '1600 University Avenue W.'), '* City' (containing 'St. Paul'), '* State' (containing 'MN'), and '* Country' (containing 'United States'). There is also a '* Zip Code' field with a help icon and the value '55113'. At the bottom right of the screen, there are two buttons: 'Previous' and 'Next'.

ADD NEW DELEGATE

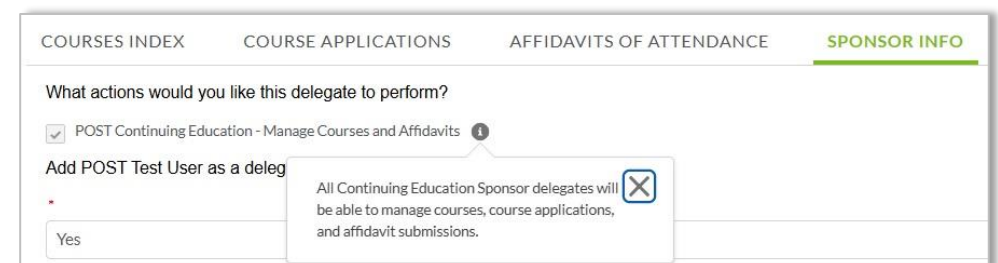
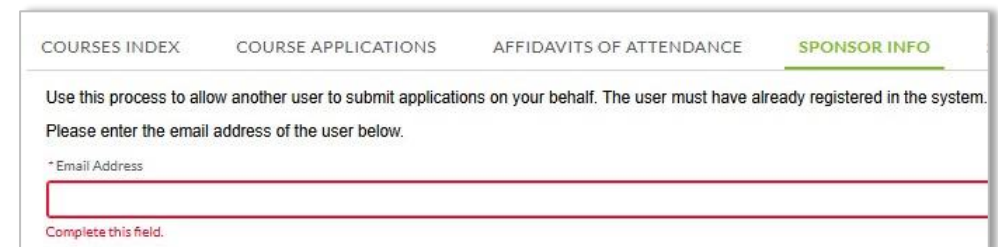
DASHBOARD MANAGEMENT

DASHBOARD MANAGEMENT → ADD NEW DELEGATE

I. ADD NEW DELEGATE

❖ ONLY THE PRIMARY CONTACT CAN PERFORM THIS ACTION.

- 1) From the **Manage Sponsorship Screen**:
 - Open the **Actions** dropdown box.
- 2) Select **Manage Delegates** and click **Next**.
- 3) Open the **What would you like to do today?** dropdown box.
- 4) Select **Add New Delegate** and click **Next**.
- 5) Enter the email address of the Delegate to be added.
 - ❖ The user must be registered in the E-Licensing system.
- 6) Click **Next**.
- 7) Open the **Add [x] as a delegate with the above permissions** dropdown box.
- 8) Select **Yes**.
 - ❖ By default, all Delegates will be able to manage courses, course applications, and affidavit submissions.
- 9) Click **Next**.
- 10) Confirmation that the user has been added as a Delegate will be displayed.
- 11) Click **Finish**.
- 12) The Sponsor License information will populate on the Delegate's E-Licensing Dashboard.



EDIT DELEGATE PERMISSIONS

DASHBOARD MANAGEMENT

DASHBOARD MANAGEMENT → EDIT DELEGATE PERMISSIONS

I. EDIT DELEGATE PERMISSIONS

- ❖ ONLY THE **PRIMARY CONTACT** CAN PERFORM THIS ACTION.
- ❖ **MANAGING COURSES AND AFFIDAVITS** IS SELECTED BY DEFAULT AND CANNOT BE EDITED.

- 1) From the **Manage Sponsorship Screen**:
 - Open the **Actions** dropdown box.
- 2) Select **Manage Delegates** and click **Next**.
- 3) Open the **What would you like to do today?** dropdown box.
- 4) Select **Edit Delegate Permissions** and click **Next**.
- 5) Select a delegate to edit from the dropdown box and click **Next**.
- 6) Under **What actions would you like this delegate to perform?**, check the box for each permission you want the delegate to perform.
- 7) Open the **Update with the above permissions?** dropdown box.
- 8) Select **Yes**.
- 9) Click **Next**.
- 10) Notification that the delegate's permissions have been updated will be displayed.
- 11) Click **Finish**.

COURSES INDEX COURSE APPLICATIONS AFFIDAVITS OF ATTENDANCE **SPONSOR INFO** SPONSOR REQUIREMENTS

Manage Sponsorship

* Actions:
Manage Delegates

COURSES INDEX COURSE APPLICATIONS AFFIDAVITS OF ATTENDANCE **SPONSOR INFO**

*What would you like to do today?
Edit Delegate Permissions

COURSES INDEX COURSE APPLICATIONS AFFIDAVITS OF ATTENDANCE **SPONSOR INFO**

*Select a Delegate to Edit
POST Test User

What actions would you like this delegate to perform?

☒ POST Continuing Education - Manage Courses and Affidavits

Update with the above permissions

* All Continuing Education Sponsor delegates will be able to manage courses, course applications, and affidavit submissions.

COURSES INDEX COURSE APPLICATIONS AFFIDAVITS OF ATTENDANCE **SPONSOR INFO**

POSTCE - Manage Sponsor Account

POST Test User's delegate permissions have been updated.

REMOVE DELEGATE

DASHBOARD MANAGEMENT

DASHBOARD MANAGEMENT → REMOVE DELEGATE

I. REMOVE DELEGATE

❖ ONLY THE **PRIMARY CONTACT** CAN PERFORM THIS ACTION.

- 1) From the **Manage Sponsorship Screen**:
 - Open the **Actions** dropdown box.
- 2) Select **Manage Delegates** and click **Next**.
- 3) Open the **What would you like to do today?** dropdown box.
- 4) Select **Remove Existing Delegate** and click **Next**.
- 5) Select a delegate to remove under the **Select a Delegate to Remove** dropdown box.
 - ❖ Removing a delegate removes their access to the sponsor account.
 - ❖ If needed, the individual can be re-added later.
- 6) Click **Next**.
- 7) Open the **Remove [x] as a Delegate?** dropdown box.
- 8) Select **Yes** to remove the delegate.
 - ❖ Selecting **No** does not advance the process.
 - ❖ To back out of the process, click the **Previous** button until you have returned to the **Manage Sponsorship Screen**.
- 9) Confirmation that the user has been removed will be displayed.
- 10) Click **Finish**.

COURSES INDEX	COURSE APPLICATIONS	AFFIDAVITS OF ATTENDANCE	SPONSOR INFO	SPONSOR REQUIREMENTS
Manage Sponsorship				
*Actions:				
Manage Delegates				

COURSES INDEX	COURSE APPLICATIONS	AFFIDAVITS OF ATTENDANCE	SPONSOR INFO
*What would you like to do today?			
Remove Existing Delegate			

COURSES INDEX	COURSE APPLICATIONS	AFFIDAVITS OF ATTENDANCE	SPONSOR INFO
Removing a delegate will remove their access to license number . If needed, they can be readded later.			
*Select a Delegate to Remove			
POST Test User			

COURSES INDEX	COURSE APPLICATIONS	AFFIDAVITS OF ATTENDANCE	SPONSOR INFO
Remove POST Test User as a delegate?			
-			

COURSES INDEX	COURSE APPLICATIONS	AFFIDAVITS OF ATTENDANCE	SPONSOR INFO
POSTCE - Manage Sponsor Account			
POST Test User has been removed as a Delegate.			

COURSE/CONFERENCE APPLICATION OVERVIEW

COURSE/CONFERENCE APPLICATION OVERVIEW → DESIGN & IMPORTANT POINTS

I. DESIGN

- ❖ The CEP is designed to guide the user through the 5 main stages of the course/conference application process.



II. IMPORTANT POINTS

- 1) POST is unable to provide credit(s) for partial attendance of courses and conferences.
 - To receive the POST continuing education credits approved for a course/conference, participants must attend all approved hours.
 - This applies to courses/conferences covering General CE topics, Mandatory Learning Objectives, or a combination thereof.
 - If a participant is unable to attend all hours of a course/conference, POST encourages the participant and/or the participant's agency to contact the Sponsor to coordinate a resolution for the hours not attended by the participant.
 - For multiday courses/conferences, there remains the option to submit each day of the course/conference separately. If utilizing this option, please title each of your course/conference submissions accordingly (i.e., [Submission Title] – Day 1).
- 2) Courses submitted for approval must be:
 1. law enforcement related,
 2. based on the knowledge, skills, and abilities needed to be a peace officer, and
 3. meet a law enforcement educational need.
- 3) Courses/Conferences must be submitted **at least ten (10) days before** the commencement of the course/conference.
 - Days are defined as business days and exclude weekends and holidays.
- 4) There is no shortened re-approval process for courses and conferences.
 - All previously approved courses and conferences must be submitted to POST as new applications.
 - The fact that a course/conference has been previously approved has no bearing on POST's evaluation of the new application.

COURSE/CONFERENCE APPLICATION OVERVIEW → TYPES OF APPLICATIONS

I. GENERAL CONTINUING EDUCATION

This type of submission must, at minimum, meet the three basic requirements for continuing education credit. It must be:

1. law enforcement related,
2. based on the knowledge, skills, and abilities needed to be a peace officer, and
3. meet a law enforcement educational need.

The following are some examples of General Continuing Education categories:

- Patrol Operations
- Canine
- Criminal Law
- Leadership
- Human Trafficking
- Threat Assessment
- EMS Training
- Domestic Violence

II. MANDATORY LEARNING OBJECTIVE

This type of submission covers one or more of the following statutorily required training categories that active and licensed Minnesota peace officers are required to complete:

- Autism
- Crisis Intervention & Mental Illness Crises
- Recognizing and Valuing Community Diversity and Cultural Differences to Include Implicit Bias
- Conflict Management & Mediation
- Officer Wellness
- Emergency Vehicle Operations Course (EVOC)
- Crimes Motivated by Bias
- In-Service Use of Force & Firearms
- * School Resource Officer (Applicable only to peace officers assigned to work as a School Resource Officer.)

III. GENERAL CONTINUING EDUCATION & MANDATORY LEARNING OBJECTIVE COMBINATION

This type of submission contains content that covers both General Continuing Education and Mandatory Learning Objective categories. It is included as a submission type since specific steps to properly add these two different categories and their content is covered in the guide.

COURSE CONFERENCE APPLICATION OVERVIEW → PROHIBITED CONTENT

I. PROHIBITED CONTENT

❖ The POST Board will not approve any continuing education course containing any of the following content:

1) WARRIOR-STYLE TRAINING ([MSS: 626.8434](#))

- Defined as “training for peace officers that dehumanizes people or encourages aggressive conduct by peace officers during encounters with others in a manner that deemphasizes the value of human life or constitutional rights, the result of which increases a peace officer's likelihood or willingness to use deadly force.”

2) CERTAIN RESTRAINTS – LIMITATIONS ([MSS: 609.06.3](#))

- A peace officer may not use any of the following restraints unless section [609.066](#) authorizes the use of deadly force to protect the peace officer or another from death or great bodily harm:
 1. a choke hold;
 2. tying all of a person's limbs together behind the person's back to render the person immobile; or
 3. securing a person in any way that results in transporting the person face down in a vehicle.

❖ POST will only approve courses/conferences with this content if the submitted lesson plan clearly articulates that these restraints are to be used only if deadly force is authorized under state statute.

3) EXCITED DELIRIUM ([MSS: 626.8437](#))

- Training on the detection or use of the term excited delirium.

COURSE/CONFERENCE APPLICATION OVERVIEW → TERMINOLOGY & DRAFTING PROCESS

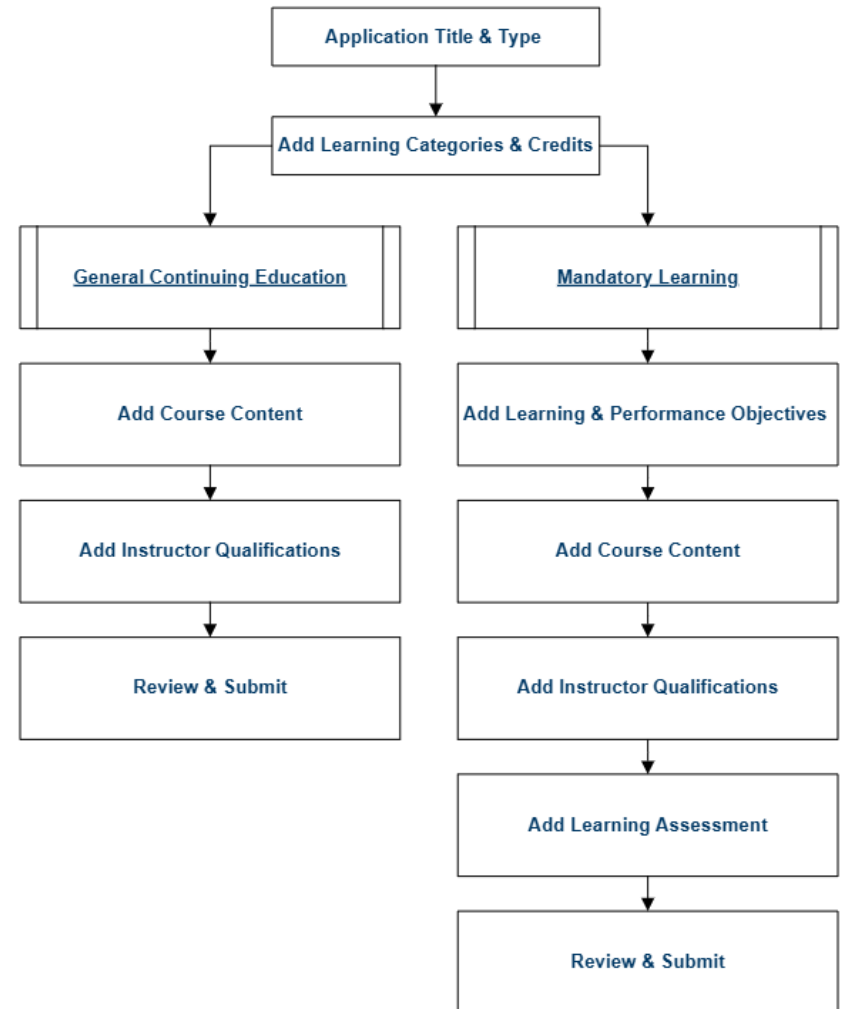
I. TERMINOLOGY

- ❖ The word **“Course”** refers to both Courses and Conferences.
 - A Course is valid for three (3) years from the date of approval.
 - A Conference is valid for one (1) year from the date of approval.
- ❖ The words **“Application”** and **“Submission”** are used synonymously.
- ❖ The terms **“Approval Process”**, **“Application Process”**, and **“Submission Process”** are used synonymously.
- ❖ **General Continuing Education** is abbreviated as **GCE**, where necessary.
- ❖ **Mandatory Learning Objective** is abbreviated as **MLO**, where necessary.

II. DRAFTING PROCESS

- ❖ The application drafting process consists of:
 - Five primary steps for General Continuing Education applications.
 - Seven primary steps for Mandatory Learning applications.
 - ❖ These are outlined in the diagram to the right.
- ❖ Comments or additional information to POST can be added when reviewing and submitting the application.
- ❖ Applications can only be submitted from the **Approval Process** and only when the application is in a **“Draft”** status.
- ❖ Unsubmitted applications will be canceled if they are not submitted within 30 days.

APPLICATION DRAFTING PROCESS

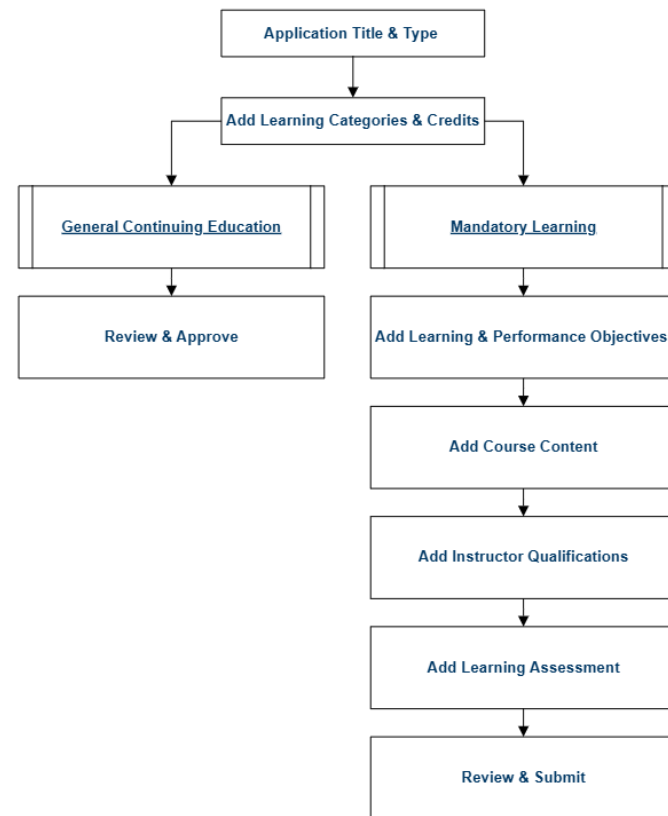


ACCREDITED SPONSOR COURSE APPROVAL

ACCREDITED SPONSOR COURSE APPROVAL → GENERAL CE DRAFTING PROCESS

- ❖ The Accredited Sponsor process for drafting General Continuing Education courses differs from other Sponsors.
 - For General CE courses, Accredited Sponsors neither add Course Content nor Instructor Qualifications.
 - Accredited Sponsors do not submit General CE Courses to POST for evaluation and approval. Instead, Accredited Sponsors can approve these types of courses themselves.
- ❖ This unique process is illustrated in the diagram to the right.
- ❖ Accredited Sponsors are still required to submit Mandatory Learning courses to POST for evaluation and approval.

ACCREDITED SPONSOR APPLICATION DRAFTING PROCESS



START/CHANGE A NEW APPLICATION

ACCREDITED SPONSOR COURSE APPROVAL

ACCREDITED SPONSOR COURSE APPROVAL → START/CHANGE A NEW APPLICATION

I. START A NEW APPLICATION

❖ DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER

- 1) From the **CE Portal Dashboard**:
 - Click on **Course Applications**.
- 2) Thoroughly review all notices, instructions, and requirements.
- 3) Click **Next** to start a new application.
 - ❖ The Sponsor and Applicant Information will populate automatically.
 - ❖ Update the phone number if it is incorrect.
- 4) Enter the **Title** of your course or conference.
- 5) For **Type**, open the dropdown box and choose either Course or Conference.
- 6) Click **Next** to continue.
 - ❖ The application will be saved as a **Draft** and can be found under the Course Applications tab.

II. CHANGE APPLICATION INFORMATION

❖ DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER

- 1) From the **Draft Screen**:
 - Open the dropdown box under **Action**.
- 2) Select **Change Application Information** and click **Next**.
- 3) Make any necessary changes to the title, type, or phone number.
- 4) Click **Save**.

COURSES INDEX **COURSE APPLICATIONS** AFFIDAVITS OF ATTENDANCE SPONSOR INFO SPONSOR REQUIREMENTS

Submit a New Course Application

NOTICE

No Credits Awarded for Partial Attendance of Courses and Conferences

- The MN POST Board does not award credits for partial attendance of courses and conferences.
- This regulation applies to all learning categories of single and multi-day courses/conferences (i.e., Mandatory Learning, General Continuing Education, or a combination of both categories).
- Attendees of a course/conference must attend all hours approved by POST in order to receive credit.
- An attendee that has not completed all POST approved hours shall not be listed on an affidavit of attendance submitted to POST for continuing education credits. Including said attendance on an affidavit of attendance is a violation of MN Rule, and will result in disciplinary action by the POST Board.
- The MN POST Board assumes no responsibility, and will neither manage nor coordinate a resolution, should an attendee be unable to attend all course hours. It is the responsibility of the attendee, the attendee's agency, and the course sponsor to reach a resolution.

INSTRUCTIONS

- The following documents and information should be prepared prior to beginning a new approval application:
 - Course goals and objectives.
 - Detailed lesson plan.
 - Course timeline (if instruction time exceeds 4 hours).
 - Instructor qualifications (certifications and/or resumes) in PDF or DOC format, and
 - A planned learning assessment (for courses covering mandatory learning objectives).
- The application is saved at each point in the process where a "Save" or "Save and Next" button is available.
- If you need to stop during the submission process, select "Back to Draft" from the employment menu.
- Once an application is started, there is a 30-day time limit to complete and submit the application to POST. Any application not submitted within 30 days will be canceled and deleted from the system.
- An application that POST returns to the applicant for corrections must be resolved and re-submitted to POST within 30 days or it will be canceled and deleted from the system.

Click the "Next" button to start a new application.

Next

COURSES INDEX **COURSE APPLICATIONS** SPONSOR INFO SPONSOR REQUIREMENTS

Sponsor Information

Sponsor Name - Number: Test Sponsor 04 - SP10714

Applicant Information

Name: POST User

* Phone Number: 651-643-3060

Email: post.assistance@gmail.com

Alternate Phone Number

Note: Phone Numbers should be in this format: 9999999999 or 999-999-9999 or (999)999-9999.

Phone Number Extension

Note: Phone Numbers should be in this format: 9999999999 or 999-999-9999 or (999)999-9999.

Alternate Phone Number Extension

Course Information

* Course / Conference Title: Example Course

* Type: Course

Course

Conference

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

This application is drafted and is not yet submitted.
Unsubmitted applications will be canceled if they are not submitted within 30 days.

* Action: --None--

Next

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

This application is drafted and is not yet submitted.
Unsubmitted applications will be canceled if they are not submitted within 30 days.

* Action: --None--

- Change Application Information
- Add/Modify Categories and Credits
- Remove Categories and Credits
- Add/Modify Course Content
- Add/Modify Instructor Qualifications
- Review and Submit

DRAFT SCREEN

ACCREDITED SPONSOR COURSE APPROVAL

ACCREDITED SPONSOR COURSE APPROVAL → DRAFT SCREEN

I. APPROVAL PROCESS

- ❖ Access to the [Draft Screen](#) for the application process.

II. APPLICATION

- ❖ Displays information for the drafted application, to include:
 - Status
 - Sponsor Information
 - Applicant Information
 - Signature
 - System Information.

III. COURSE SUMMARY

- ❖ Provides a summary of the application as it is drafted, to include:
 - Course Information
 - Learning Categories and Credits
 - Course Content
 - Instructors
 - Learning Assessment
 - Notes and Attachments.

IV. CATEGORIES & CONTENT

- ❖ Provide an outline of the selected Categories on the application.
- ❖ Provides access to view the course content by:
 - Clicking on the **Learning Objective Number**.
 - Clicking on the **Course Content Number**.

The screenshot shows the 'APPROVAL PROCESS' tab selected. It displays a message: 'This application is drafted and is not yet submitted. Unsubmitted applications will be canceled if they are not submitted within 30 days.' Below this is a dropdown menu for 'Action' with '--None--' selected. A green 'Next' button is in the bottom right corner.

The screenshot shows the 'APPLICATION' tab selected. It displays a form with fields for 'Status' (Pending), 'Application Date' (3/31/2025), 'Close Reason', 'Close Date', and 'Approval Date'. Below these are expandable sections for 'Sponsor Information', 'Applicant Information', 'Signature', and 'System Information'.

The screenshot shows the 'COURSE SUMMARY' tab selected. It displays 'Course Information' with 'Course / Conference Title: Example Course' and 'Type: Course'. It also shows 'Total Credits Requested: 2'. Below this is 'Learning Categories and Credits' with 'Mandatory Learning Category Credits: 0' and 'General Continuing Education Credits: 2'. A table shows '1 of 1 item' with columns for 'Learning Category', 'Mandatory', and 'Credits'. The row shows 'Investigative Skills' with a credit value of 2.

The screenshot shows the 'CATEGORIES AND CONTENT' tab selected. It displays a message: 'Click the refresh icon in the table below to see the most recent Learning Categories and Credits added to your application.' Below this is a table titled 'Learning Categories and Credits' with columns for 'Learning Objectives', 'Learning Objective Summary', and 'Credits'. The table shows '1 item • Updated a few seconds ago' and a row with 'LO0010336', 'Investigative Skills', and a credit value of 2. There are icons for settings, refresh, and filter at the top right of the table.

ADD CATEGORIES & CREDITS

ACCREDITED SPONSOR COURSE APPROVAL

ACCREDITED SPONSOR COURSE APPROVAL → ADD CATEGORY & CREDITS

I. ADD CATEGORY & CREDITS

- ❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**
- ❖ **ONLY ONE CATEGORY CAN BE ADDED AT A TIME.**

- 1) From the **Draft Screen**:
 - Open the dropdown box under **Action**.
- 2) Select **Add/Modify Categories and Credits** and click **Next**.
- 3) From the **Learning Objective Categories and Credits Screen**:
 - Open the **What would you like to do next?** dropdown box.
- 4) Select **Add Learning Category**.
- 5) Open the dropdown box under **Continuing Education Category**.
- 6) Select the **General CE Category** covered by the content of your submission.
 - ❖ If no categories apply, select **“Other”** and specify the topic of your course.
- 7) Enter the number of **Credits Requested**.
 - ❖ 50 minutes of instruction = 1 CE credit.
 - ❖ Only whole numbers are accepted (1,2,3,4,5...etc.).
 - ❖ CE credits do not apply to registrations, meal breaks, meetings, awards ceremonies, independent study, etc.
- 8) Click **Save and Next**.
 - Repeat **Steps 4 – 9** to **Add Additional GCE Categories**.
 - Once all additional categories have been added, **Go to Step 9**.
- 9) Open the **What would you like to do next?** dropdown box.
- 10) Select **Back to Draft Screen**.
- 11) Click **Save and Next**.

The screenshot shows the 'Draft Screen' with a navigation bar at the top containing 'APPROVAL PROCESS', 'APPLICATION', 'COURSE SUMMARY', and 'CATEGORIES AND CONTENT'. The main heading is 'This application is drafted and is not yet submitted.' Below this is a message: 'Unsubmitted applications will be canceled if they are not submitted within 30 days.' A section labeled '* Action' contains a dropdown menu. The dropdown is open, showing options: '--None--', 'Change Application Information', 'Add/Modify Categories and Credits' (highlighted in blue), 'Remove Categories and Credits', 'Add/Modify Course Content', 'Add/Modify Instructor Qualifications', and 'Review and Submit'.

The screenshot shows the 'Learning Objective Categories and Credits Screen' with the same navigation bar. The heading is 'Learning Objective Categories and Credits' with a sub-heading 'Fill in the learning categories and credits requested for this course.' A section labeled '* What would you like to do next?' contains a dropdown menu. The dropdown is open, showing options: '--None--', 'Add Learning Category (Credits, Learning Objectives, and Performance Objectives)' (highlighted in blue), and 'Back to Draft Screen'.

The screenshot shows the 'Learning Objective Categories and Credits Screen' with the same navigation bar. The heading is 'Learning Objective Categories and Credits' with a sub-heading 'Fill in the learning categories and credits requested for this course.' A section labeled '* What would you like to do next?' contains a dropdown menu with 'Add Learning Category (Credits, Learning Objectives, and Performance Objectives)' selected. Below this is a section labeled '* Continuing Education Category' with a dropdown menu showing 'Investigative Skills'. Below that is a section labeled '* Credits Requested' with a text input field containing the number '2'. A green 'Save and Next' button is at the bottom right.

The screenshot shows the 'Learning Objective Categories and Credits Screen' with the same navigation bar. The heading is 'Learning Objective Categories and Credits' with a sub-heading 'Fill in the learning categories and credits requested for this course.' A section labeled '* What would you like to do next?' contains a dropdown menu. The dropdown is open, showing options: '--None--', 'Add Learning Category (Credits, Learning Objectives, and Performance Objectives)', 'Modify Learning Category (Credits, Learning Objectives, and Performance Objectives)', and 'Back to Draft Screen' (highlighted in blue). Below this is a section labeled '1 of 1 Item' with a table. The table has two columns: 'CE Category' and 'Credits'. The first row shows 'Investigative Skills' in the 'CE Category' column and '2' in the 'Credits' column. A green 'Save and Next' button is at the bottom right.

MODIFY CATEGORIES & CREDITS

ACCREDITED SPONSOR COURSE APPROVAL

ACCREDITED SPONSOR COURSE APPROVAL → MODIFY CATEGORIES & CREDITS

I. MODIFY CATEGORIES & CREDITS

- ❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**
- ❖ **ONLY CREDITS CAN BE MODIFIED FOR GCE APPLICATIONS.**

- 1) From the **Draft Screen**:
 - Open the dropdown box under **Action**.
- 2) Select **Add/Modify Categories and Credits** and click **Next**.
- 3) From the **Learning Objective Categories and Credits Screen**:
 - Open the **What would you like to do next?** dropdown box.
- 4) Select **Modify Learning Category**.
- 5) Open the dropdown box under **Continuing Education Category** and select the category needing credit modification.
- 6) In the **Credits Requested** field, enter the new number of credits.
- 7) Click **Save and Next**.
- 8) Open the **What would you like to do next?** dropdown box.
- 9) Select **Back to Draft Screen** and click **Save and Next**.

The screenshot shows the 'APPROVAL PROCESS' tab with a message: 'This application is drafted and is not yet submitted. Unsubmitted applications will be canceled if they are not submitted within 30 days.' Below this is a dropdown menu labeled '* Action'. The menu is open, showing options: '--None--', 'Change Application Information', 'Add/Modify Categories and Credits' (highlighted in blue), 'Remove Categories and Credits', 'Add/Modify Course Content', 'Add/Modify Instructor Qualifications', and 'Review and Submit'.

The screenshot shows the 'Learning Objective Categories and Credits' screen. It has a message: 'Fill in the learning categories and credits requested for this course.' Below this is a dropdown menu labeled '* What would you like to do next?'. The menu is open, showing options: '--None--', 'Add Learning Category (Credits, Learning Objectives, and Performance Objectives)', 'Modify Learning Category (Credits, Learning Objectives, and Performance Objectives)' (highlighted in blue), and 'Back to Draft Screen'. At the bottom, it says '1 of 1 item'.

The screenshot shows the 'Learning Objective Categories and Credits' screen. It has a message: 'Fill in the learning categories and credits requested for this course.' Below this is a dropdown menu labeled '* What would you like to do next?' with the option 'Modify Learning Category (Credits, Learning Objectives, and Performance Objectives)' selected. Below that is a dropdown menu labeled '* Continuing Education Category' with the option 'Investigative Skills' selected. There is a checkbox labeled 'Check this box to modify the Learning Objectives or Performance Objectives for this Mandatory Learning Category. Otherwise, to save the new Credits Requested, click "Save and Next" below.' which is unchecked. Below that is a field labeled '* Credits Requested' with the value '4'. At the bottom, it says 'Total Credits Requested: 2' and 'General Continuing Education Credits: 2'. There is a table with 1 of 1 item, showing 'CE Category' as 'Investigative Skills' and 'Credits' as '2'. At the bottom right, there is a green button labeled 'Save and Next'.

REMOVE CATEGORIES

ACCREDITED SPONSOR COURSE APPROVAL

ACCREDITED SPONSOR COURSE APPROVAL → REMOVE CATEGORIES

I. REMOVE CATEGORIES

- ❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**
- ❖ **REMOVING A LEARNING CATEGORY ALSO REMOVES CREDITS AND COURSE CONTENT.**
- ❖ **THIS ACTION CANNOT BE UNDONE.**

- 1) From the **Draft Screen**:
 - Open the dropdown box under **Action**.
- 2) Select **Remove Categories and Credits** and click **Next**.
- 3) Remove **Learning Categories** by selecting the corresponding **checkboxes**.
 - Remove **all** Learning Categories by selecting the **checkbox** next to **CE Category** or select them individually.
- 4) Under **Select the Categories to Remove**, check the box next to the category to be removed.
 - Click **Back** if you **do not** want to remove the Category.
- 5) Click **Remove** to remove the Category.

The screenshot shows the 'APPROVAL PROCESS' tab with sub-tabs: APPLICATION, COURSE SUMMARY, and CATEGORIES AND CONTENT. A message states: 'This application is drafted and is not yet submitted. Unsubmitted applications will be canceled if they are not submitted within 30 days.' Below this is an '* Action' dropdown menu. The menu is open, showing options: '--None--', 'Change Application Information', 'Add/Modify Categories and Credits', 'Remove Categories and Credits' (highlighted in blue), 'Add/Modify Course Content', 'Add/Modify Instructor Qualifications', and 'Review and Submit'.

The screenshot shows the 'Remove Categories and Credits' screen. It has a title 'Remove Categories and Credits' and a section 'Select the Categories to Remove'. Below this, it says '1 of 1 item • 1 item selected'. There is a table with two columns: a checkbox column and a 'Credits' column. The first row is 'CE Category' with a checked checkbox and 4 credits. The second row is 'Investigative Skills' with a checked checkbox and 4 credits. Below the table, a red warning message states: 'Removing a Category will remove both the credits and course content for the selected category. This cannot be undone.' At the bottom right are 'Back' and 'Remove' buttons.

REVIEW AND APPROVE

ACCREDITED SPONSOR COURSE APPROVAL

ACCREDITED SPONSOR COURSE APPROVAL → REVIEW AND APPROVE

I. REVIEW AND APPROVE

- 1) From the **Draft Screen**:
 - Open the dropdown box under **Action**.
- 2) Select **Review and Submit**.
- 3) Click **Next**.
- 4) Review the application information for accuracy and completion.
 - If you need to return to the **Draft Screen**, click **Previous** at the bottom of the screen.
- 5) Review the **Sponsor Agreement & Affirmation**.
- 6) In the text box under **Signature**, type your name to sign the application.
- 7) In the text box under **Comments**, provide any comments or information relevant to your submission.
 - This is not a required field.
- 8) Click **Submit**.
- 9) You will receive notification that the application is **APPROVED and finalized**.
 - A course number is displayed below this notification.
- 10) Click on **Go to Course** – or –
- 11) Click on your **Sponsor License Number** at the top of the **Application Screen** to return to your **CE Portal Dashboard**.

The screenshot shows the 'APPROVAL PROCESS' tab selected in a navigation bar. Below the navigation bar, a message states: 'This application is drafted and is not yet submitted. Unsubmitted applications will be canceled if they are not submitted within 30 days.' Under the heading '* Action', a dropdown menu is open, displaying options: '--None--', 'Change Application Information', 'Add/Modify Categories and Credits', 'Remove Categories and Credits', and 'Review and Submit' (which is highlighted in blue).

The screenshot shows the 'Sponsor Agreement & Affirmation' section. It includes a statement: 'By signing this application, I affirm that I have read and agree to the Sponsor's Agreement.' Below this, another statement reads: 'By typing my name below, I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature.' There is a text input field for the signature, with 'POST User' entered, and a date field showing 'Date: April 14, 2025'. A 'Comments' section follows with a prompt: 'Please provide any additional comments or questions you have for the POST CE Coordinator.' and a large text area. At the bottom right, there are 'Previous' and 'Submit' buttons.

The screenshot shows the 'APPROVAL PROCESS' tab selected. A message states: 'This Application has been APPROVED and is finalized.' Below this, it says: 'A Course Number has been assigned and an email has been sent with the course approval letter attached. Course Approval Letters are also available on the Course under the "Attachments" tab.' The 'Course Number: 09631-00457' is displayed. At the bottom right, there is a 'Go to Course' button.


MANDATORY LEARNING

MANDATORY LEARNING OVERVIEW

MANDATORY LEARNING OBJECTIVE APPLICATION

MANDATORY LEARNING OVERVIEW




I. REQUIRED MANDATORY LEARNING FOR LICENSE RENEWAL

- ❖  **Mandatory Learning Objective Categories** that are required to be completed within each 3-year license renewal period. There are a total of 16 credits.

- The **Officer Wellness** MLO is not required for license renewal until 2027. Reference the table below:

RENEWAL PERIOD	OFFICER WELLNESS REQUIRED
7/1/2022 – 6/30/2025	No
7/1/2023 – 6/30/2026	No
7/1/2024 – 6/30/2027	Yes
Required for all license renewals after July 1, 2027	

II. ADDITIONAL MANDATORY LEARNING

- ❖  **In-Service Use of Force** training is required annually (calendar year). There are no number of credits required in statute or rule.
- ❖  **Emergency Vehicle Operations Course (EVOC)** is required every 5 years. A minimum of 4 hours must be in-vehicle training.
- ❖  **School Resource Officer (SRO)** training is only required of Peace Officers assigned as an SRO and must be completed every 3 years.
 - An SRO who has not previously completed a basic course must complete a course approved under these MLOs by September 1, 2025.
 - If an SRO has previously taken a basic course, they must complete a refresher approved under the MLOs by June 30, 2027

AUTISM 4 CREDITS	CONFLICT MANAGEMENT & MEDIATION 1 CREDIT
CRIMES MOTIVATED BY BIAS 1 CREDIT	OFFICER WELLNESS 1 CREDIT
CRISIS INTERVENTION & MENTAL ILLNESS CRISES 6 CREDITS	RECOGNIZING AND VALUING COMMUNITY DIVERSITY AND CULTURAL DIFFERENCES TO INCLUDE IMPLICIT BIAS 1 CREDIT
ELECTIVES IN ANY CATEGORY ABOVE 3 CREDITS	IN-SERVICE USE OF FORCE & FIREARMS ≥1 CREDIT
EMERGENCY VEHICLE OPERATIONS COURSE (EVOC) 8 CREDITS	SCHOOL RESOURCE OFFICER ≥ 1 CREDIT

MANDATORY LEARNING OBJECTIVE APPLICATION

START/CHANGE A NEW APPLICATION

MANDATORY LEARNING OBJECTIVE APPLICATION

MLO APPLICATION → START/CHANGE A NEW APPLICATION

I. START A NEW APPLICATION

❖ DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER

- 1) From the **CE Portal Dashboard**:
 - Click on **Course Applications**.
- 2) Thoroughly review all notices, instructions, and requirements.
- 3) Click **Next** to start a new application.
- 4) The Sponsor and Applicant Information will populate automatically.
- 5) Update the phone number if it is incorrect.
- 6) Enter the Title of your course or conference.
- 7) For Type, open the dropdown box and choose either Course or Conference.
- 8) Click **Next** to continue.
 - The application will be saved as a **Draft** and can be found under the Course Applications tab.

II. CHANGE APPLICATION INFORMATION

❖ DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER

- 1) From the **Draft Screen**:
 - Open the dropdown box under **Action**.
- 2) Select **Change Application Information** and click **Next**.
- 3) Make any necessary changes to the title, type, or phone number.
- 4) Click **Save**.

COURSES INDEX COURSE APPLICATIONS AFFIDAVITS OF ATTENDANCE SPONSOR INFO SPONSOR REQUIREMENTS

Submit a New Course Application

NOTICE
No Credits Awarded for Partial Attendance of Courses and Conferences

- The MN POST Board does not award credits for partial attendance of courses and conferences.
- This regulation applies to all categories of single and multi-day courses/conferences (i.e., Mandatory Learning, General Continuing Education, or a combination of both categories).
- Attendees of a course/conference must attend all days approved by POST in order to receive credits.
- An attendee that has not completed all POST approved hours (but not be listed on an affidavit of attendance submitted to POST for continuing education credits, including said attendee on an affidavit of attendance is a violation of Minn. Rule, and will result in disciplinary action by the POST Board.
- The MN POST Board assumes no responsibility, and will neither manage nor coordinate a resolution, should an attendee be unable to attend all course hours. It is the responsibility of the attendee, the attendee's agency, and the course sponsor to reach a resolution.

INSTRUCTIONS

- The following documents and information should be prepared prior to beginning a new approval application:
 - Course goals and objectives.
 - Detailed lesson plan.
 - Course timeline (if instruction time exceeds 4 hours).
 - Instructor qualifications (certificate and/or resume) in PDF or DOC format, and
 - A planned learning assessment (for courses covering mandatory learning objectives).
- The application is saved at each point in the process where a "Save" or "Save and Next" button is available.
- If you need to stop during the submission process, select "Back to Draft" from the top of the screen.
- Once an application is started, there is a 30-day time limit to complete and submit the application to POST. Any application not submitted within 30 days will be canceled and deleted from the system.
- An application that POST returns to the applicant for corrections must be resubmitted to POST within 30 days or it will be canceled and deleted from the system.

Click the "Next" button to start a new application.

Next

COURSES INDEX COURSE APPLICATIONS AFFIDAVITS OF ATTENDANCE SPONSOR INFO SPONSOR REQUIREMENTS

Sponsor Information

Sponsor Name - Number: Test Sponsor 3 - SP03713

Applicant Information

Name: POST User Email: post.testacc@gmail.com

*Phone Number Alternate Phone Number

651-643-3060

Note: Phone Numbers should be in this format: 999-999-9999 or 999-999-9999 or (999)999-9999.

Phone Number Extension Alternate Phone Number Extension

Course Information

*Course / Conference Title

*Type

--None--

Next

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

This application is drafted and is not yet submitted.
Unsubmitted applications will be canceled if they are not submitted within 30 days.

*Action

--None--

Next

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

This application is drafted and is not yet submitted.
Unsubmitted applications will be canceled if they are not submitted within 30 days.

*Action

--None--

Change Application Information

Add/Modify Categories and Credits

Remove Categories and Credits

Add/Modify Course Content

Add/Modify Instructor Qualifications

Review and Submit

Next

DRAFT SCREEN

MANDATORY LEARNING OBJECTIVE APPLICATION

MLO APPLICATION – DRAFT SCREEN OVERVIEW

I. APPROVAL PROCESS

- ❖ Access to the [Draft Screen](#) for the application process.

II. APPLICATION

- ❖ Displays information for the drafted application, to include:
 - Status,
 - Sponsor Information,
 - Applicant Information,
 - Signature, and
 - System Information.

III. COURSE SUMMARY

- ❖ Provides a summary of the application as it is drafted, to include:
 - Course Information,
 - Learning Categories and Credits,
 - Course Content,
 - Instructors,
 - Learning Assessment, and
 - Notes and Attachments.

IV. CATEGORIES & CONTENT

- ❖ Provide an outline of the selected Categories on the application.
- ❖ Provides access to view the course content by:
 - Clicking on the [Learning Objective Number](#).
 - Clicking on the [Course Content Number](#).

The screenshot shows the 'APPROVAL PROCESS' tab selected. It displays a message: 'This application is drafted and is not yet submitted. Unsubmitted applications will be canceled if they are not submitted within 30 days.' Below this is a dropdown menu for 'Action' with '--None--' selected. A green 'Next' button is in the bottom right corner.

The screenshot shows the 'APPLICATION' tab selected. It displays fields for 'Status' (Pending), 'Application Date' (3/31/2025), 'Close Reason', 'Close Date', and 'Approval Date'. Below these are expandable sections for 'Sponsor Information', 'Applicant Information', 'Signature', and 'System Information'.

The screenshot shows the 'COURSE SUMMARY' tab selected. It displays 'Course Information' with 'Course / Conference Title: MLO Sample Course' and 'Type: Course'. It also shows 'Total Credits Requested: 4'. Below this is 'Learning Categories and Credits' with 'Mandatory Learning Category Credits: 4' and 'General Continuing Education Credits: 0'. A table lists the learning categories:

Learning Category	Mandatory	Credits
Conflict Management and Mediation 01,02,03,04	✓	4

The screenshot shows the 'CATEGORIES AND CONTENT' tab selected. It displays a message: 'Click the refresh icon in the table below to see the most recent Learning Categories and Credits added to your application.' Below this is a table titled 'Learning Categories and Credits' with 1 item. The table has columns for 'Learning Objectives', 'Learning Objective Summary', and 'Credits'.

Learning Objectives	Learning Objective Summary	Credits
L00010223	Conflict Management and Mediation 01,02,03,04	4

ADD CATEGORY & CREDITS

MANDATORY LEARNING OBJECTIVE APPLICATION

MLO APPLICATION → ADD CATEGORY & CREDITS

I. ADD CATEGORY & CREDITS

- ❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**
- ❖ **ONLY ONE CATEGORY CAN BE ADDED AT A TIME.**

- 1) From the **Draft Screen**:
 - Open the dropdown box under **Action**.
- 2) From the **Learning Objective Categories and Credits Screen**:
 - Select **Add/Modify Categories and Credits** and click **Next**.
- 3) Open the **What would you like to do next?** dropdown box.
- 4) Select **Add Learning Category**.
- 5) Open the dropdown box under **Continuing Education Category**.
- 6) Select the **MLO Category** covered by the content of your submission.
- 7) Enter the number of **Credits Requested**.
 - 50 minutes of instruction = 1 CE credit.
 - Only whole numbers are accepted (1,2,3,4,5...etc.).
 - CE credits do not apply to registrations, meal breaks, meetings, awards ceremonies, independent study, etc.
- 8) Click **Save and Next**.

The screenshot shows the 'DRAFT SCREEN' with a navigation bar at the top containing 'APPROVAL PROCESS', 'APPLICATION', 'COURSE SUMMARY', and 'CATEGORIES AND CONTENT'. The main heading is 'This application is drafted and is not yet submitted.' Below this, a dropdown menu for 'Action' is open, showing options: '--None--', 'Change Application Information', 'Add/Modify Categories and Credits' (highlighted in blue), 'Remove Categories and Credits', 'Add/Modify Course Content', 'Add/Modify Instructor Qualifications', and 'Review and Submit'.

The screenshot shows the 'LEARNING OBJECTIVE CATEGORIES AND CREDITS' screen. The main heading is 'Learning Objective Categories and Credits'. Below this, a dropdown menu for 'What would you like to do next?' is open, showing options: '--None--', 'Add Learning Category (Credits, Learning Objectives, and Performance Objectives)' (highlighted in blue), and 'Back to Draft Screen'.

The screenshot shows the 'LEARNING OBJECTIVE CATEGORIES AND CREDITS' screen. The main heading is 'Learning Objective Categories and Credits'. Below this, a dropdown menu for 'Continuing Education Category' is open, showing a list of categories: '--None--', 'Active Shooter/Rapid Response', 'Adult Vulnerability', 'Autism', 'Avoiding Racial Profiling', 'Bike Patrol', 'Body-Worn Cameras', 'Child Abuse and Neglect', 'Civil Law', 'Clandestine Labs', 'Community Diversity/Cultural Differences/Implicit Bias', 'Community Policing', 'Computer Forensics', 'Confidential Informants', 'Conflict Management and Mediation' (highlighted in blue), and 'Crime/Violence Prevention'.

The screenshot shows the 'LEARNING OBJECTIVE CATEGORIES AND CREDITS' screen. The main heading is 'Learning Objective Categories and Credits'. Below this, there are three dropdown menus: 'What would you like to do next?' (set to 'Add Learning Category (Credits, Learning Objectives, and Performance Objectives)'), 'Continuing Education Category' (set to 'Conflict Management and Mediation'), and 'Credits Requested' (set to '4'). At the bottom right, there is a green button labeled 'Save and Next'.

ADD LEARNING OBJECTIVES

MANDATORY LEARNING OBJECTIVE APPLICATION

MLO APPLICATION → ADD LEARNING OBJECTIVES

I. ADD LEARNING OBJECTIVES

❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**

- 1) The **Add Learning Objectives Screen** begins the **Learning Objective** selection process based on the MLO Category previously selected.
- 2) Add Learning Objectives by selecting the corresponding **checkbox**.
 - At least one Learning Objective must be selected to advance.
 - Add **all** Learning Objectives, by selecting the **checkbox** next to **CE Category** or select them individually.
 - If all Learning Objectives are not displayed, **scroll down** within the table.
- 3) Click **Next**.

APPROVAL PROCESS

APPLICATION

COURSE SUMMARY

CATEGORIES AND CONTENT

Add the Learning Objectives for Conflict Management and Mediation

4 of 4 items • 1 item selected

<div><input type="checkbox"/> CE Category</div>	<div>Learning Objective</div>	<div>Description</div>
<input checked="" type="checkbox"/> Conflict Management and Mediation	01	Demonstrate understanding of how fair and impartial treatment of community members develops good will between police and all people, discourages conflict, and encourages cooperation to include:
<input type="checkbox"/> Conflict Management and Mediation	02	Demonstrate understanding of the role of peace officers in conflict resolution to include
<input type="checkbox"/> Conflict Management and Mediation	03	Identify and demonstrate skills and strategies for conflict management and resolution to include:
<input type="checkbox"/> Conflict Management and Mediation	04	Manage conflict in dynamic circumstances to include:

Next

ADD PERFORMANCE OBJECTIVES

MANDATORY LEARNING OBJECTIVE APPLICATION

MLO APPLICATION → PERFORMANCE OBJECTIVES OVERVIEW

I. PERFORMANCE OBJECTIVES OVERVIEW

- ❖ The **Add Performance Objectives Screen** begins the **Performance Objective** selection process.
 - Performance Objectives are displayed in numerical or alphabetical order based on the Learning Objectives previously selected.
 - If all Performance Objectives are not displayed, scroll down inside the table.
 - Some Learning Objectives do not have Performance Objectives and will not be displayed during this step.
 - At least one Performance Objective must be chosen for each Learning Objective previously selected.
 - The following **Learning Objectives** require the selection of **ALL Performance Objectives**:

CE CATEGORIES	LEARNING OBJECTIVES
Use of Force	G: Handgun Qualification H1: Shotgun Qualification H2: Rifle Qualification J1: Low Light Firearms Training J2: Adverse Weather Firearms Training K: Duty to Intercede and Report
Emergency Vehicle Operations Course (EVOC)	Classroom Training In-Vehicle Training – Required

MLO APPLICATION → ADD PERFORMANCE OBJECTIVES

II. ADD PERFORMANCE OBJECTIVES

- ❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**
- ❖ **DO NOT PAUSE OR LEAVE THIS PROCESS BEFORE COMPLETING ALL SCREENS.**

- 1) Add Performance Objectives by selecting the corresponding **checkbox**.
 - **At least one Performance Objective** must be selected to advance.
 - **Add all** Performance Objectives by selecting the **checkbox** next to **Learning Objective** or select them individually.
 - All Performance Objectives will be pre-selected for the Learning Objectives listed on the preceding page.
- 2) Click **Save and Next**.
- 3) Continue selecting Performance Objectives until all screens are complete.
- 4) Once all Performance Objectives have been selected, the **Learning Objective Categories and Credits Screen** will be displayed.
- 5) Open the **What would you like to do next?** dropdown box.
- 6) Select **Back to Draft Screen**.
- 7) Click **Save and Next**.

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

DO NOT PAUSE OR LEAVE THIS TAB BEFORE COMPLETING ALL SCREENS.

Add Performance Objectives for Conflict Management and Mediation 01

6 of 6 items • 1 item selected

Learning Objective	Performance Objective	Description
<input checked="" type="checkbox"/> 01	A1	Discuss how mutual trust, respect and cooperation are promoted through: Treating people fairly and with dignity and respect.
<input type="checkbox"/> 01	A2	Discuss how mutual trust, respect and cooperation are promoted through: Giving people an opportunity to be heard during encounters with law enforcement.
<input type="checkbox"/> 01	A3	Discuss how mutual trust, respect and cooperation are promoted through: Making impartial decisions.
<input type="checkbox"/> 01	A4	Discuss how mutual trust, respect and cooperation are promoted through: Being transparent with actions.

Save and Next

ADD ADDITIONAL CATEGORIES & CREDITS

MANDATORY OR GENERAL

MANDATORY LEARNING OBJECTIVE APPLICATION

MLO APPLICATION → ADD ADDITIONAL CATEGORIES & CREDITS: MLO OR GCE

I. ADD ADDITIONAL MLO CATEGORIES AND CREDITS

❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**

- 1) From the [Draft Screen](#):
 - Open the dropdown box under **Action**.
- 2) Select **Add/Modify Categories and Credits** and click [Next](#).
- 3) From the [Learning Objective Categories and Credits Screen](#):
 - Open the **What would you like to do next?** dropdown box.
- 4) Select **Add Learning Category**.
- 5) Open the dropdown box under **Continuing Education Category**.
- 6) Select the **MLO Category** covered by the content of your submission.
- 7) Enter the number of **Credits Requested**.
- 8) Click [Save and Next](#).
- 9) Repeat the processes for [ADDING LEARNING OBJECTIVES](#) and [ADDING PERFORMANCE OBJECTIVES](#).
- 10) Once all Learning and Performance Objectives have been added, the [Learning Objective Categories and Credits Screen](#) will be displayed.
- 11) Open the **What would you like to do next?** dropdown box.
- 12) Select **Back to Draft Screen**.
- 13) Click [Save and Next](#).

II. ADD GCE CATEGORIES & CREDITS

❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**

❖ **THIS CREATES A GCE/MLO COMBINATION APPLICATION.**

- 1) From the [Draft Screen](#):
 - Open the dropdown box under **Action**.
- 2) Select **Add/Modify Categories and Credits** and click [Next](#).
- 3) From the [Learning Objective Categories and Credits Screen](#):
 - Open the **What would you like to do next?** dropdown box.
- 4) Select **Add Learning Category**.
- 5) Open the dropdown box under **Continuing Education Category**.
- 6) Select the **General CE Category** covered by the content of your application.
 - If no categories apply, select **“Other”** and specify a topic of your content.
- 7) Enter the number of **Credits Requested**.
- 8) Click [Save and Next](#).
- 9) Open the **What would you like to do next?** dropdown box.
- 10) Select **Back to Draft Screen**.
- 11) Click [Save and Next](#).

MODIFY CREDITS

MANDATORY LEARNING OBJECTIVE APPLICATION

MLO APPLICATION → MODIFY CREDITS

I. MODIFY CREDITS

❖ **Do NOT Click the BACK button or Refresh your browser.**

- 1) From the **Draft Screen**:
 - Open the dropdown box under **Action**.
- 2) Select **Add/Modify Categories and Credits** and click **Next**.
- 3) From the **Learning Objectives Categories and Credits Screen**:
 - Open the **What would you like to do next?** dropdown box.
- 4) Select **Modify Learning Category**.
- 5) Open the dropdown box under **Continuing Education Category** and select the category needing credit modification.
- 6) In the field under **Credits Requested**, enter the new number of credits.
 - **Do not check the box** above this field.
 - To modify **credits and/or Learning and Performance Objectives**, go to **MODIFY LEARNING AND PERFORMANCE OBJECTIVES**.
- 7) Click **Save and Next**.
- 8) Open the **What would you like to do next?** dropdown box.
- 9) Select **Back to Draft Screen**.
- 10) Click **Save and Next**.

The screenshot shows the 'APPROVAL PROCESS' tab selected. Below the navigation bar, a message states: 'This application is drafted and is not yet submitted. Unsubmitted applications will be canceled if they are not submitted within 30 days.' The 'Action' dropdown menu is open, displaying options: '--None--', 'Change Application Information', 'Add/Modify Categories and Credits' (highlighted in blue), 'Remove Categories and Credits', 'Add/Modify Course Content', 'Add/Modify Instructor Qualifications', 'Add/Modify Learning Assessment', and 'Review and Submit'.

The screenshot shows the 'Learning Objective Categories and Credits' screen. It includes the same navigation bar and a message: 'Fill in the learning categories and credits requested for this course.' The 'What would you like to do next?' dropdown menu is open, showing options: '--None--', 'Add Learning Category (Credits, Learning Objectives, and Performance Objectives)', 'Modify Learning Category (Credits, Learning Objectives, and Performance Objectives)' (highlighted in blue), and 'Back to Draft Screen'. Below this, there are two dropdown menus: 'CE Category' (set to 'Conflict Management and Mediation') and 'Credits' (set to '4'). A 'Save and Next' button is at the bottom right.

This screenshot shows the same 'Learning Objective Categories and Credits' screen with additional form fields. The 'What would you like to do next?' dropdown is now closed, and 'Modify Learning Category (Credits, Learning Objectives, and Performance Objectives)' is selected. The 'Continuing Education Category' dropdown is also open, showing 'Conflict Management and Mediation'. A checkbox is present with the text: 'Check this box to modify the Learning Objectives or Performance Objectives for this Mandatory Learning Category. Otherwise, to save the new Credits Requested, click "Save and Next" below.' The 'Credits Requested' field is a text input containing the number '6'. Below this, a summary section shows 'Total Credits Requested: 4' and 'Mandatory Learning Objective Credits: 4'. At the bottom, there is a table with one item: 'CE Category' (Conflict Management and Mediation) with 'Credits' of 4. A 'Save and Next' button is at the bottom right.

MODIFY LEARNING CATEGORY

MANDATORY LEARNING OBJECTIVE APPLICATION

MLO APPLICATION → MODIFY LEARNING CATEGORY

- ❖ **NOTE:** This step in the Application Process is not required.
- ❖ This process allows the user to modify Learning Categories by **Adding or Removing Learning and Performance Objectives**.
- ❖ It is helpful understand that there are four (4) distinct actions that can be performed in this step:

ADD LEARNING OBJECTIVES	REMOVE LEARNING OBJECTIVES	ADD PERFORMANCE OBJECTIVES	REMOVE PERFORMANCE OBJECTIVES
<ul style="list-style-type: none">➤ Add Learning Objectives that were <u>not</u> previously selected.• Requires selecting any associated Performance Objective(s).	<ul style="list-style-type: none">➤ Remove previously selected Learning Objectives.<ul style="list-style-type: none">• This removes the Learning Objective, all Performance Objectives, and any Course Content that was created.	<ul style="list-style-type: none">➤ Add unselected Performance Objectives to previously selected Learning Objectives.	<ul style="list-style-type: none">➤ Remove previously selected Performance Objectives.

- ❖ Multiple actions can be performed simultaneously; however, this user guide will outline each action individually to provide clarity.
- ❖ Click on any of the action titles to be directed to that section of this user guide.

MODIFY LEARNING CATEGORY

ADD LEARNING OBJECTIVES

MANDATORY LEARNING OBJECTIVE APPLICATION

MLO APPLICATION → **MODIFY LEARNING CATEGORY: ADD LEARNING OBJECTIVES**

I. **SELECT CATEGORY TO MODIFY**

❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**

- 1) From the **Draft Screen**:
 - Open the dropdown box under **Action**.
- 2) Select **Add/Modify Categories and Credits** and click **Next**.
- 3) From the **Learning Objectives Categories and Credits Screen**:
 - Open the **What would you like to do next?** dropdown box.
- 4) Select **Modify Learning Category**.
- 5) Open the dropdown box under **Continuing Education Category** and select the category to modify.
- 6) Click the **checkbox**.
- 7) Verify that the correct number of credits are entered.
- 8) Click **Save and Next**.

The screenshot shows the 'Learning Objective Categories and Credits' screen. At the top, there are tabs: 'APPROVAL PROCESS' (highlighted), 'APPLICATION', 'COURSE SUMMARY', and 'CATEGORIES AND CONTENT'. The main heading is 'Learning Objective Categories and Credits'. Below it, a sub-heading says 'Fill in the learning categories and credits requested for this course.' There are three main sections: 1. 'What would you like to do next?' with a dropdown menu showing 'Modify Learning Category (Credits, Learning Objectives, and Performance Objectives)'. 2. 'Continuing Education Category' with a dropdown menu showing 'Conflict Management and Mediation'. 3. A checkbox section with a checked box and text: 'Check this box to modify the Learning Objectives or Performance Objectives for this Mandatory Learning Category. Otherwise, to save the new Credits Requested, click 'Save and Next' below.' Below this is a 'Credits Requested' field with the value '6'. At the bottom, there is a table for 'Mandatory Learning Objective Credits: 6' with one row: 'Conflict Management and Mediation' with '6' credits. A 'Save and Next' button is at the bottom right.

1 of 1 item	
CE Category	Credits
Conflict Management and Mediation	6

MLO APPLICATION → MODIFY LEARNING CATEGORY: ADD LEARNING OBJECTIVES

i If you start this process and choose not to make any changes, either:

1. Continue clicking **Save and Next** without making any selections – or –
2. Click on the **Sponsor Number** to return to the Portal Homepage.

II. ADD LEARNING OBJECTIVES

❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**

❖ **DO NOT PAUSE OR LEAVE THIS TAB BEFORE COMPLETING ALL SCREENS.**

1) From the **Modify Learning Objective for [x] Screen**, click the **Checkbox**.

❖ After checking the box, two tables will be displayed:

1. Add Learning Objectives

- Displays Learning Objectives that can be added for the Learning Category being modified.

2. Remove Learning Objectives

- Displays Learning Objectives that can be removed for the Learning Category being modified.

2) In the **Add Learning Objectives Table**: Add Learning Objectives by selecting the corresponding **checkboxes**.

➤ Add **all** Learning Objectives by selecting the **checkbox** next to **CE Category** or select them individually.

3) Click **Save and Next**.

❖ The next screen is the **Remove Performance Objectives Screen**.

❖ **Do not check the box.**

4) Click **Save and Next**.

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

DO NOT PAUSE OR LEAVE THIS TAB BEFORE COMPLETING ALL SCREENS.

If you do not need to update the Learning Objectives or Performance Objectives on a given screen, click 'Save and Next' without making changes.

Modify Learning Objective for Conflict Management and Mediation

☒ Check this box to add or remove Learning Objectives

Modify Learning Objective for Conflict Management and Mediation

☒ Check this box to add or remove Learning Objectives

Add Learning Objective

Select the Learning Objectives that should be added.
If you add a Learning Objective, you will be prompted to add any related Performance Objective.

3 of 3 items • 1 item selected

CE Category	Learning Objective	Description
<input checked="" type="checkbox"/>	Conflict Management and Mediation	02 Demonstrate understanding of the role of peace officers in conflict resolution to include
<input type="checkbox"/>	Conflict Management and Mediation	03 Identify and demonstrate skills and strategies for conflict management and resolution to include:
<input type="checkbox"/>	Conflict Management and Mediation	04 Manage conflict in dynamic circumstances to include:

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

DO NOT PAUSE OR LEAVE THIS TAB BEFORE COMPLETING ALL SCREENS.

If you do not need to update the Learning Objectives or Performance Objectives on a given screen, click 'Save and Next' without making changes.

Remove Performance Objective for Conflict Management and Mediation

☐ Check this box to remove Performance Objectives

Save and Next

MLO APPLICATION → **MODIFY LEARNING CATEGORY: ADD LEARNING OBJECTIVES**

III. ADD PERFORMANCE OBJECTIVES

- ❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**
- ❖ **DO NOT PAUSE OR LEAVE THIS TAB BEFORE COMPLETING ALL SCREENS.**

- ❖ The next screen is the **Add Performance Objectives Screen**.

- Performance Objectives may be displayed in forward or reverse alphabetical/numerical order.
- If all Performance Objectives are not displayed, **scroll down** inside the table.
- Some Learning Objectives **do not** have Performance Objectives and will not be displayed during this step.
- Reference [Page 66](#) for Learning Objectives that require the selection of **ALL** Performance Objectives.

- 1) Add Performance Objectives by clicking the corresponding **checkboxes**.

- At least one Performance Objective must be chosen for each **new** Learning Objective added.
- Add **all** Performance Objectives by selecting the **checkbox** next to **Learning Objective** or select them individually.
- All Performance Objectives will be pre-selected for the Learning Objectives listed on [Page 66](#).

- 2) Click **Save and Next**.

- 3) The process will provide opportunities to update the Learning and Performance Objectives selected when the application was first created.

- To add any Performance Objectives, **Follow Steps 1 and 2** above.
- If you do not need to update any Learning or Performance Objectives on a given screen, click **Save and Next**.

- 4) Once notified that all changes are complete, click **Next**.

Add Performance Objectives for Conflict Management and Mediation 02

If you do not need to update the Learning Objectives or Performance Objectives on a given screen, click 'Save and Next' without making changes.

6 of 6 items • 2 items selected

<input type="checkbox"/> Learning Objective	Performance Objective	Description
<input checked="" type="checkbox"/> 02	A	Identify objective threat indicators that may call for taking immediate action to protect the safety of community members and officers.
<input checked="" type="checkbox"/> 02	B	Discuss or demonstrate practices and tactics that protect the safety of community members and officers while attempting conflict resolution.
<input type="checkbox"/> 02	C	Discuss the role peace officers play in fairly and objectively resolving conflict, in reducing tension, and in seeking ways to resolve conflict without use of force.
<input type="checkbox"/> 02	D	Discuss how an officer's thoughts, moods, fears, and attitudes can contribute to the escalation or de-escalation of situations.

Save and Next

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

Your changes to Learning Objectives and Performance Objectives for Conflict Management and Mediation are complete!

Next

MODIFY LEARNING CATEGORY

REMOVE LEARNING OBJECTIVES

MANDATORY LEARNING OBJECTIVE APPLICATION

MLO APPLICATION → **MODIFY LEARNING CATEGORY: REMOVE LEARNING OBJECTIVES**

I. **SELECT CATEGORY TO MODIFY**

❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**

- 1) From the **Draft Screen**:
 - Open the dropdown box under **Action**.
- 2) Select **Add/Modify Categories and Credits** and click **Next**.
- 3) From the **Learning Objectives Categories and Credits Screen**:
 - Open the **What would you like to do next?** dropdown box.
- 4) Select **Modify Learning Category**.
- 5) Open the dropdown box under **Continuing Education Category** and select the category to modify.
- 6) Click the **checkbox**.
- 7) Verify that the correct number of credits are entered.
- 8) Click **Save and Next**.

The screenshot shows the 'Learning Objective Categories and Credits' screen. At the top, there are tabs: 'APPROVAL PROCESS' (highlighted), 'APPLICATION', 'COURSE SUMMARY', and 'CATEGORIES AND CONTENT'. The main heading is 'Learning Objective Categories and Credits'. Below it, a sub-heading says 'Fill in the learning categories and credits requested for this course.' There are three main sections: 1. 'What would you like to do next?' with a dropdown menu showing 'Modify Learning Category (Credits, Learning Objectives, and Performance Objectives)'. 2. 'Continuing Education Category' with a dropdown menu showing 'Conflict Management and Mediation'. 3. 'Credits Requested' with a text input field containing '6'. Below these, there is a checkbox that is checked, with the text 'Check this box to modify the Learning Objectives or Performance Objectives for this Mandatory Learning Category. Otherwise, to save the new Credits Requested, click 'Save and Next' below.' Below the checkbox, there is a summary section: 'Total Credits Requested: 6' and 'Mandatory Learning Objective Credits: 6'. At the bottom, there is a table with 1 item. The table has two columns: 'CE Category' and 'Credits'. The row shows 'Conflict Management and Mediation' and '6'. At the bottom right, there is a green button labeled 'Save and Next'.

CE Category	Credits
Conflict Management and Mediation	6

MLO APPLICATION → **MODIFY LEARNING CATEGORY: REMOVE LEARNING OBJECTIVES**

II. REMOVE LEARNING OBJECTIVES

- ❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**
- ❖ **DO NOT PAUSE OR LEAVE THIS TAB BEFORE COMPLETING ALL SCREENS.**

- 1) From the **Modify Learning Objective for [x] Screen**, click the **Checkbox**.
 - ❖ After checking the box, two tables will be displayed:
 1. **Add Learning Objectives**
 - Displays Learning Objectives that can be added for the Learning Category being modified.
 2. **Remove Learning Objectives**
 - Displays Learning Objectives that can be removed for the Learning Category being modified.
- 2) In the **Remove Learning Objectives Table**: Remove Learning Objectives by selecting the corresponding **checkboxes**.
 - Remove all Learning Objectives by selecting the **checkbox** next to **CE Category** or select them individually.
 - ❖ **REMOVING A LEARNING OBJECTIVE WILL REMOVE ALL PERFORMANCE OBJECTIVES AND ANY CORRESPONDING COURSE CONTENT. THIS ACTION CANNOT BE UNDONE.**
- 3) To **Remove**, click **Save and Next**.
 - ❖ The next screen is the **Remove Performance Objectives Screen**.
 - ❖ **Do not check the box.**
- 4) Click **Save and Next**.
- 5) The process will provide opportunities to update the Learning and Performance Objectives selected when the application was first created.
 - To add Performance Objectives, **Follow Steps 1 – 4 on Page 75.**
 - If you do not need to update any Learning or Performance Objectives on a given screen, click **Save and Next**.
- 6) Once notified that all changes are complete, click **Next**.

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

DO NOT PAUSE OR LEAVE THIS TAB BEFORE COMPLETING ALL SCREENS.

If you do not need to update the Learning Objectives or Performance Objectives on a given screen, click 'Save and Next' without making changes.

Modify Learning Objective for Conflict Management and Mediation

☒ Check this box to add or remove Learning Objectives

Remove Learning Objectives

Select the Learning Objectives that should be removed.
Removing a Learning Objective will remove all its Performance Objectives and related Course Content. If only removing a Performance Objective, click 'Save and Next' to proceed.

2 of 2 items • 1 item selected

<input type="checkbox"/> CE Category	<input type="checkbox"/> Learning Objective	<input type="checkbox"/> Learning Objective Description
<input checked="" type="checkbox"/> Conflict Management and Mediation	01	Demonstrate understanding of how fair and impartial treatment of community members develops good will between police and all people, discourages conflict, and encourages cooperation to include:
<input type="checkbox"/> Conflict Management and Mediation	02	Demonstrate understanding of the role of peace officers in conflict resolution to include

Save and Next

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

DO NOT PAUSE OR LEAVE THIS TAB BEFORE COMPLETING ALL SCREENS.

If you do not need to update the Learning Objectives or Performance Objectives on a given screen, click 'Save and Next' without making changes.

Remove Performance Objective for Conflict Management and Mediation

☐ Check this box to remove Performance Objectives

Save and Next

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

Your changes to Learning Objectives and Performance Objectives for Conflict Management and Mediation are complete!

Next

MODIFY LEARNING CATEGORY

ADD PERFORMANCE OBJECTIVES

MANDATORY LEARNING OBJECTIVE APPLICATION

MLO APPLICATION → **MODIFY LEARNING CATEGORY: ADD PERFORMANCE OBJECTIVES**

I. **SELECT CATEGORY TO MODIFY**

❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**

- 1) From the **Draft Screen**:
 - Open the dropdown box under **Action**.
- 2) Select **Add/Modify Categories and Credits** and click **Next**.
- 3) From the **Learning Objectives Categories and Credits Screen**:
 - Open the **What would you like to do next?** dropdown box.
- 4) Select **Modify Learning Category**.
- 5) Open the dropdown box under **Continuing Education Category** and select the category to modify.
- 6) Click the **Checkbox**.
- 7) Verify that the correct number of credits are entered.
- 8) Click **Save and Next**.

The screenshot shows the 'Learning Objective Categories and Credits' form. At the top, there are tabs: 'APPROVAL PROCESS' (selected), 'APPLICATION', 'COURSE SUMMARY', and 'CATEGORIES AND CONTENT'. The form title is 'Learning Objective Categories and Credits'. Below the title, it says 'Fill in the learning categories and credits requested for this course.' There are three main sections: 1. 'What would you like to do next?' with a dropdown menu showing 'Modify Learning Category (Credits, Learning Objectives, and Performance Objectives)'. 2. 'Continuing Education Category' with a dropdown menu showing 'Conflict Management and Mediation'. 3. 'Credits Requested' with a checkbox checked and a text input field containing '6'. Below these, it shows 'Total Credits Requested: 6' and 'Mandatory Learning Objective Credits: 6'. At the bottom, there is a table with 1 item: 'CE Category' (dropdown) and 'Credits' (dropdown), both showing 'Conflict Management and Mediation' and '6' respectively. A green 'Save and Next' button is at the bottom right.

1 of 1 item	
CE Category	Credits
Conflict Management and Mediation	6

MLO APPLICATION → MODIFY LEARNING CATEGORY: ADD PERFORMANCE OBJECTIVES

II. ADD PERFORMANCE OBJECTIVES

- ❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**
- ❖ **DO NOT PAUSE OR LEAVE THIS TAB BEFORE COMPLETING ALL SCREENS.**

- 1) On the **Modify Learning Objective for [x] Screen**, click **Save and Next**.
 - **Do not check the box.**
- 2) On the **Remove Performance Objectives for [x] Screen**, click **Save and Next**.
 - **Do not check the box.**
- 3) From the **Add Performance Objectives for [x] Screen: Add Performance Objectives** by selecting the corresponding **checkboxes**.
 - **Add all** Performance Objectives by selecting the **checkbox** next to **Learning Objective** or select them individually.
- 4) Click **Save and Next**.
- 5) The process will provide opportunities to update the Learning and Performance Objectives selected when the application was first created.
 - To add any Performance Objectives, **Follow Steps 1 – 4** above.
 - If you do not need to update any Learning or Performance Objectives on a given screen, click **Save and Next**.
- 6) Once notified that all changes are complete, click **Next**.

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

DO NOT PAUSE OR LEAVE THIS TAB BEFORE COMPLETING ALL SCREENS.

If you do not need to update the Learning Objectives or Performance Objectives on a given screen, click 'Save and Next' without making changes.

Modify Learning Objective for Conflict Management and Mediation

☒ Check this box to add or remove Learning Objectives

Save and Next

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

DO NOT PAUSE OR LEAVE THIS TAB BEFORE COMPLETING ALL SCREENS.

If you do not need to update the Learning Objectives or Performance Objectives on a given screen, click 'Save and Next' without making changes.

Remove Performance Objective for Conflict Management and Mediation

☒ Check this box to remove Performance Objectives

Save and Next

Add Performance Objectives for Conflict Management and Mediation 02

If you do not need to update the Learning Objectives or Performance Objectives on a given screen, click 'Save and Next' without making changes.

4 of 4 items • 2 items selected

Learning Objective	Performance Objective	Description
<input checked="" type="checkbox"/> 02	C	Discuss the role peace officers play in fairly and objectively resolving conflict, in reducing tension, and in seeking ways to resolve conflict without use of force
<input checked="" type="checkbox"/> 02	D	Discuss how an officer's thoughts, moods, fears, and attitudes can contribute to the escalation or de-escalation of situations.
<input type="checkbox"/> 02	E	Discuss healthy ways to self-regulate emotions.
<input type="checkbox"/> 02	F	Identify how frustration, fear and anger play a role in conflict, and how making people feel safe, respected, and heard aids in managing heightened emotions.

Save and Next

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

Your changes to Learning Objectives and Performance Objectives for Conflict Management and Mediation are complete!

Next

MODIFY LEARNING CATEGORY

REMOVE PERFORMANCE OBJECTIVES

MANDATORY LEARNING OBJECTIVE APPLICATION

MLO APPLICATION → **MODIFY LEARNING CATEGORY: REMOVE PERFORMANCE OBJECTIVES**

I. **SELECT CATEGORY TO MODIFY**

❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**

- 1) From the **Draft Screen**:
 - Open the dropdown box under **Action**.
- 2) Select **Add/Modify Categories and Credits** and click **Next**.
- 3) From the **Learning Objectives Categories and Credits Screen**:
 - Open the **What would you like to do next?** dropdown box.
- 4) Select **Modify Learning Category**.
- 5) Open the dropdown box under **Continuing Education Category** and select the category to modify.
- 6) Click the **Checkbox**.
- 7) Verify that the correct number of credits are entered.
- 8) Click **Save and Next**.

The screenshot shows the 'Learning Objective Categories and Credits' form. At the top, there are tabs: 'APPROVAL PROCESS' (active), 'APPLICATION', 'COURSE SUMMARY', and 'CATEGORIES AND CONTENT'. The form title is 'Learning Objective Categories and Credits'. Below the title, it says 'Fill in the learning categories and credits requested for this course.' There are three main sections: 1. 'What would you like to do next?' with a dropdown menu showing 'Modify Learning Category (Credits, Learning Objectives, and Performance Objectives)'. 2. 'Continuing Education Category' with a dropdown menu showing 'Conflict Management and Mediation'. 3. 'Credits Requested' with a checkbox checked and a text input field containing '6'. Below these, it shows 'Total Credits Requested: 6' and 'Mandatory Learning Objective Credits: 6'. At the bottom, there is a table with one item: 'Conflict Management and Mediation' with '6' credits. A 'Save and Next' button is at the bottom right.

1 of 1 item	
CE Category	Credits
Conflict Management and Mediation	6

MLO APPLICATION → MODIFY LEARNING CATEGORY: REMOVE PERFORMANCE OBJECTIVES

II. REMOVE PERFORMANCE OBJECTIVES

- ❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**
- ❖ **DO NOT PAUSE OR LEAVE THIS TAB BEFORE COMPLETING ALL SCREENS.**

- 1) On the **Modify Learning Objective for [x] Screen**, click **Save and Next**.
 - **Do not check the box.**
- 2) On the **Remove Performance Objectives Screen**, click the **checkbox**.
 - ❖ Performance Objectives may be displayed in forward or reverse alphabetical/numerical order.
 - ❖ If all Performance Objectives are not displayed, **scroll down** inside the table.
- 3) Remove **Performance Objectives** by selecting the corresponding **checkboxes**.
 - Remove **all** Performance Objectives by selecting the **checkbox** next to **CE Category** or select them individually.
 - ❖ **REMOVING A PERFORMANCE OBJECTIVE WILL REMOVE ITS COURSE CONTENT.**
 - ❖ **THIS ACTION CANNOT BE UNDONE.**
- 4) To **Remove**, click **Save and Next**.
- 5) Once notified that all changes are complete, click **Next**.

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

DO NOT PAUSE OR LEAVE THIS TAB BEFORE COMPLETING ALL SCREENS.

If you do not need to update the Learning Objectives or Performance Objectives on a given screen, click 'Save and Next' without making changes.

Modify Learning Objective for Conflict Management and Mediation

☐ Check this box to add or remove Learning Objectives

Save and Next

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

DO NOT PAUSE OR LEAVE THIS TAB BEFORE COMPLETING ALL SCREENS.

If you do not need to update the Learning Objectives or Performance Objectives on a given screen, click 'Save and Next' without making changes.

Remove Performance Objective for Conflict Management and Mediation

☒ Check this box to remove Performance Objectives

Remove Performance Objective for Conflict Management and Mediation

☒ Check this box to remove Performance Objectives

Select the Performance Objectives that should be removed.
Removing a Performance Objective will remove its related Course Content.

4 of 4 items • 2 items selected			
CE Category	Learning Objective	Performance Objective	Performance Objective ...
<input checked="" type="checkbox"/> Conflict Management and Mediation	02	A	Identify objective threat indicators that may call for taking immediate action to protect the safety of community members and officers.
<input checked="" type="checkbox"/> Conflict Management and Mediation	02	B	Discuss or demonstrate practices and tactics that protect the safety of community members and officers while attempting conflict resolution.
<input type="checkbox"/> Conflict Management and Mediation	02	C	Discuss the role peace officers play in fairly and objectively resolving conflict, in reducing tension, and in ...

Save and Next

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

Your changes to Learning Objectives and Performance Objectives for Conflict Management and Mediation are complete!

Next

REMOVE CATEGORIES & CREDITS

MANDATORY LEARNING OBJECTIVE APPLICATION

MLO APPLICATION → REMOVE CATEGORIES & CREDITS

I. REMOVE CATEGORIES & CREDITS

- ❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**
 - ❖ **REMOVING A LEARNING CATEGORY WILL REMOVE ITS:**
 - **CREDITS,**
 - **LEARNING OBJECTIVES,**
 - **PERFORMANCE OBJECTIVES, AND**
 - **COURSE CONTENT.**
 - ❖ **THIS ACTION CANNOT BE UNDONE.**
 - ❖ Click **Back** if you **do not** want to remove a Learning Category.
- 1) From the **Draft Screen**, open the dropdown box under **Action**.
 - 2) Select **Remove Categories and Credits** and click **Next**.
 - 3) Remove **Learning Categories** by selecting the corresponding **checkboxes**.
 - Remove **all** Learning Categories by selecting the **checkbox** next to **CE Category** or select them individually.
 - 4) Click **Remove** to remove the Category.

The screenshot shows the 'APPROVAL PROCESS' tab with sub-tabs: APPLICATION, COURSE SUMMARY, and CATEGORIES AND CONTENT. A message states: 'This application is drafted and is not yet submitted. Unsubmitted applications will be canceled if they are not submitted within 30 days.' Below this is an '* Action' dropdown menu. The menu is open, showing options: '--None--', 'Change Application Information', 'Add/Modify Categories and Credits', 'Remove Categories and Credits' (highlighted in blue), 'Add/Modify Course Content', 'Add/Modify Instructor Qualifications', 'Add/Modify Learning Assessment', and 'Review and Submit'.

The screenshot shows the 'Remove Categories and Credits' screen. It has a title 'Remove Categories and Credits' and a subtitle 'Select the Categories to Remove'. Below this is a table with the following data:

1 of 1 item • 1 item selected	
<input checked="" type="checkbox"/> CE Category	Credits
<input checked="" type="checkbox"/> Conflict Management and Mediation	4

Below the table is a red warning message: 'Removing a Category will remove both the credits and course content for the selected category. This cannot be undone.' At the bottom right are two buttons: 'Back' and 'Remove'.

ADD COURSE CONTENT

MANDATORY LEARNING OBJECTIVE APPLICATION

MLO APPLICATION → ADD COURSE CONTENT

I. ADD COURSE CONTENT

❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**

- 1) From the **Draft** Screen, open the dropdown box under **Action**.
- 2) Select **Add/Modify Course Content**.
- 3) You will be directed to the **Add Course Content Screen**.
- 4) In the **Course Overview** text box, write a brief synopsis of the course and its objectives.
 - ❖ For **Mandatory Learning Objective Courses exceeding 4 hours** in duration, use this text field to provide a **concise timeline** that outlines the major blocks of instruction and allocates the number of credit hours spent instructing each Learning Category.
- 5) Open the **Take action on the Categories below** dropdown box.
- 6) Select **Add/Modify Course Content**.
 - The **Add/Modify Course Content** for dropdown box will populate next to the **Take action on the Categories below** dropdown box.
- 7) Open the **Add/Modify Course Content for** dropdown box.
- 8) Select the **Category/Learning Objective** to add Course Content.
 - ❖ For example: *Conflict Management and Mediation 02*.
 - The **Category** is *Conflict Management and Mediation*
 - The **Learning Objective** is *02*
 - ❖ Course Content can only be added to one Category/Learning Objective at a time.
- 9) Click **Next**.

CONTINUE TO NEXT PAGE

The screenshot shows the 'Draft' screen with tabs: APPROVAL PROCESS, APPLICATION, COURSE SUMMARY, and CATEGORIES AND CONTENT. A message states: 'This application is drafted and is not yet submitted. Unsubmitted applications will be canceled if they are not submitted within 30 days.' Below this is the '* Action' dropdown menu, which is open and shows the following options: Add/Modify Course Content (selected), --None--, Change Application Information, Add/Modify Categories and Credits, Remove Categories and Credits, Add/Modify Instructor Qualifications, Add/Modify Learning Assessment, and Review and Submit.

The screenshot shows the 'Add Course Content' screen with the same tabs. The '* Course Overview' section has a text box with the placeholder text: 'Brief synopsis of the course and its objectives.'

The screenshot shows the 'Add Course Content' screen. The '* Take action on the Categories below' dropdown menu is open, showing options: --None--, --None--, Add/Modify Course Content (selected), and Back to Draft Screen.

The screenshot shows the 'Add Course Content' screen. The '* Add/Modify Course Content for' dropdown menu is open, showing options: Conflict Management and Mediation 02 (selected), --None--, and Conflict Management and Mediation 02. Below this, the 'Mandatory Learning Objective Categories' section shows '1 of 1 item'.

MLO APPLICATION → ADD COURSE CONTENT (CONTINUED)

❖ Add/Modify Course Content for [x] Screen.

10) Provide the content from your lesson plan that clearly articulates and details how it meets the subject and intent of each Objective.

- The text field can be expanded by clicking and dragging the two lines in the lower right corner down.
- The text field does not support “Rich Text” (bold, underline, italics, etc.). If you are copy/pasting from MS Word or other word processing program, right click in the text field and select “paste as plain text”.
- The content provided should **not** be a reiteration or rewording of the Learning or Performance Objective language.
- For firearms courses, provide a course of fire meeting all Performance Objectives.

11) To **SAVE** your lesson plan, either as finished or unfinished, click **Next**.

❖ **THERE IS NO AUTOSAVE FEATURE.**

❖ **YOU MUST CLICK **NEXT** TO SAVE YOUR APPLICATION.**

12) You will be directed to the **Add Course Content Screen**.

13) Open the **Take action on the Categories below** dropdown box.

14) Select **Back to Draft Screen** and click **Next**.

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

Add/Modify Course Content for Conflict Management and Mediation 02

Demonstrate understanding of the role of peace officers in conflict resolution to include

Conflict Management and Mediation 02 C Discuss the role peace officers play in fairly and objectively resolving conflict, in reducing tension, and in seeking ways to resolve conflict without use of force

* Details

Interdum et malesuada fames ac ante ipsum primis in faucibus. Suspendisse potenti. Duis convallis in purus sed blandit. Curabitur id tempor velit. Maecenas non elementum quam. Praesent bibendum hendrerit felis molestie porta. Maecenas pellentesque turpis vulputate, dapibus ante nec, auctor diam. Phasellus varius enim lorem. Nulla vitae imperdiet nulla, non rhoncus ipsum. In ut nulla felis. Nunc sodales velit a elementum auctor.

Conflict Management and Mediation 02 D Discuss how an officer's thoughts, moods, fears, and attitudes can contribute to the escalation or de-escalation of situations.

* Details

Nulla sollicitudin, ex vel fringilla lacinia, nisl odio congue nulla, vel sollicitudin turpis mauris quis neque. Donec varius quam est, ut volutpat velit convallis non. Nulla a justo iaculis nisl dapibus ullamcorper et quis augue. Donec euismod sodales lobortis. Donec eu ipsum nisl. Cras risus neque, pellentesque condimentum felis nec, ornare congue arcu. Proin ac magna ut dolor porta feugiat.

Next

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

Add Course Content

* Course Overview

Brief synopsis of the course and its contents.

* Take action on the Categories below

--None--

--None--

Add/Modify Course Content

Back to Draft Screen

Category	Status
Conflict Management and Mediation 02	Draft/Pending

General Continuing Education Categories

0 of 0 items

Category	Status
No items to display.	

Next

MODIFY COURSE CONTENT

MANDATORY LEARNING OBJECTIVE APPLICATION

MLO APPLICATION → MODIFY COURSE CONTENT

I. MODIFY COURSE CONTENT

❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**

- 1) From the **Draft Screen**, open the dropdown box under **Action**.
- 2) Select **Add/Modify Course Content** and click **Next**.
- 3) From the **Add Course Content Screen**:
 - Open the **Take action on the Categories below** dropdown box.
- 4) Select **Add/Modify Course Content**.
 - The **Add/Modify Course Content** for dropdown box will populate next to the **Take action on the Categories below** dropdown box.
- 5) Open the **Add/Modify Course Content** for dropdown box.
- 6) Select the **Category** to **Modify** course content.
- 7) Click **Next**.
- 8) Continue adding course content to your draft.
- 9) To **SAVE** your lesson plan, either as finished or unfinished, click **Next**.
 - ❖ **THERE IS NO AUTOSAVE FEATURE.**
 - ❖ **YOU MUST CLICK NEXT TO SAVE YOUR APPLICATION.**
- 10) You will be directed to the **Add Course Content Screen**.
- 11) Open the **Take action on the Categories below** dropdown box.
- 12) Select **Back to Draft Screen** and click **Next**.

The screenshot shows the 'APPROVAL PROCESS' tab selected. Below the navigation bar, a message states: 'This application is drafted and is not yet submitted. Unsubmitted applications will be canceled if they are not submitted within 30 days.' Under the '* Action' label, a dropdown menu is open, displaying options: '--None--', '--None--', 'Change Application Information', 'Add/Modify Categories and Credits', 'Remove Categories and Credits', 'Add/Modify Course Content' (highlighted in blue), 'Add/Modify Instructor Qualifications', and 'Review and Submit'.

The screenshot shows the 'Add Course Content' screen. Under the '* Course Overview' label, there is a text area for 'Brief synopsis of the course and its objectives.' Below this, under the '* Take action on the Categories below' label, a dropdown menu is open, displaying options: '--None--', '--None--', 'Add/Modify Course Content' (highlighted in blue), and 'Back to Draft Screen'.

The screenshot shows the 'Add Course Content' screen. Under the '* Course Overview' label, there is a text area for 'Brief synopsis of the course and its contents.' Below this, under the '* Take action on the Categories below' label, a dropdown menu is open, displaying options: 'Add/Modify Course Content' (highlighted in blue) and '--None--'. To the right, under the '* Add/Modify Course Content for' label, a dropdown menu is open, displaying options: 'Conflict Management and Mediation 02' (highlighted in blue), '--None--', and 'Conflict Management and Mediation 02'.

The screenshot shows the 'Conflict Management and Mediation 02' screen. Under the 'Conflict Management and Mediation 02 C' label, there is a text area for 'Discuss the role peace officers play in fairly and objectively resolving conflict, in reducing tension, and in seeking ways to resolve conflict without use of force.' Below this, under the '* Details' label, there is a text area for 'Interdum et malesuada fames ac ante ipsum primis in faucibus. Suspendisse potenti. Duis convallis in purus sed blandit. Curabitur id tempor velit. Maecenas non elementum quam. Praesent bibendum hendrerit felis molestie porta. Maecenas pellentesque turpis vulputate, dapibus ante nec, auctor diam. Phasellus varius enim lorem. Nulla vitae imperdiet nulla, non rhoncus ipsum. In ut nulla felis. Nunc sodales velit a elementum auctor.' Below this, under the 'Mandatory Learning Objective Categories' label, there is a text area for 'Curabitur nibh nisi, accumsan ac metus at, elementum interdum nibh. Fusce venenatis fermentum sem, efficitur vestibulum risus cursus eget. Praesent nec fermentum leo. Nulla id elit iaculis, vulputate nisi a, sollicitudin arcu. Suspendisse aliquam quam a erat scelerisque rhoncus. Donec in dolor nec ex blandit scelerisque sit amet in nulla. Nunc at faucibus neque, id suscipit purus. Cras vulputate vel sem sed varius. Nam varius eros in massa imperdiet, sit amet feugiat tellus faucibus. Suspendisse nisi nulla, rutrum nec lorem eu, tincidunt lobortis erat.'

ADD/MODIFY INSTRUCTOR QUALIFICATIONS

MANDATORY LEARNING OBJECTIVE APPLICATION

MLO APPLICATION → ADD/MODIFY INSTRUCTOR QUALIFICATIONS

I. ADD INSTRUCTOR QUALIFICATIONS

❖ **Do NOT Click the BACK button or Refresh your Browser.**

- 1) From the **Draft Screen**:
 - Open the dropdown box under **Action**.
- 2) Select **Add/Modify Instructor Qualifications** and click **Next**.
- 3) In the text field under **Instructors**, enter the First and Last Name of each Instructor involved with your course.
 - ❖ If entering more than one instructor, provide the names in a comma delimited list (i.e., John Doe, Jane Doe, etc.).
- 4) After listing all instructors, click the **Upload Files** button.
 - ❖ Alternatively, you can use the drag and drop feature to upload instructor qualifications.
- 5) Select the **PDF** files of instructor qualifications on your computer to upload.
- 6) Select “Open” or similar command –or– drag/drop into the drop zone on the screen.
- 7) A popup will appear with a progress bar displaying the progress of the upload.
- 8) Once all files have been uploaded, click the **Done** button.
- 9) Click **Save**.
 - ❖ **The uploaded files will not appear on the screen.**
 - ❖ The files can be viewed under the **COURSE SUMMARY** tab in the **NOTES AND ATTACHMENTS** section.
 - ❖ If no instructor qualification files are visible, it is safe to refresh your browser.

II. MODIFY INSTRUCTOR QUALIFICATIONS

❖ Currently, the CE Portal does not support modifying instructor qualifications.

The screenshots illustrate the process of adding instructor qualifications through the MLO Application interface. The interface has four tabs: APPROVAL PROCESS, APPLICATION, COURSE SUMMARY, and CATEGORIES AND CONTENT.

Step 1: Draft Screen
The 'APPROVAL PROCESS' tab is active. A message states: "This application is drafted and is not yet submitted. Unsubmitted applications will be canceled if they are not submitted within 30 days." Below this is an 'Action' dropdown menu. The 'Add/Modify Instructor Qualifications' option is highlighted.

Step 2: Instructor Qualifications Form
The 'APPLICATION' tab is active. The 'Instructor Qualifications' section shows a text field for 'Instructor(s)' containing 'John Doe, Jane Doe'. Below this is an 'Upload Qualifications (PDF or DOC formats only)' section with 'Upload Files' and 'Or drop files' options. A 'Previous' button and a 'Save' button are at the bottom right.

Step 3: Upload Files Modal
A modal titled 'Upload Files' is shown. It displays a file 'Sample Instructor Qualifications.pdf' (25 KB) with a progress bar and a green checkmark. At the bottom, it says '1 of 1 file uploaded' and has a 'Done' button.

Step 4: Course Summary Tab
The 'COURSE SUMMARY' tab is active. The 'Instructors' section shows 'Instructors: John Doe, Jane Doe'. Below it, the 'Instructor Qualifications' section says 'View files in Notes and Attachments below.' The 'Learning Assessment' section is also visible.

Step 5: Notes & Attachments Table
The 'Notes & Attachments (2)' section shows a table with the following data:

Title	Type	Created By	Last Modified
Instructor Qualificat...	File	POST User	4/14/2025 10:59 AM
Sample Instructor Q...	File	POST User	4/14/2025 10:53 AM

A 'View All' link is located at the bottom right of the table.

ADD/MODIFY LEARNING ASSESSMENT

MANDATORY LEARNING OBJECTIVE APPLICATION

MLO APPLICATION → **ADD/MODIFY LEARNING ASSESSMENT**

I. **ADD LEARNING ASSESSMENT**

❖ **DO NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.**

- 1) From the **Draft Screen**, open the dropdown box under **Action**.
- 2) Select **Add/Modify Learning Assessment** and click **Next**.
- 3) Select at least one assessment method by clicking the corresponding checkbox.
 - If “Other” is selected, specification is required.
- 4) Click **Save**.

The screenshot shows the 'APPROVAL PROCESS' tab selected in a navigation bar. Below the navigation bar, a message states: 'This application is drafted and is not yet submitted. Unsubmitted applications will be canceled if they are not submitted within 30 days.' The 'Action' dropdown menu is open, displaying a list of options: '--None--', 'Change Application Information', 'Add/Modify Categories and Credits', 'Remove Categories and Credits', 'Add/Modify Course Content', 'Add/Modify Instructor Qualifications', 'Add/Modify Learning Assessment' (highlighted in blue), and 'Review and Submit'.

The screenshot shows the 'Learning Assessment' screen. It features a navigation bar with 'APPROVAL PROCESS' selected. The main heading is 'Learning Assessment'. Below this, a paragraph states: 'The MN POST Board and MN Session Law requires sponsors providing courses in Mandatory Learning Objectives to assess the learning of course attendees.' A section titled '* Select at least one assessment method from the options below:' contains four checkboxes: 'In-Progress Evaluations or Exams' (checked), 'Final Evaluations or Exams', 'Demonstrated Proficiency/Qualification', and 'Other (Specification Required)' (checked). Below this, a section titled '* Please specify' has a text input field. At the bottom right, there are 'Previous' and 'Save' buttons.

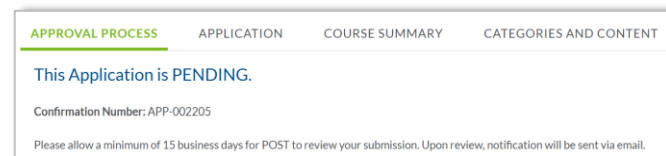
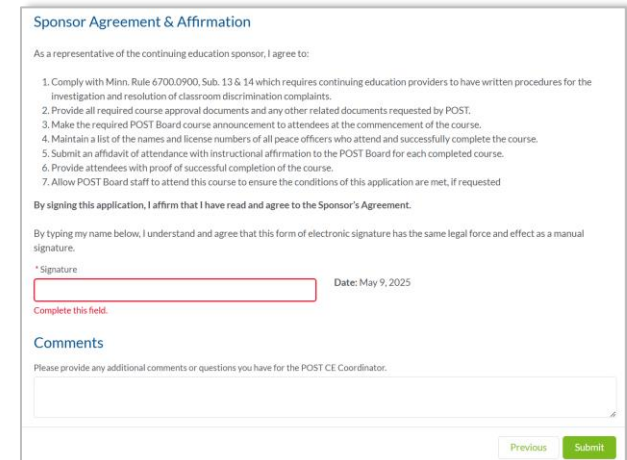
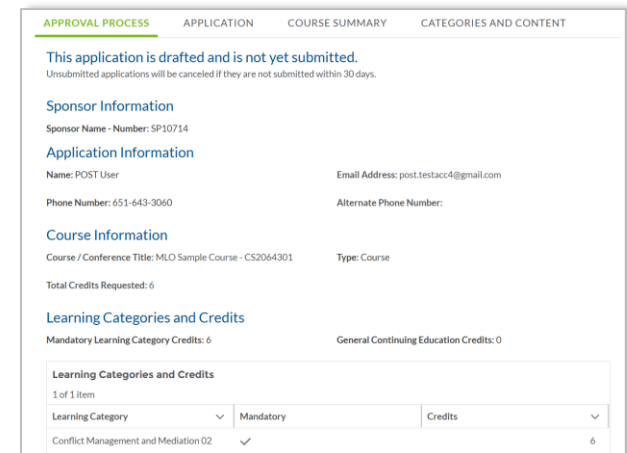
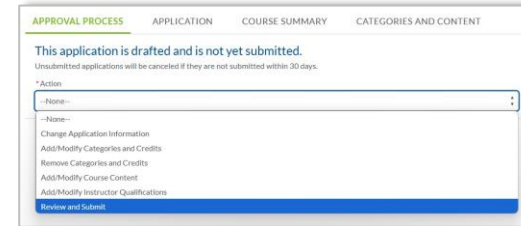
REVIEW AND SUBMIT

MANDATORY LEARNING OBJECTIVE APPLICATION

MLO APPLICATION → REVIEW AND SUBMIT

I. REVIEW AND SUBMIT

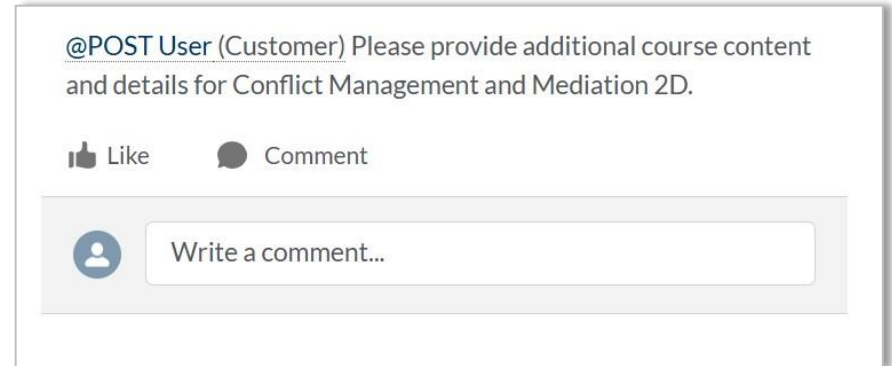
- 1) From the **Draft Screen**, open the dropdown box under **Action**.
- 2) Select **Review and Submit**.
- 3) Click **Next**.
- 4) Review the application information for accuracy and completion.
- 5) Review the **Sponsor Agreement & Affirmation**.
- 6) In the text box under **Signature**, type your name to sign the application.
 - This is not a required field.
- 8) Click **Submit**.
- 9) You will receive notification that your application is **PENDING** and a **Confirmation Number** indicating that your application was successfully submitted to POST.
 - The confirmation number is not the course number.
 - The course number is issued once the application is approved by POST.
- 10) Click on your **Sponsor License Number** at the top of the **Application Screen** to return to your **CE Portal Dashboard** – or –
- 11) Click on **Back to License Dashboard** at the top of the browser screen to return to your **MN E-Licensing Dashboard**.





MESSAGING FUNCTION


MESSAGING FUNCTION

- ❖ The message function allows POST staff to post feedback on submitted applications via the CE Portal.
- ❖ Only POST staff can initiate the messaging function. Once initiated, the applicant can reply and send follow-up messages.
- ❖ An email notification will be sent to the applicant when a message has been posted.



@POST User (Customer) Please provide additional course content and details for Conflict Management and Mediation 2D.

 Like  Comment



APPLICATION EVALUATION

APPLICATION EVALUATION

- ❖ Applications submitted to POST for evaluation will be tagged as **PENDING**.
- ❖ An email notification will be sent to the applicant when POST modifies the status of an application.

I. APPLICATION APPROVED

- ❖ An approved application requires **Sponsor Confirmation** before it can be finalized, and a course number assigned.
- 1) Click on the **COURSE SUMMARY** tab.
 - 2) Thoroughly review the Learning Categories and Credits approved by POST.
 - 3) Click on the **APPROVAL PROCESS** tab.
 - 4) Open the dropdown box under **Action**.
 - Select **Confirm Review** to confirm that you have reviewed the application content approved by POST.
 - Select **Return to CE Coordinator** if the application content approved by POST is incorrect and/or you have questions about the approval. Comments or questions are required.
 - 5) Click **Submit**.
 - This action cannot be undone.

II. APPLICATION REJECTED

- ❖ Applications rejected by POST will have the status updated to **Returned for Correction, Denied, or Canceled**. Information on the reason(s) for rejecting the application and, if applicable, the corrections required by the applicant for re-evaluation will be provided.
- ❖ **Returned for Correction:** The applicant will have 30 calendar days to perform the required corrections. If no action is taken within the 30 days, the application will be deleted.

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

This Application has been APPROVED but is pending Sponsor Confirmation.

Review your course/conference approval information under the "Course Summary" tab, above. Confirmation that you have reviewed the information is required to receive the course number.

By selecting "Confirm Review" below, I confirm that I have reviewed the course approval information. **This cannot be undone.**

* Action

Confirm Review

Submit

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

This Application has been APPROVED but is pending Sponsor Confirmation.

Review your course/conference approval information under the "Course Summary" tab, above. Confirmation that you have reviewed the information is required to receive the course number.

By selecting "Confirm Review" below, I confirm that I have reviewed the course approval information. **This cannot be undone.**

* Action

Return to CE Coordinator

* Comments or questions for the CE Coordinator are required.

Submit

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

This Application has been RETURNED FOR CORRECTION.

Please review and make the necessary changes to your course application within 30 days. Note that POST will take no further action without your response. If no response is received within 30 days, this course application will be canceled and you will be required to reapply.

Click 'Next' to modify your application and make corrections.

Next

AFFIDAVITS OF ATTENDANCE

AFFIDAVITS OF ATTENDANCE

- ❖ The Affidavits of Attendance function of the Continuing Education Portal will be activated after the 2025 License Renewal period.

