



## Board of Peace Officer Standards and Training

1600 University Avenue, Suite 200, Saint Paul, MN 55104

(651) 643-3060 | [www.mn.gov/post](http://www.mn.gov/post)

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## RULES COMMITTEE MEETING AGENDA

**Thursday, January 8, 2026, at 1:00 p.m.**

*This will be a hybrid meeting held at the MN POST Board, 1600 University Ave, Ste 200, St. Paul, MN 55104*

1. Call to Order
2. Approval of the Agenda **ACTION**
3. Approval of Minutes from 11/19/25 Meeting (attachment) **ACTION**
4. 6700.0300 **ACTION**
  - a. Adult Learning Courses Attachment
5. Adjournment



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### RULES COMMITTEE MEETING MINUTES November 19, 2025, 1:00 p.m.

*This HYBRID meeting was held at the MN POST Board office.*

Members Present	Members Absent	Staff Present	Others Present
Jim Yang - Chair	Tanya Gladney	Sidney Bergum	
Kelly Phillips	Troy Wolbersen	Alicia Popowski	
Bobbi Holtberg		Rob Skoro	
		Katie Cederstrom	

1. **Call to order:** Chair Yang called the meeting to order at 1:01 pm on November 19, 2025.
2. **Approval of Agenda:** Chair Yang asked for a motion to approve the agenda.
  - **MOTION:** Kelly Phillips moved the motion to approve the agenda. Bobbi Holtberg seconded the motion. The motion passed via unanimous voice vote.
3. **Approval of 10/16/25 Meeting Minutes:** Chair Yang asked for a motion to approve the 10/16/25 minutes.
  - **MOTION:** Kelly Phillips moved the motion to approve the minutes. Bobbi Holtberg seconded the motion. The motion passed via unanimous voice vote.
4. **6700.0300 (PPOE Coordinator Amendments):** Alicia Popowski introduced the feedback on Rule 6700.0300 from the PPOE Coordinator meeting. Discussion ensued. Chair Yang tabled the item to come back for further discussion in January before bringing the Rule to the full board.
5. **6700.0100:** Alicia Popowski introduced Rule 6700.0100 and the proposed amendments to the committee. *See Appendix A for notes.* Discussion ensued. Chair Yang asked for a motion to accept the rule draft as proposed.
  - **MOTION:** Kelly Phillips moved the motion to accept the Rule as presented. Bobbi Holtberg seconded the motion. The motion passed via unanimous voice vote.
6. **6700.0401:** Alicia Popowski introduced Rule 6700.0401 and the proposed amendments. *See Appendix B for notes.* Discussion ensued. Chair Yang asked for motion to accept the rule draft as presented.
  - **MOTION:** Kelly Phillips moved the motion to accept the rule draft as presented. Bobbi Holtberg seconded the motion. The motion passed via unanimous voice vote.
7. **0700.0500/0600:** Alicia Popowski introduced Rule 0700.0500/0600 and the proposed amendments. *See Appendix C for notes.* Discussion ensued. Chair Yang asked for motion to accept the rule draft as presented with the committee's additional amendments.



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- **MOTION:** Bobbi Holtberg moved the motion. Kelly Phillips seconded the motion. The motion passed via unanimous voice vote.

8. **Adjournment:** Chair Yang asked for a motion to adjourn.

- **MOTION:** Kelly Phillips moved the motion to adjourn. Bobbi Holtberg seconded the motion. The motion passed via unanimous voice vote and the meeting adjourned at 2:49 pm.

DRAFT

**6700.0100 DEFINITIONS.**

Subpart 1. **Scope.** For the purpose of this chapter, the terms in this part have the meanings given them, unless another intention clearly appears.

Subp. 2. **Law enforcement agency or Agency.** "Law enforcement agency or Agency" has the meaning given it in Minnesota Statutes, section 626.84, subdivision 1, paragraph (f).

Subp. 3. **Appointing authority.** "Appointing authority" means the public official, board, commission, or other person or group of persons responsible for the initial appointment and continued tenure of persons employed by the agency as peace officers and part-time peace officers.

Subp. 4. **Appointment.** "Appointment" means the official declaration provided by the agency to the POST Board which indicates that the agency has engaged the services of a peace officer or part-time peace officer beginning on a specified date.

Subp. 5. [Repealed, 14 SR 12]

**Subp. 5a. Professional peace officer education.** "Professional peace officer education" means:

A. ~~a postsecondary degree that includes instruction as specified in part 6700.0300, subpart 1; or~~

B. ~~a postsecondary certificate that includes instruction as specified in part 6700.0300, subpart 1, and is awarded by a certified school to individuals who already possess a postsecondary degree.~~

**Subp. 5a. Peace officer preservice program.** "Peace Officer Preservice Program" or POPP refers to the learning objectives developed and maintained by the board that are delivered by a certified school.

Subp. 6. **Board or POST Board.** "Board" or "POST Board" means the Board of Peace Officer Standards and Training.

Subp. 7. **Certification.** "Certification" means official acknowledgment by the board that a school meets all of the criteria listed in parts 6700.0300 and 6700.0400 to offer ~~professional peace officer education or the academic component or psychomotor clinical skills component of the professional peace officer education~~ Peace Officer Preservice Program.

Subp. 8. **Chief law enforcement officer.** "Chief law enforcement officer" means the designated head and the highest-ranking board-licensed peace officer within ~~an~~ a law enforcement agency.

Subp. 9. [Repealed, 14 SR 12]

**Subp. 9a. Conviction.** "Conviction" means that a person has been charged with a crime and the person was found guilty of that crime, regardless of length of or imposition or execution of any sentence received, any deferred finding of guilt or imposition of sentence by the court, any continuance for dismissal granted by the court, or any expungement of the offense records or conviction. For the purposes of this chapter, a person is considered to have been convicted of a crime if the person was convicted, or otherwise found guilty or pleaded guilty, including by entering an Alford plea or a plea of no contest; was found guilty but the adjudication of guilt was stayed or withheld; was convicted but the imposition or execution of a sentence was stayed; or was

convicted but the conviction was later expunged.

Subp. 10. **Program director or director Coordinator.** "Program director or director Coordinator" means a person who is appointed and employed full-time by a certified school, and designated by a certified school, approved by the board to manage the day-to-day activities of the professional peace officer education program Peace Officer Preservice Program.

Subp. 11. **Eligible to be licensed.** "Eligible to be licensed" means the status of an individual who has passed the peace officer licensing examination or the reciprocity examination, but who has not yet secured employment as a peace officer.

Subp. 12. **Executive director.** "Executive director" means executive director of the board. Subp.

Subp. 12a. **Felony.** "Felony" means a crime punishable by more than one year in prison as defined in Minnesota Statute, section 609.02, subdivision 2.

Subp. 13. [Repealed, 18 SR 1961]

Subp. 14. [Repealed, L 2005 c 10 art 1 s 82]

Subp. 15. **Guest lecturer.** "Guest lecturer" means a person who is invited by the instructor to occasionally teach occasionally in a school preservice or a board-approved course in continuing education course.

Subp. 16. **Inactive licensed officer.** "Inactive licensed officer" means an individual who holds a currently valid peace officer license issued by the board, but who is not currently employed by an a law enforcement agency.

Subp. 17. **Instructor.** "Instructor" means a person who is recognized as being qualified to teach in a school a component of the Peace Officer Preservice Program according to part 6700.0300 or a board-approved continuing education course according to part 6700.0900.

Subp. 18. **Part-time peace officer.** "Part-time peace officer" has the meaning given it in Minnesota Statutes, section 626.84, subdivision 1, paragraph (d).

Subp. 19. **Peace officer.** "Peace officer" has the meaning given it in Minnesota Statutes, section 626.84, subdivision 1, paragraph (c).

Subp. 20. **School.** "School" means a postsecondary institution which is accredited by one of the six regional accrediting associations and authorized to award academic degrees including, but not limited to, Associate of Arts (A.A.) degrees, Associate of Science (A.S.) degrees, Bachelor of Arts (B.A.) degrees, and Bachelor of Science (B.S.) degrees a federally recognized accrediting agency or recognized as meeting accreditation by a current member of the National Association of Credential Evaluation Services (NACES). A school must be authorized to award degrees.

Subp. 21. [Repealed, 18 SR 1961]

Subp. 22. **Postsecondary degree.** "Postsecondary degree" means an academic degree awarded by a school.

Subp. 23. **Postsecondary certificate.** "Postsecondary certificate" means an nonacademic title credential awarded by a school that shows completion of a specific course of study.

Subp. 24. **Certified school.** "Certified school" means a school that has been given certification.

**Subp. 25. Classroom discrimination.** "Classroom discrimination" means oral, written, graphic, or physical conduct directed against any person or group of persons because of their race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, disability, or veteran's status that has the purpose or reasonably foreseeable effect of demeaning or intimidating that person or group of persons.

**Subp. 26. Discriminatory conduct.** "Discriminatory conduct" means a pattern of conduct or a single egregious act that evidences knowing and intentional discrimination based on the actor's perception of a person's race, color, creed, religion, national origin, disability, sex, sexual orientation, gender identity, or public assistance or any other protected class as defined in Minnesota statutes or federal law; and would lead an objectively reasonable person to doubt the actor's ability to perform the duties of a peace officer in a fair and impartial manner. Membership in a religious organization as a lawful exercise of the freedom of religion is not discriminatory conduct.

**Subp. 27. Seasonal position.** "Seasonal position" means a position which is necessary due to recurring seasonal fluctuations in staffing needs and does not exceed 16 consecutive weeks in duration.

**Subp. 28. Temporary position.** "Temporary position" means a short term of employment that may not exceed 300 hours with a designated end date of six months or less.

**Subp. 29. Hate or extremist group.** "Hate or extremist group" means a group that, as demonstrated by its official statements or principles, the statements of its leaders or members, or its activities:

A. promotes the use of threats, force, violence, or criminal activity:

- (1) against a local, state, or federal entity, or the officials of such an entity;
- (2) to deprive, or attempt to deprive, individuals of their civil rights under the Minnesota or United States Constitution; or
- (3) to achieve goals that are political, religious, discriminatory, or ideological in nature;

B. promotes seditious activities; or

C. advocates for differences in the right to vote, speak, assemble, travel, or maintain citizenship based on a person's perceived race, color, creed, religion, national origin, disability, sex, sexual orientation, gender identity, public assistance status, or any protected class as defined in Minnesota statutes or federal law.

**Subp. 30. Primary certified school.** "Primary certified school" means the certified school a student enrolls with and begins the Peace Officer Preservice Program.

**Subp. 31. Secondary certified school.** "Secondary certified school" means the certified school a student enrolls with to complete the psychomotor skills component of the Peace Officer Preservice Program if different than the primary certified school.

**Subp. 32. Academic component.** "Academic component" means categories 1 and 2 of the learning objectives approved by the board.

Subp. 33. Psychomotor skills component. “Psychomotor skills component” means categories 3 and 4 of the learning objectives approved by the board.

Subp. 34. Preservice advisory committee. “Preservice Advisory Committee” means a standing committee of professionals, subject matter experts, and stakeholders that advise and aid the board in the development and updating of preservice program topics and learning objectives.

Subp. 35. Adjunct instructor. “Adjunct instructor” is someone who provides instruction in the Peace Officer Preservice Program but is not a full-time faculty member.

**6700.0401 CLASSROOM DISCRIMINATION; PROGRAM COMPLAINT PROCEDURES.**

**Subpart 1. Procedures.** Every certified school delivering a component of the Peace Officer Preservice Program must establish written and publish procedures for the investigation and resolution of allegations of classroom discrimination complaints within the program. These procedures must minimally specify:

- A. the person to whom the formal complaint must be made;
- B. the process by which complaints will be investigated;
- C. the sanctions that may be imposed if a complaint is sustained;
- D. the appeal process ~~for the offending party~~;
- E. the process that will be used to notify the complainant of the investigation and disposition; and
- F. the effective date of the procedures or subsequent modifications of procedures.

**Subp. 2. Summary.** The coordinator program director must provide all new students participants enrolled in the ~~who are in courses taught as a part of the professional peace officer education program~~ a summary of the written procedures required under subpart 1. The coordinator program director must also provide all faculty instructors and staff members ~~who participate in courses as a part of the professional peace officer education program~~ a copy of the written published procedures required under subpart 1. Also, The coordinator program director must make the procedures required under subpart 1 available to anyone else upon request.

**Subp. 3. Complaints.** Complaints ~~which allege classroom discrimination within the program at a certified school~~ must be processed according to the written certified school's published procedures adopted by the certified school required in subpart 1.

**6700.0500 PEACE OFFICER LICENSING EXAMINATION.**

Subpart 1. [Repealed, 14 SR 12]

<b>REPEAL</b>
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Subp. 2. [Repealed, 14 SR 12]

Subp. 3. **Eligibility for examination.** Students who successfully complete professional peace officer education which meets the minimum requirements in part 6700.0300, subpart 1, are eligible to take the peace officer licensing examination. An application must include an official certified transcript showing the completion of a postsecondary degree and the coordinator's signature attesting to the student's successful completion of professional peace officer education.

Subp. 4. [Repealed, 11 SR 2337]

Subp. 5. **Reinstatement of eligibility.** Upon successful completion of the peace officer licensing examination, a person is eligible to be licensed for three years. If the person is not licensed after three years, the person may reinstate eligibility by passing the peace officer licensing examination again. Upon successful completion of the examination the person is eligible to be licensed for three years.

**6700.0600 LICENSING EXAMINATIONS.**

Subpart 1. **Examination eligibility and Application.** An applicant for any of the licensing examinations shall submit an application and documentation as required by the board. An application shall be accompanied by the appropriate nonrefundable fee under subpart 2. Applications are valid for one year from the date they are approved by the board. An individual is eligible to take one of the peace officer licensing examinations if:

- A. they have completed all components of the Peace Officer Preservice Program as described in part 6700.0300, or
- B. they meet the reciprocity requirements described in part 6700.0501 or Minnesota Statute, section 626.8517.

Applications must include a transcript showing the completion of a postsecondary degree and documentation that proves the applicant successfully completed the Peace Officer Preservice Program. Applications must also include the nonrefundable fee in subpart 2.

Subp. 2. **Nonrefundable fee Examination Fees.** A nonrefundable fee set by the Board shall be paid to the board before taking a licensing examination. the following licensing examinations:

- A. peace officer licensing examination, \$105; and
- B. reciprocity examination, \$105.

Subp. 3. **Retaking examinations.** An applicant who fails an examination will be allowed to retake that examination three additional times. , upon furnishing to For each retake of the examination, an applicant must submit to the board a renewed written application and the appropriate fee. The third and fourth examination application will require the applicant to complete a remedial training plan as described in subpart 4. No individual will be allowed more than four attempts to pass the Peace Officer Licensing Examination.

Subp. 4. **Remedial examination procedures.** Before applying to take the examination a third or fourth time, or subsequent retake of the examination will require the applicant, in collaboration with board staff, must to submit to the board and complete a remedial training plan. Documentation that shows the remedial training plan was completed must be provided to the Executive Director for review. to the executive director for board approval. This plan must be directed at deficiencies indicated in previous examinations and must include, at a minimum, the following: After the documents have been reviewed and approved, the applicant may apply to take the examination.

- A. training activities to be completed; A remedial training plan completed by an applicant must be directed at the deficiencies indicated in the applicant's previous examination and may include the following documentation:
  - 1) the training activities and/or courses completed; and/or
  - 2) the appropriate documentation of completion from the instructor or organization delivering the training activity or course, including documentation of the date the training activity or course was completed.
- B. evaluation process to be used in verifying satisfactory completion of the listed activities;

and

**C. date of completion of all activities.**

~~An additional written application and appropriate fee will be required for each administration of the examination.~~

**Subp. 5. Reciprocity examinations.** Reciprocity applicants will not be allowed to take the Reciprocity Examination more than four times. A third and fourth Reciprocity Examination application will require the applicant to submit and complete a remedial training plan as described in subpart 4 prior to taking the examination. The examination limit does not apply to military service members seeking reciprocity. Military service members taking the reciprocity examination must complete a remedial training plan as described in subpart prior to taking the examination a third or subsequent time.

**Subp. 5.6. Reinstate eligibility Application expiration.** The eligibility for a person to take the ~~an examination in subpart 2 shall be void one year after the application to take the examination was received by the board. After an examination application is approved, the applicant has one year to take the examination. After one year, the application will expire.~~ The fee and any supporting documents ~~submitted with the examination application~~ are become invalid at the same time the application becomes void invalid. In order to ~~reinstate eligibility~~ reapply for an examination, the person shall comply with subparts 1 and 2.

**Subp. 7. License eligibility.** An individual is eligible to be licensed for three years after completing and passing one of the peace officer licensing examinations. If the individual is not licensed after three years, the individual may reinstate eligibility by retaking and passing one of the peace officer licensing examinations. Upon successful completion of one of the examinations, a person will be eligible to be licensed for another three years.

**A.** Regardless of when the last examination was taken or when the license eligibility period expires, an individual will have 5 years to become licensed after completing the board's preservice program.

**6700.0300 PROFESSIONAL PEACE OFFICER PRESERVICE PRORAM EDUCATION.**

~~Subpart 1. Subject areas. The professional peace officer education must minimally include instruction in the learning objectives approved by the board and based on the following subject areas: The Peace Officer Preservice Program shall teach the learning objectives set by the board as prescribed. The learning objectives will relate to the following categories:~~

- ~~A. history and overview of the criminal justice system; Category 1- Core Competencies;~~
- ~~B. Minnesota statute law; Category 2 - Foundational Knowledge;~~
- ~~C. constitutional law and criminal procedure; Category 3 - Performance of Peace Officer Duties and Tasks; and~~
- ~~D. juvenile justice system and procedure; Category 4 - Tools, Techniques, and Tactics.~~
- ~~E. patrol procedures;~~
- ~~F. criminal investigation and testifying;~~
- ~~G. human behavior and crisis intervention;~~
- ~~H. defensive tactics and use of force; and~~
- ~~I. cultural awareness and response to crime victims.~~

~~The organization of the curriculum and the location of delivery of curriculum components is the responsibility of the certified school's governing body. When any of the learning objective categories are revised by the board, the board must give certified schools a reasonable period of time to adopt and implement the changes. A certified school's program director may waive a program participant's instruction on a particular subject matter or for a specific learning objective from learning categories 1 or 2 if the participant provides proof of equivalent training. The minimum standards of the psychomotor skills component will be provided by the board to certified schools. Learning objectives from categories 3 and 4 are ineligible for a waiver.~~

~~Subp. 2. Waiver. Participation or continued instruction in a particular subject area in subpart 1 may be waived by the coordinator upon satisfactory evidence of approved equivalent training. Preservice advisory committee. The Preservice Advisory Committee provides support to the board and aids in the development of program learning objectives and categories. Both the board and the Preservice Advisory Committee reserve the right to consult with outside individuals who have specialized training and expertise in topics covered by the preservice program. Individuals appointed by the board to serve on the Preservice Advisory Committee will serve a 4-year term. At the end of a member's term, they may re-apply with the board for re-appointment.~~

- ~~A. The Preservice Advisory Committee shall, minimally, consist of the following members selected by the board:~~
  - ~~1) two Peace Officer Preservice Program directors (at least one must be a director of a school offering the psychomotor skills component),~~
  - ~~2) two Chiefs of Police or designee (one from the metro area and one from greater Minnesota),~~

- 3) two Sheriffs or designee (one from the metro area and one from greater Minnesota),
- 4) two peace officers currently designated as a field training officer or a field training officer supervisor (one from the metro area and one from greater Minnesota),
- 5) one defensive tactics instructor,
- 6) one firearms instructor,
- 7) one emergency vehicle operations instructor,
- 8) two County Attorneys or assistant county attorney designee (one from the metro area and one from greater Minnesota),
- 9) one victim's rights advocate,
- 10) one mental health professional, and
- 11) two public members (one from the metro area and one from great Minnesota).

B. The Preservice Advisory Committee must:

- 1) conduct an annual review of the Peace Officer Preservice Program and provide a report to the board's subcommittee on training by December 1 of each year,
- 2) provide program recommendations to the board as needed and as a result of the annual review,
- 3) advise the board of pertinent changes in case law, industry standards, and best practices that affect the program, and
- 4) complete any other tasks requested by the board within the purview of the committee.

Subp. 3. **Minimum requirements.** All certified schools shall comply with the minimum requirements in subpart 1 as applicable to their certification and shall furnish reasonable and necessary proof to the board to verify that the provisions of subpart 1 are being met. Nothing in parts 6700.0100 to 6700.1800 precludes any certified school from ~~enacting rules which establishing~~ standards of training above the minimum requirements in subpart 1.

Subp. 4. **Learning objectives.** Periodically the board may revise the learning objectives applicable to the content of the professional peace officer education as outlined in subpart 1. These revisions must be incorporated into the professional peace officer education of the certified program. Compliance reviews of certified schools.

- A. A school certified and approved by the board to provide the Peace Officer Preservice Program must comply with the requirements prescribed in 6700.0300 and 6700.0400.
- B. A certified school must cooperate fully with scheduled and/or random compliance reviews by the board.
- C. The board reserves the right to conduct a compliance review on certified schools at any time. Certified schools will minimally be subject to a compliance review once

every two years.

- D. The board will review the certified school's training materials, facilities, and/or equipment. During a review, a certified school must supply any documentation or records kept on their program or the participants, as permitted by law, to the board as requested.

**Subp. 5. Participation General applicant enrollment requirements for all certified schools.**

A. All certified schools ~~shall must~~ develop enrollment standards for admission to the professional peace officer education courses ~~the Peace Officer Preservice Program~~. These standards must measure the student's likelihood of successful completion of the program. The enrollment standards must minimally prohibit students from enrolling in the program if they have been convicted of any crime listed as a disqualification from appointment to the position of peace officer under part 6700.0700, subpart 1, item D.

B. ~~No student may be admitted to the professional peace officer program who: A certified school must deny an applicant entry into the Peace Officer Preservice Program if the applicant does not, is unable, or refuses to comply with the provisions listed in item A. The denial will stand until such time as the applicant comes into compliance and meets the certified school's enrollment requirements. If an applicant is denied entry into a certified school's program for any reason, the certified school must inform the applicant of the basis for the denial in writing.~~

- (1) ~~poses a serious threat to the health or safety of themselves or others; or~~
- (2) ~~has been convicted of any crime listed as a disqualification from appointment to the position of peace officer under part 6700.0700, subpart 1, item D.~~

C. ~~If a student is denied admission or participation in the professional peace officer education program because of any of the requirements in item A or B, the certified school shall inform the student of the denial and its reasons for the denial. The certified school shall also afford the student a formal appeal process. That appeal process must be reduced to writing and provided to each student who is denied admission or participation in the program because of any of the requirements in item A or B. Prior to enrolling in the Peace Officer Preservice Program all students must be advised in writing of the minimum selection standards under part 6700.0700 using an advisory form developed by the board. In addition, students shall be advised in writing of the credit transfer agreements which the certified program has established with upper division institutions in Minnesota.~~

D. ~~Prior to admission to the professional peace officer education program, all students must be advised in writing of the minimum selection standards under part 6700.0700, using an advisory form developed by the board. In addition, students shall be advised in writing of the credit transfer agreements which the certified program has established with upper division institutions in Minnesota.~~

**Subp. 6. Applicant enrollment requirements for certified schools providing the psychomotor skills component.** To enroll in the psychomotor skills component of the Peace Officer Preservice Program, individuals must complete the board's application and satisfy the requirements of this subpart. The program director of the certified school delivering the psychomotor skills component is responsible for ensuring applicants meet the requirements described in this subpart before they enroll in the psychomotor skills component.

- A. Applicants must possess a valid Minnesota driver's license or a valid license from

another state. The applicant must acquire a copy of their driving record from the Minnesota Department of Public Safety, Division of Driver and Vehicle Services, and its equivalent from another state if licensed elsewhere. The records must be provided to the certified programs' director for review.

- B. Applicants must submit the board's physical assessment form, completed and signed by a licensed medical professional, to the certified program's director stating the applicant is free from any physical condition that would pose a threat to the health or safety of the applicant, other participants, or program instructors. The medical form should also state whether the applicant is able to perform the duties of a peace officer.
- C. Applicants must submit to a psychological screening to assess their general suitability for law enforcement. A psychologist licensed in Minnesota or the state in which the psychologist practices must review the results of the screening and submit a written opinion stating whether the applicant is fit to enter the Peace Officer Preservice Program. An applicant is "fit" to enter the program if they do not pose a health or safety threat to themselves, other participants, or program instructors. The psychological screening must also satisfy Minnesota Statute, section 626.8471, subdivision 5(b)(2). Psychological screenings are valid for one year and must be valid at the time a student enrolls in the psychomotor skills component of the program. Primary schools may complete the psychological screening and transfer the results to a secondary school prior to a participant's enrollment in the skills component.
- D. Applicants must pass a criminal history background check completed by the Bureau of Criminal Apprehension. Applicants must comply with applicable Minnesota Statutes and provide the required documents, fees, and other necessary items to the Bureau of Criminal Apprehension so the criminal history background check may be completed and shared with the POST Board and the certified school. If, as an adult, the applicant has lived or been arrested in another state, they must provide the certified school a criminal history report or its equivalent from that state.
- E. Applicants must sign the board's advisory form and attest they meet the minimum selection standards as described in part 6700.0700. If an applicant is found not to meet the minimum selection standards, or the standards are violated while the individual is enrolled in a certified school's program, the applicant or participant will be denied entry into or removed from the Peace Officer Preservice Program. Applicants do not have to satisfy 6700.0700, subpart 1, items C, J or K to enroll in the program. Primary certified school program directors must use an applicant's criminal history and psychological screening to verify the applicant meets the minimum selection standards as they attested on the advisory form.
- F. Applicants that are unable or refuse to comply with items A-E in this subpart, must be denied entry to the psychomotor skills component of the Peace Officer Preservice Program until such time as they come into compliance and meet all entry requirements. If an applicant is denied entry into a certified school's program for any reason, the certified school shall inform the applicant of the basis for the denial in writing.

Applicants attending multiple certified schools to complete the Peace Officer Preservice Program must complete the necessary steps and releases to allow certified schools to share enrollment data and information.

**Subp. 6-7. Certified school's responsibilities.** The certified school's responsibilities include the following:

A. The certified school shall be responsible for maintaining and making available to the board and executive director pertinent information on all classes conducted in the certified school. The coordinator shall notify the executive director of students who have successfully completed the professional peace officer education. Certified schools shall implement a records retention schedule for materials used to deliver the Peace Officer Preservice Program. Program materials shall be retained in compliance with applicable data practices laws, or minimally for seven years. The records must include any documentation that establishes compliance with the board's learning objectives and program, regardless of the location of the training.

B. The certified school shall implement a records retention schedule requiring that curriculum materials used in the delivery of professional peace officer education be retained for five years. The materials must include course outlines, bibliographies, and other materials which would document the contents of the certified school's curriculum. This document applies to courses offered both on the certified school's campus and at any contracted extended sites. The certified school shall implement a records retention schedule for documents that show the Peace Officer Preservice Program was completed by a participant. The records shall be retained in compliance with applicable data practices law, or minimally for seven years.

C. The chief executive officer of the certified school shall, by October 1 of each year, file with the board an affirmative action plan and such other relevant information as the board may require. The affirmative action plan must include specific goals and objectives which describe measurable statements of performance for the recruitment and retention of minority students and women in the certified school's professional peace officer education program. By September 1 of each year, the chief executive officer of the certified school shall submit a written report to the board evaluating the effectiveness of the special goals and objectives included in the affirmative action plan from the previous year. "Minority student" means a Black, Hispanic, Asian or Pacific Islander, American Indian, or Alaskan native person. Relevant information may include lesson plans and course outlines. It is the responsibility of the certified school and director offering the psychomotor skills component to ensure Peace Officer Preservice Program applicants satisfy the program enrollment requirements described in subpart 6. Primary and secondary schools must communicate with one another if enrollment requirements are not met prior to a participant starting the psychomotor skills component or are violated while a student is enrolled.

D. When a coordinator leaves a certified school, the chief executive officer of the certified school must notify the board no later than 20 days after the coordinator has left the position, and provide the board with the name of the new coordinator. The signature facsimile of the new coordinator must accompany this notification. Any person appointed as a coordinator after January 1, 1990, must have a bachelor's degree in law enforcement, criminal justice, education, social or behavioral science, or related field and at least three years of experience with a criminal justice agency. Primary schools must complete an acknowledgement of training form and provide it to a secondary school prior to an applicant enrolling in the psychomotor skills component. On the form, the director of the primary certified school will attest the applicant has completed all the learning objectives from categories 1 and 2. Secondary schools are responsible for ensuring the form is received during the psychomotor skills component enrollment process.

E. By June 1 of each year, each certified school must submit to the board an affirmative action plan that includes specific and measurable goals regarding the recruitment and retention of female and minority students within the Peace Officer Preservice Program. The certified school

must also supply the board a report evaluating the effectiveness of the school's affirmative action plan during the previous calendar year.

**Subp. 7.8. Instructor requirements.** All instructors who teach law enforcement courses in a certified school shall possess a postsecondary degree, or have professionally recognized training and experience to teach the assigned subject matter. This part shall not preclude the use of guest lecturers.

A. All instructors, including adjuncts, who teach a part of the academic component of a certified school's Peace Officer Preservice Program must:

- 1) possess a postsecondary degree;
- 2) have experience that equates to, at a minimum, three years of professional experience in law enforcement or a criminal justice related field, or have recognized professional training or education in the category or subject matter that they are teaching;
- 3) not have had a professional license or certificate revoked, rescinded, or currently or permanently suspended; and
- 4) have recognized training and experience to teach the program's subject matter.

B. All instructors, including adjuncts, who teach a part of the psychomotor skills component of a certified school's Peace Officer Preservice Program must:

- 1) Possess a postsecondary degree;
- 2) have experience that equates to, at minimum, three years of full-time work experience in law enforcement or a criminal justice related field;
- 3) not have had a professional license or certificate revoked, rescinded, or currently or permanently suspended; and
- 4) have recognized training and experience to teach the program's subject matter.

C. Full-time instructors must complete a # of hours course in adult learning, instructor development, or curriculum development prior to or within the first two years of being employed as an instructor with a certified school.

D. Certified schools must maintain documentation on each instructor who teaches any portion of the curriculum. The documentation must include the instructor's resume and relevant qualifications.

E. Subpart 8 does not apply to guest lecturers.

**Subp. 8.9. Safety policies required.** Each certified school shall implement a formal written safety policy which incorporates specific rules, procedures, and protocols to ensure student and faculty safety as well as provide a safe, humane, and educationally sound learning environment. These policies must contain at least: Director Requirements.

A. a process for students to identify any preexisting injuries or medical restrictions which may affect their ability to safely participate in the training;

~~B. a prohibition against unduly harsh training activities, or training activities which are designed to humiliate or inappropriately accentuate student shortcomings;~~

~~C. a process for written documentation of details associated with any student injury which occurs during any training course. Specific injury trends and any particularly high risk training practices or techniques shall be evaluated, amended, or eliminated if safe environments cannot be ensured;~~

~~D. guidelines to direct instructors to reduce instructional pace and intensity during heat waves, cold waves, or other adverse climatic or environmental conditions; and~~

~~E. a prohibition against depriving students of necessary food, water, or protective equipment when engaged in physical or psychomotor skills training.~~

A. An individual appointed as a certified school's program director must:

- 1) be employed full-time by the certified school for which they are appointed to the position of director;
- 2) possess a bachelor's degree or an advanced degree in law enforcement, criminal justice, education, social or behavioral science, or a related field;
- 3) not have had a professional license or certificate revoked, rescinded, or currently or permanently suspended;
- 4) have at least four years of experience as a full-time licensed or certified peace officer;
- 5) have at least two years of experience instructing or teaching; and
- 6) complete a # of hours course in adult learning, instructor development, or curriculum development prior to or within the first two years of being employed as a director with a certified school.

B. Coordinators of Professional Peace Officer programs who were appointed prior to DATE may take on the role of director without meeting the new requirements of item A so long as they are appointed director with the same school and their appointment is continuous. If a coordinator's appointment is terminated or the individual seeks appointment with a different certified school, they must comply with the requirements listed in item A.

C. Certified schools must submit a director appointment form to the board for review and receive the board's approval before an appointee may take on the official capacity of director. The director appointment application will be vetted by the board's subcommittee on training before being sent to the full board for final approval. In certain circumstances, the board's subcommittee on training may approve a temporary program director until a permanent director is confirmed at the next board meeting.

D. When a certified school's director is no longer assigned to that position, the chief executive officer or designee of the certified school must notify the board as soon as the director's last day of assignment is known. Similarly, certified schools must notify the board when a new director has been identified and then follow the requirements described in item C. In certain circumstances, the board's subcommittee on training may approve a temporary program director until a permanent director is identified.

Subp. 9 10. Policies provided. Students and faculty shall be provided with a copy of the written safety policy required in subpart 8. Instructors shall review this policy prior to any psychomotor skills training. Safety policies required. Each certified school shall implement a formal written safety policy which incorporates specific rules, procedures, and protocols to ensure the safety of participants and staff as well as provide a safe, humane, and educationally sound learning environment. These policies must contain, minimally, the following:

- A. a process for participants to identify any preexisting injuries or medical restrictions which may affect their ability to safely participate in the program;
- B. a prohibition against unduly harsh training activities or training activities which are designed to humiliate or inappropriately accentuate a participant's shortcomings;
- C. the options available to support the mental health and overall well-being of program participants and instructors;
- D. a process for written documentation of details associated with any participant injury which occurs during any training course. Specific injury trends and any particularly high-risk training practices or techniques shall be evaluated, amended, or eliminated if safe environments cannot be ensured;
- E. guidelines to reduce or modify instructional pace and intensity during extreme heat, cold, or other adverse climatic or environmental conditions; and
- F. a prohibition against depriving participants of necessary food, water, or protective equipment when engaged in physical or psychomotor skills training.

Subp. 10 11. Documentation of completion. The registrar's office of each certified school shall retain documentation on an official school transcript which indicates the manner in which the student completed the professional peace officer education courses. Policies provided. Program participants and instructors must be provided a copy of the published safety policies required in subpart 10. Instructors shall review these policies in the form of a safety briefing with participants prior to any psychomotor skills training.

Schools - Average Hours in Adult Learning “Course”

- HTC
  - 5 in service days a year
  - During each in service day, instructors spend 2-4 hours brushing up on curriculum development and adult learning.
  - Minimum, 10 hours per year
- Mankato
  - Minimum, 10 hours per year
- Rasmussen
  - full time faculty, the rule is that the must complete a minimum of 16 Rasmussen Education Units (REUs) annually between the combined areas of Teaching Development, Development in Discipline, Compliance Training, and Employee Development. 1REU equates to about 1 hour of training. There are instructor development weeks at the end of each quarter with online sessions for instructors to attend – which are also recorded.

Training Links

- Minnesota West Community and Technical College
  - Teaching Adult Learners Course
    - Self-Guided Online (instructor moderated option available)
    - 24 hours long
    - \$147.00
    - <https://www.ed2go.com/mnwest/online-courses/teaching-adult-learners/>
- High Desert Medical College
  - Teaching Adult Learner: Strategies and Techniques for Nursing and Allied Health Program Educators
    - Self-Guided Online
    - 30 hours long
    - \$114
    - <https://hdmc.edu/courses/teaching-adult-learners/>

- Renew a Teaching License- Professional Learning Board
  - Curriculum Development
  - Self-Guided Online
  - 5 hours long
  - \$39
  - <https://renewateachinglicense.com/member/product/k12-online-pd-teacher-Curriculum-Development-ss5?c=27>
- Coursea
  - Foundations of Teaching for Learning: Curriculum
  - Self-Guided Online
  - 10 hours
  - Included in Coursea Plus Membership- not sure how much that is
  - <https://www.coursera.org/learn/teacher-curriculum?action=enroll>
- National University
  - Professional Certificate in Online Curriculum Development
  - Self-Guided Online
  - 50 hours
  - \$625
  - <https://wcepace.nu.edu/public/category/courseCategoryCertificateProfile.do?method=load&certificateId=1490624&selectedProgramAreaId=1011616&selectedProgramStreamId=1011740>
- ABET Certificates
  - Program Assessment Design and Development
  - Self-Guided Online
  - 22 hours
  - \$1,200
  - <https://cred.abet.org/padd-certificate/>