



STATE OF MINNESOTA

BOARD OF PEACE OFFICER STANDARDS & TRAINING

CONTINUING EDUCATION PORTAL

USER GUIDE

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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:

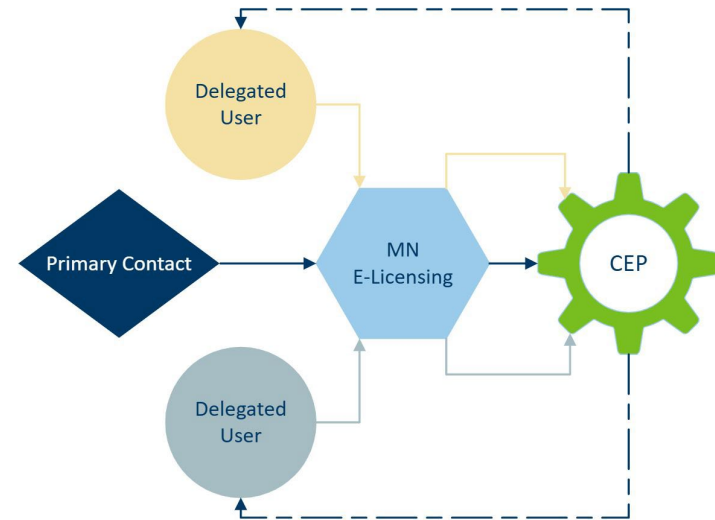
- Draft and submit course and conference applications using a standardized format.
- View the status of submitted course and conference applications.
- Communicate with POST on submitted applications.
- View an index of courses and conferences approved for their account.
- Submit affidavits of attendance.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



! The Sponsor Account email must always match the E-Licensing Account email.

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

- 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**
 1. Enter your email address and password.
 2. Click **Log in**.
 3. Go to **E-LICENSING DASHBOARD** in this guide.
 - ❖ **NEW USERS**
 1. Continue to **SECTION III** on the next page.



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 

[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)

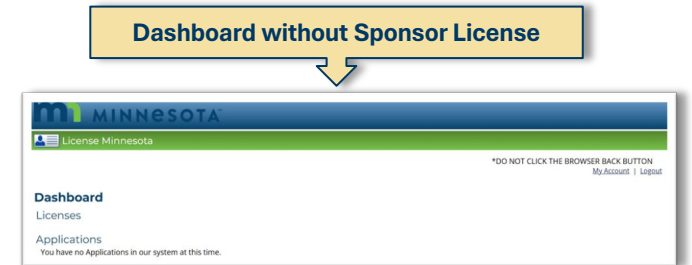
MN E-LICENSING DASHBOARD

I. PRIMARY CONTACTS

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

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 ACCESS & DASHBOARD OVERVIEW](#).
- 2) If a Primary Contact has **not** assigned you as a Delegate, 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.
 - 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

mi MINNESOTA
License Minnesota

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

[Return To Dashboard](#)

Sponsor Name: Test Sponsor
Sponsor Number: 10701

Is the above information correct? **Yes**

Next

mi MINNESOTA
License Minnesota

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

[Return To Dashboard](#)

DO NOT CLOSE THIS PAGE

An email has been sent to post_testact1@gmail.com containing an access code. In another window, please check the email listed and enter the access code below.

Access Code

mi MINNESOTA
License Minnesota

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

[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

BECOME A NEW CONTINUING EDUCATION SPONSOR

BECOME A NEW CONTINUING EDUCATION SPONSOR

I. BECOME A CONTINUING EDUCATION SPONSOR

- 1) From the [MN E-Licensing Dashboard](#):
 - Click on **Become a Continuing Education Sponsor** located in the box at the bottom of the page.
- 2) Review the Course Sponsor requirements.
- 3) Click **Start Application**.
- 4) Complete the Sponsor Information and Applicant Information fields.
- 5) Click **Next**.
- 6) Upload your Classroom Discrimination Policy in **PDF** format.
- 7) Provide a signature by typing your name and click **Submit**.
 - ❖ Comments are not required.
- 8) Once submitted, a Confirmation Number will be generated.
 - ❖ This is **not** your Sponsor License Number.
 - ❖ A Sponsor License Number is issued when the application is approved.
- 9) Click on **View Application** to review your information – *or* – click on **Back to License Dashboard** at the top of the page.
- 10) The submitted application will appear as **“In Progress”** on your E-Licensing dashboard.
 - ❖ You will receive email updates when POST has acted on your application.
- 11) Once approved, you will receive email notification with your **Sponsor License Number**; and the Sponsor License Number will be displayed as **“Active”** on your E-Licensing Dashboard.

Board of Peace Officer Standards and Training

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

Please review the information before submitting.

Sponsor Information		Applicant Information	
Sponsor Name: Test Sponsor 5 Sponsor Address: 1400 University Ave. 95 Park View Center South 55304		Name: POST User Email Address: post.user@post.mn.gov Phone Number (US): 612-3302 Alternative Phone Number: 612-3302-2000 Alternative Phone Number Extension:	
Classroom Discrimination Policy			
Please upload your signed and dated classroom discrimination policy as a PDF. Upload File: <input type="button" value="Upload File"/> Or drag files Uploaded files will be visible after submitted by the application.			
Course Sponsorship Agreement			
By signing this application, you agree to comply with all rules and laws pertaining to law enforcement continuing education established by the Board of Peace Officers and the Minnesota Board of Peace Officer Standards and Training. Continuing Education Sponsors are required to: • maintain all documents related to approved courses in a readily retrievable location. • attend and facilitate all approved courses for a period of 30 days after each course sponsor and continue to maintain a list of licensed peace officers who have successfully completed approved courses. By signing course below, I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature. Signature: <input type="text"/> Date: April 18, 2025			
Comments			
Please provide any additional comment or questions you have for the POST C.E. Coordinator. <input style="width: 100%; height: 20px;" type="text"/>			
<input type="button" value="Submit"/>			

Your Application has been successfully submitted!

Confirmation Number: APP-001875

This is a submission confirmation number only and is NOT your Course Sponsor number. A Course Sponsor number will be assigned after your application has been approved.

Please allow a minimum of 15 business days for POST to review your application. If approved, notification will be sent via email and will include instructions on logging into your Sponsor Portal and managing your account.

Back to License Dashboard

mi MINNESOTA

License Minnesota *DO NOT CLICK THE BROWSER BACK BUTTON
My Account | Logout

Dashboard

Licenses

Applications

Application Number	Type	Status	Applicant	Application Date	Total Balance	Status	Actions
SP000021	General CE Sponsor	In Progress	Test User	06/00/25	\$0.00	Pending	Go to Application Go

mi MINNESOTA

License Minnesota *DO NOT CLICK THE BROWSER BACK BUTTON
My Account | Logout

Dashboard

Licenses

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

CONTINUING EDUCATION PORTAL

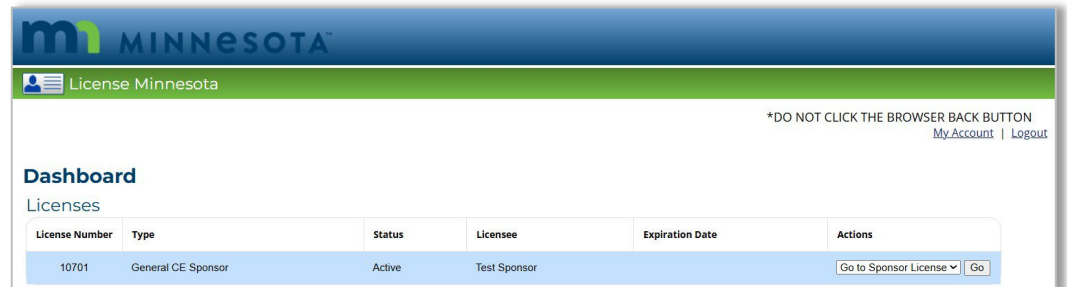
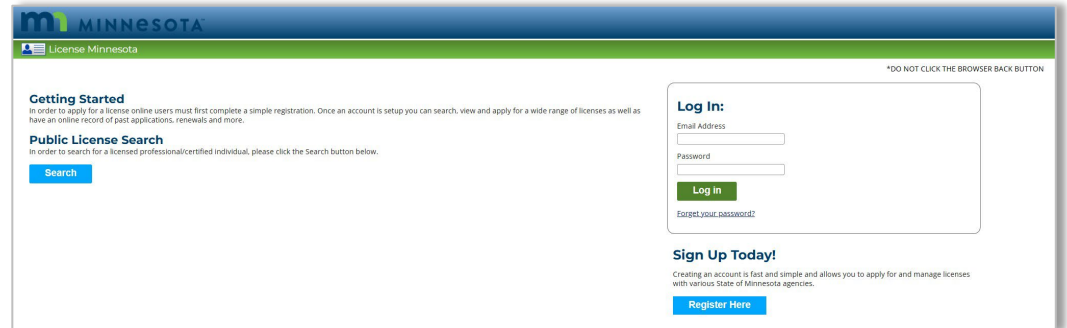
PORTAL ACCESS & DASHBOARD OVERVIEW

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.



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
<p>Displays all approved courses for the Sponsor Account and provides key information for each course.</p>	<p>Provides three functions:</p> <ol style="list-style-type: none">1) Displays important information, rules, and instructions on 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.	<p>Provides Sponsors the ability to self-submit Affidavits of Attendance.</p> <p>This can be performed manually or via bulk upload.</p>	<p>Contains actions and information pertaining to the Sponsor Account, to include:</p> <ol style="list-style-type: none">1. Updating Sponsor Information and Managing Delegates.2. Primary Contact information.3. Sponsor classification information. <p>❖ Only the Primary Contact can update Sponsor information and manage delegates.</p>	<p>Provides information on Course Sponsor requirements governed by Minnesota Rule 6700.0900 and the POST Board, to include:</p> <ol style="list-style-type: none">1. Classroom Discrimination2. Course Submission and Approval3. Course Credits4. Course Delivery and Instructors5. 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 navigation tabs: COURSES INDEX, COURSE APPLICATIONS, SPONSOR INFO (highlighted), and SPONSOR REQUIREMENTS. Below the tabs, the title 'Manage Sponsorship' is displayed. A dropdown menu labeled 'Action:' is open, showing options: 'Update Sponsor Information' (highlighted in blue), '--None--', 'Update Sponsor Information', and 'Manage Delegates'. Below the dropdown, there are two dropdown menus: 'Name' (with 'POST User' selected) and 'Access Level' (with 'Primary' selected). A green 'Next' button is located at the bottom right of the screen.

The screenshot shows the 'Sponsor Information' form. At the top, there are navigation tabs: COURSES INDEX, COURSE APPLICATIONS, SPONSOR INFO (highlighted), and SPONSOR REQUIREMENTS. Below the tabs, the title 'Sponsor Information' is displayed. The form contains the following fields:

- Sponsor Name - Number: Test Sponsor - SP10701
- * Street: 1600 University Avenue W.
- * City: St. Paul
- * State: MN
- * Country: United States
- * Zip Code: 55113

A green 'Next' button is located at the bottom right of the form, and a 'Previous' button is located to its left.

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.

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

Manage Sponsorship

*Action:

Manage Delegates

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

*What would you like to do today?

Add New Delegate

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

Use this process to allow another user to submit applications on your behalf. The user must have already registered in the system.
Please enter the email address of the user below.

*Email Address

Complete this field.

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

What actions would you like this delegate to perform?

POST Continuing Education - Manage Courses and Affidavits

Add POST Test User as a deleg

Yes

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 has been added a Delegate.

EDIT DELEGATE PERMISSIONS

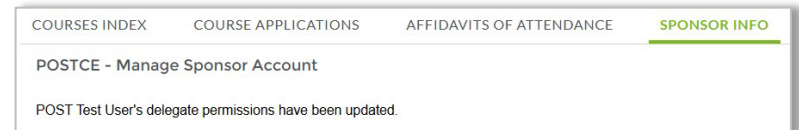
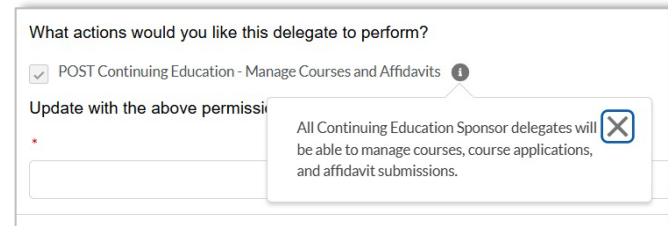
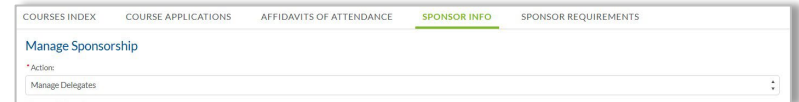
DASHBOARD MANAGEMENT

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**.



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) From the dropdown box, select a delegate to remove.
 - ❖ 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

*Action:

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 re-approval process for courses and conferences that are expired or expiring.
 - All previously approved courses and conferences must be submitted to POST as new applications.
 - Please note that providing information that a course/conference has been previously approved in the comments section will have no bearing on POST's evaluation of your submission. Each course/conference is evaluated on its current information and merits.

COURSE/CONFERENCE APPLICATION OVERVIEW → TYPES OF APPLICATIONS

I. GENERAL CONTINUING EDUCATION

This type of application 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 application 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 application contains content that covers both General Continuing Education and Mandatory Learning Objective categories. It is included as an application 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 a 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

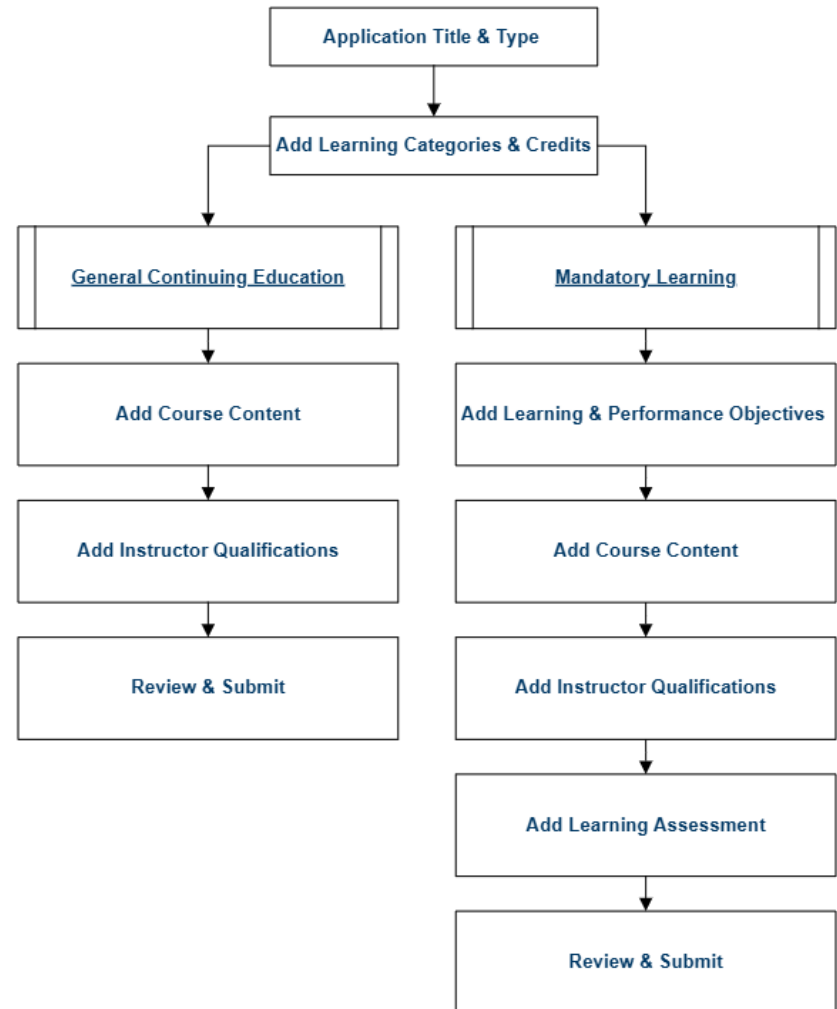
I. TERMINOLOGY

- ❖ The word “**Course**” refers to both **Courses** and **Conferences**.
- ❖ The words “**Application**” and “**Submission**” are used synonymously.
- ❖ The terms “**Approval Process**”, “**Application Process**”, and “**Submission Process**” are used synonymously.
- ❖ **General Continuing Education** is either abbreviated as **GCE** or referred to as **General CE**, where necessary.
- ❖ **Mandatory Learning Objective** is either abbreviated as **MLO** or referred to as **Mandatory Learning**, 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.
- ❖ Adding comments or relevant information can be added when reviewing and submitting the application to POST.
- ❖ Applications can only be submitted via 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 calendar days.

APPLICATION DRAFTING PROCESS



GENERAL CONTINUING EDUCATION APPLICATION

START/CHANGE A NEW APPLICATION

GENERAL CONTINUING EDUCATION APPLICATION

GCE 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.
 - ❖ Sponsor and Applicant Information will populate automatically.
 - ❖ Update the phone number if necessary.
- 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 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 academic 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 attendee on an affidavit of attendance is a violation of MN's 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 when a "Save" or "Save and Next" button is available.
- If you need to stop during the submission process, select "Back to Draft" from the drop-down 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 Email: post.testacc@gmail.com

* Phone Number: 655-643-3060 Alternate Phone Number

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

Course Information

* Course / Conference Title: Example Course

* Type: Course

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

GENERAL CONTINUING EDUCATION APPLICATION

GENERAL CE APPLICATION → 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

- ❖ Provides 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. The main heading is 'This application is drafted and is not yet submitted.' Below this, a note states: 'Unsubmitted applications will be canceled if they are not submitted within 30 days.' There is a dropdown menu for 'Action' with '--None--' selected. A green 'Next' button is located at the bottom right.

The screenshot shows the 'APPLICATION' tab selected. It displays a form with the following fields: Status (Pending), Application Date (3/31/2025), Close Reason, Close Date, and Approval Date. Below the form are expandable sections: > 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'. Below this, it shows 'Total Credits Requested: 2'. The 'Learning Categories and Credits' section shows 'Mandatory Learning Category Credits: 0' and 'General Continuing Education Credits: 2'. A table titled 'Learning Categories and Credits' shows 1 of 1 item: 'Investigative Skills' with 2 credits.

The screenshot shows the 'CATEGORIES AND CONTENT' tab selected. It includes a note: '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, updated a few seconds ago. The table has columns for Learning Objectives, Learning Objective Summary, and Credits. The row shows 'LO0010336', 'Investigative Skills', and '2'.

ADD CATEGORIES & CREDITS

GENERAL CONTINUING EDUCATION APPLICATION

GCE 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) 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 General CE 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 'Action' dropdown menu on the 'Draft Screen'. The menu is open, showing several options. The option 'Add/Modify Categories and Credits' is highlighted in blue. Other options include '--None--', 'Change Application Information', 'Remove Categories and Credits', 'Add/Modify Course Content', 'Add/Modify Instructor Qualifications', and 'Review and Submit'.

The screenshot shows the 'What would you like to do next?' dropdown menu on the 'Learning Objective Categories and Credits Screen'. The menu is open, showing several options. The option 'Add Learning Category (Credits, Learning Objectives, and Performance Objectives)' is highlighted in blue. Other options include '--None--' and 'Back to Draft Screen'.

The screenshot shows the 'Learning Objective Categories and Credits Screen'. The 'Continuing Education Category' dropdown menu is open, showing several options. The option 'Investigative Skills' is highlighted in blue. Other options include 'Add Learning Category (Credits, Learning Objectives, and Performance Objectives)'. Below the dropdown menu, the 'Credits Requested' field is visible, with the value '2' entered. A 'Save and Next' button is located at the bottom right of the screen.

The screenshot shows the 'Learning Objective Categories and Credits Screen'. The 'What would you like to do next?' dropdown menu is open, showing several options. The option 'Back to Draft Screen' is highlighted in blue. Other options include '--None--', 'Add Learning Category (Credits, Learning Objectives, and Performance Objectives)', and 'Modify Learning Category (Credits, Learning Objectives, and Performance Objectives)'. Below the dropdown menu, a table is visible with the following content:

1 of 1 item	
CE Category	Credits
Investigative Skills	2

A 'Save and Next' button is located at the bottom right of the screen.

MODIFY CATEGORIES & CREDITS

GENERAL CONTINUING EDUCATION APPLICATION

GCE APPLICATION → MODIFY CATEGORIES & CREDITS

I. MODIFY CATEGORIES & CREDITS

- * Do NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.
- * ONLY CREDITS CAN BE MODIFIED FOR GENERAL CE 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' screen with tabs for 'APPLICATION', 'COURSE SUMMARY', and 'CATEGORIES AND CONTENT'. The main heading is 'This application is drafted and is not yet submitted.' Below this is a dropdown menu for '* Action' with the following 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 heading 'Fill in the learning categories and credits requested for this course.' Below this is a dropdown menu for '* What would you like to do next?' with the following 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'. A '1 of 1 item' indicator is visible at the bottom.

The screenshot shows the 'Learning Objective Categories and Credits' screen with the heading 'Fill in the learning categories and credits requested for this course.' Below this is a dropdown menu for '* What would you like to do next?' with the option 'Modify Learning Category (Credits, Learning Objectives, and Performance Objectives)'. Below that is a dropdown menu for '* Continuing Education Category' with the option 'Investigative Skills'. 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.' Below this is a text input field for '* Credits Requested' with the value '4'. Below that is a section for 'Total Credits Requested: 2' and 'General Continuing Education Credits: 2'. At the bottom, there is a table with 1 of 1 item:

CE Category	Credits
Investigative Skills	2

A 'Save and Next' button is located at the bottom right.

REMOVE CATEGORIES

GENERAL CONTINUING EDUCATION APPLICATION

GCE APPLICATION → 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.
 - If you **do not** want to remove the Category, click **Back**
- 5) Click **Remove** to remove the Category.

The screenshot shows the 'APPROVAL PROCESS' screen with tabs for '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 features a section titled 'Select the Categories to Remove' with a sub-header '1 of 1 item • 1 item selected'. Below this is a table with two columns: 'Category' and 'Credits'. The table contains two rows: 'CE Category' with a checked checkbox and 'Investigative Skills' with a checked checkbox and a value of '4'. Below the table, a red warning message reads: 'Removing a Category will remove both the credits and course content for the selected category. This cannot be undone.' At the bottom right, there are 'Back' and 'Remove' buttons.

Category	Credits
<input checked="" type="checkbox"/> CE Category	
<input checked="" type="checkbox"/> Investigative Skills	4


ADD COURSE CONTENT

GENERAL CONTINUING EDUCATION APPLICATION

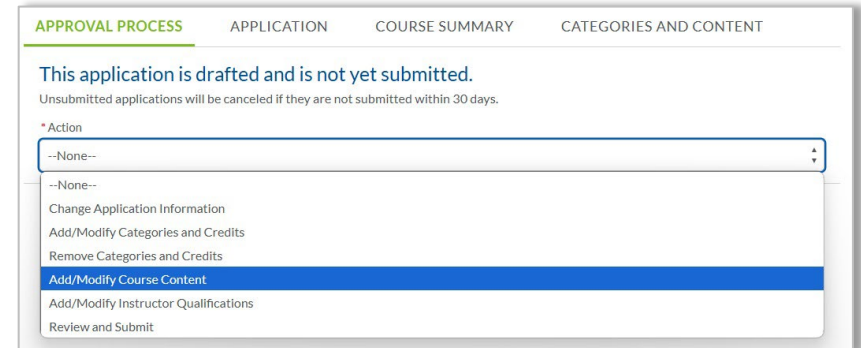
GCE APPLICATION → ADD COURSE CONTENT

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** to open the **Add Course Content Screen**.
- 3) In the **Course Overview** text box:
 - A. Write a brief **synopsis** of the course and its objectives.
 -  B. Provide a **timeline** of the course, outlining the major blocks of instruction (*for courses greater than 4 hours in duration*).
- 4) Open the **Take action on the Categories below** dropdown box.
- 5) 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.
- 6) Open the **Add/Modify Course Content** for dropdown box.
- 7) Select a Category to add course content.
 - ❖ Content can be added to only one category at a time.
- 8) Click **Next**.

CONTINUE TO NEXT PAGE

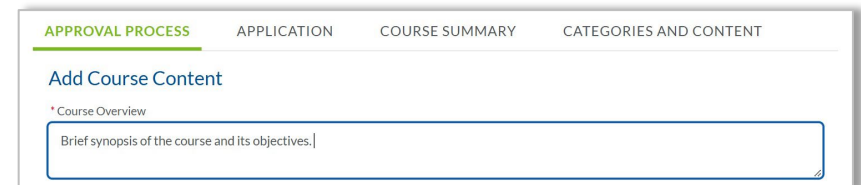


APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

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

* Action

- None--
- None--
- Change Application Information
- Add/Modify Categories and Credits
- Remove Categories and Credits
- Add/Modify Course Content**
- Add/Modify Instructor Qualifications
- Review and Submit

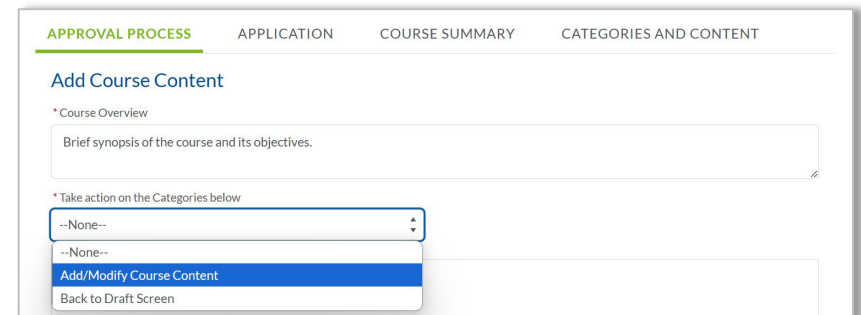


APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

Add Course Content

* Course Overview

Brief synopsis of the course and its objectives.



APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

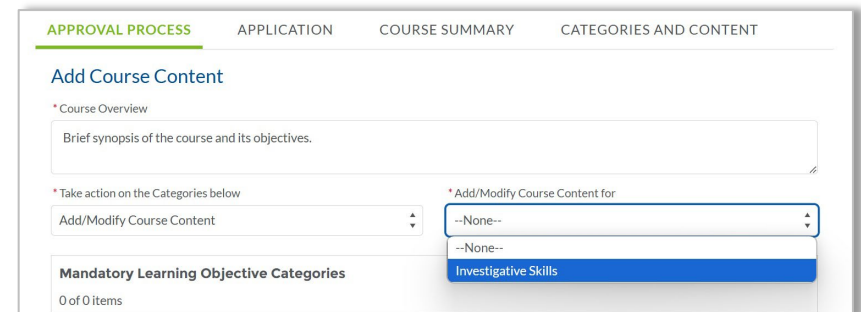
Add Course Content

* Course Overview

Brief synopsis of the course and its objectives.

* Take action on the Categories below

- None--
- None--
- Add/Modify Course Content**
- Back to Draft Screen



APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

Add Course Content

* Course Overview

Brief synopsis of the course and its objectives.

* Take action on the Categories below

Add/Modify Course Content

* Add/Modify Course Content for

- None--
- None--
- Investigative Skills**

Mandatory Learning Objective Categories

0 of 0 items

GCE APPLICATION → ADD COURSE CONTENT (CONTINUED)

- 9) In the text box under **Details**, add your course lesson plan.
 - ❖ 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”.
 - ❖ For courses exceeding 4 hours in duration, the course timeline can also be detailed within the lesson plan. An example format is provided on the screen.
- 11) To **SAVE** your lesson plan, whether 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**.
- 15) Click **Next**.

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

Add/Modify Course Content for Investigative Skills

Courses and Conferences longer than 4 hours require a timeline of the instructional content.

Example

Day 1:
8am-9am Overview of the instructional content for this time block.

* Details

Day 1
0800 - 0950
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec nec eleifend magna, et aliquet lectus. Sed libero eros, sollicitudin sed purus eget, ultricies cursus lectus. Aenean interdum at nibh vitae finibus. Praesent euismod pulvinar feugiat. Nulla gravida risus ut ornare fringilla. Aenean lorem leo, pharetra ac mi ac, malesuada congue turpis. Morbi laoreet lorem sed orci dictum, ac tempor orci porta. Sed efficitur pellentesque aliquam. Morbi risus elit, laoreet ac efficitur a, lobortis id quam. Suspendisse potenti.

Next

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

Add Course Content

* Course Overview

Brief synopsis of the course and its objectives.

* Take action on the Categories below

--None--

--None--

Add/Modify Course Content

Back to Draft Screen

Category	Status
No items to display.	

General Continuing Education Categories

1 of 1 Item

Category	Status
Investigative Skills	Draft/Pending

Next

MODIFY COURSE CONTENT

GENERAL CONTINUING EDUCATION APPLICATION

GCE 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**.
- 3) Click **Next**.
- 4) From the [Add Course Content Screen](#):
 - Open the **Take action on the Categories below** dropdown box.
- 5) 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.
- 6) Open the **Add/Modify Course Content** for dropdown box.
- 7) Select a **Category** to modify its course content.
- 8) Click **Next**.
- 9) Continue adding course content to your draft.
 - ❖ **THERE IS NO AUTOSAVE FEATURE.**
 - ❖ **YOU MUST CLICK [NEXT](#) TO SAVE YOUR APPLICATION.**
- 11) You will be directed to the [Add Course Content Screen](#).
- 12) Open the **Take action on the Categories below** dropdown box.
- 13) Select **Back to Draft Screen** and click **Next**.

The screenshot shows the 'APPROVAL PROCESS' screen with tabs for 'APPLICATION', 'COURSE SUMMARY', and 'CATEGORIES AND CONTENT'. The main heading is 'This application is drafted and is not yet submitted.' Below this, there is a warning: 'Unsubmitted applications will be canceled if they are not submitted within 30 days.' The 'Action' dropdown menu is open, showing 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. It has a 'Course Overview' section with a text area for 'Brief synopsis of the course and its objectives.' Below that is the 'Take action on the Categories below' dropdown menu, which is open and shows options: '--None--', '--None--', 'Add/Modify Course Content' (highlighted in blue), and 'Back to Draft Screen'.

The screenshot shows the 'Add Course Content' screen. It has a 'Course Overview' section with a text area for 'Brief synopsis of the course and its objectives.' Below that is the 'Take action on the Categories below' dropdown menu, which is open and shows options: 'Add/Modify Course Content' (highlighted in blue) and '--None--'. To the right is the 'Add/Modify Course Content for' dropdown menu, which is open and shows options: '--None--', '--None--', and 'Investigative Skills' (highlighted in blue). Below these is the 'Mandatory Learning Objective Categories' section, which shows '0 of 0 items'.

The screenshot shows the 'Details' section of the 'Add Course Content' screen. It has a 'Day 1' section with a time range of '0800 - 0950' and a text area for 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec nec eleifend magna, et aliquet lectus. Sed libero eros, sollicitudin sed purus eget, ultricies cursus lectus. Aenean interdum at nibh vitae finibus. Praesent euismod pulvinar feugiat. Nulla gravida risus ut ornare fringilla. Aenean lorem leo, pharetra ac mi ac, malesuada congue turpis. Morbi laoreet lorem sed orci dictum, ac tempor orci porta. Sed efficitur pellentesque aliquam. Morbi risus elit, laoreet ac efficitur a, lobortis id quam. Suspendisse potenti.' Below this is a '1000-1050' section with a text area for 'Sed gravida purus sit amet purus interdum, ut efficitur neque varius. Nulla id sodales velit. Pellentesque a justo condimentum metus elementum accumsan. Fusce lorem ex, venenatis fringilla sem nec, suscipit consectetur tortor. Donec rutrum ultrices felis a consequat.' At the bottom right, there is a green 'Next' button.

ADD/MODIFY INSTRUCTOR QUALIFICATIONS

GENERAL CONTINUING EDUCATION APPLICATION

GCE 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 Smith, Jane Smith, etc.).
- 4) Click the **Upload Files** button or use the **Drag and Drop** feature.
 - ❖ Only PDF (preferred) and MS Word file formats are accepted.
 - ❖ **Upload instructor qualifications only.**
 - ❖ **Do not upload lesson plans, timelines, or any other course documents.**
- 5) Select the instructor qualification file(s) on your computer.
- 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 in the **Notes and Attachments** section found under the **Course Summary** tab.
 - ❖ If no instructor qualification files are visible under Notes and Attachments, it is safe to refresh your browser.

II. MODIFY INSTRUCTOR QUALIFICATIONS

- ❖ Currently, the CE Portal does not support modifying instructor qualifications once they have been uploaded.

The screenshot shows the 'APPROVAL PROCESS' tab selected. 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 with the following options: --None--, --None--, Change Application Information, Add/Modify Categories and Credits, Remove Categories and Credits, Add/Modify Course Content, **Add/Modify Instructor Qualifications** (highlighted), and Review and Submit.

The screenshot shows the 'COURSE SUMMARY' tab selected. The 'Instructor Qualifications' section has a text field containing 'John Doe, Jane Doe'. Below the text field is a note: 'Upload Qualifications (PDF or DOC formats only)'. There are two buttons: 'Upload Files' and 'Or drop files'. A note below says: 'See Notes and Attachments under the Course Summary tab for uploaded files.' At the bottom right are 'Previous' and 'Save' buttons.

The screenshot shows the 'Upload Files' popup. It displays a file named 'Sample Instructor Qualifications.pdf' with a size of 25 KB. A progress bar is shown next to the file name, and a green checkmark is visible. At the bottom right is a 'Done' button.

The screenshot shows the 'COURSE SUMMARY' tab selected. The 'Instructors' section displays 'Instructors: John Doe, Jane Doe'. Below this is a section for 'Instructor Qualifications' with a note: 'View files in Notes and Attachments below.' There is also a section for 'Learning Assessment' with a note: 'Please specify:'.

The screenshot shows the 'Notes & Attachments (2)' section. It contains 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

At the bottom right of the table is a 'View All' link.

REVIEW AND SUBMIT

GENERAL CONTINUING EDUCATION APPLICATION

GCE APPLICATION → REVIEW AND SUBMIT

I. REVIEW AND SUBMIT

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

- 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.
- 7) In the text box under **Comments**, provide any comments or information relevant to your 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 the [CE Portal Dashboard](#).

— OR —
- 11) Click on **Back to License Dashboard** at the top of the browser screen to return to your [E-Licensing Dashboard](#).

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**

By signing this application, I affirm that I have read and agree to the Sponsor's Agreement.

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.

* Signature POST User Date: April 14, 2025

Comments

Please provide any additional comments or questions you have for the POST CE Coordinator.

Previous Submit

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

This Application is PENDING.

Confirmation Number: APP-002074

Please allow a minimum of 15 business days for POST to review your submission. Upon review, notification will be sent via email.

Status	License	Applicant's Name	Application Date	Close Date
Pending	SP10714	POST User	3/31/2025	

[Back to License Dashboard](#)

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 required 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). The number of required credits is not set in statute or rule.
- ❖ **Emergency Vehicle Operations Course (EVOC)** is required every 5 years. Eight credits are required with a minimum of 4 credit hours spent performing 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 09/01/2025.
 - If an SRO has previously taken a basic course, they must complete a refresher approved under the MLOs by 06/30/2027.

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
ADDITIONAL CREDITS IN ANY CATEGORY ABOVE 2 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 learning categories of single and multi-day courses/conferences (i.e., Mandatory Learning, General Continuing Education, or a combination of both categories).
- Attendance 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 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 (certification 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 dropdown 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 AFFIDAVITS OF ATTENDANCE SPONSOR INFO SPONSOR REQUIREMENTS

Sponsor Information

Sponsor Name - Number: Test Sponsor 3 - SP10713

Applicant Information

Name: POST User Email: post.testacc4@gmail.com

* Phone Number Alternate Phone Number

651-643-3060

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

- ❖ Provides 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**.

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

Status: Pending Application Date: 3/31/2025
 Close Reason: Close Date: Approval Date:

> Sponsor Information
 > Applicant Information
 > Signature
 > System Information

APPROVAL PROCESS APPLICATION **COURSE SUMMARY** CATEGORIES AND CONTENT

Course Information
 Course / Conference Title: MLO Sample Course Type: Course
 Total Credits Requested: 4

Learning Categories and Credits
 Mandatory Learning Category Credits: 4 General Continuing Education Credits: 0

Learning Categories and Credits		
1 of 1 item		
Learning Category	Mandatory	Credits
Conflict Management and Mediation 01,02,03,04	✓	4

APPROVAL PROCESS APPLICATION COURSE SUMMARY **CATEGORIES AND CONTENT**

Click the refresh icon in the table below to see the most recent Learning Categories and Credits added to your application.

Learning Categories and Credits
 1 item • Updated a few seconds ago

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**.

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

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

Learning Objective Categories and Credits

Fill in the learning categories and credits requested for this course.

* What would you like to do next?

--None--

--None--

Add Learning Category (Credits, Learning Objectives, and Performance Objectives)

Back to Draft Screen

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

Learning Objective Categories and Credits

Fill in the learning categories and credits requested for this course.

* What would you like to do next?

Add Learning Category (Credits, Learning Objectives, and Performance Objectives)

* Continuing Education Category

Conflict Management and Mediation

--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

Crime/Violence Prevention

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

Learning Objective Categories and Credits

Fill in the learning categories and credits requested for this course.

* What would you like to do next?

Add Learning Category (Credits, Learning Objectives, and Performance Objectives)

* Continuing Education Category

Conflict Management and Mediation

* Credits Requested

4

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

CE Category	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
<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.

Enter the number of **Credits Requested**.

Click **Save and Next**.

- 1) Open the **What would you like to do next?** dropdown box.
- 2) Select **Back to Draft Screen**.
- 3) 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' screen with the 'APPLICATION' tab selected. 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, there is a dropdown menu labeled '*Action'. The menu is open, showing options: '--None--', '--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. A message says: 'Fill in the learning categories and credits requested for this course.' Below, there is a dropdown menu labeled '*What would you like to do next?'. The menu is open, showing options: '--None--', '--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 the dropdown, there is a 'CE Category' dropdown set to 'Credits' and a 'Conflict Management and Mediation' field with the value '4'. A 'Save and Next' button is at the bottom right.

The screenshot shows the 'Learning Objective Categories and Credits' screen. A message says: 'Fill in the learning categories and credits requested for this course.' Below, there is a dropdown menu labeled '*What would you like to do next?' set to 'Modify Learning Category (Credits, Learning Objectives, and Performance Objectives)'. Below that, there is a dropdown menu labeled '*Continuing Education Category' set to '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.' Below the checkbox, there is a field labeled '*Credits Requested' with the value '6'. Below this, there is a summary section: 'Total Credits Requested: 4' and 'Mandatory Learning Objective Credits: 4'. Below that, there is a table with 1 of 1 item: 'CE Category' set to 'Credits' and 'Conflict Management and Mediation' with the value '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:

<u>ADD</u> <u>LEARNING OBJECTIVES</u>	<u>REMOVE</u> <u>LEARNING OBJECTIVES</u>	<u>ADD</u> <u>PERFORMANCE OBJECTIVES</u>	<u>REMOVE</u> <u>PERFORMANCE OBJECTIVES</u>
<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**.

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

Learning Objective Categories and Credits

Fill in the learning categories and credits requested for this course.

* What would you like to do next?
Modify Learning Category (Credits, Learning Objectives, and Performance Objectives)

* Continuing Education Category
Conflict Management and Mediation

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.

* Credits Requested
6

Total Credits Requested: 6
Mandatory Learning Objective Credits: 6

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

Save and Next

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

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.
		Discuss the role peace officers play in fairly and objectively resolving conflict.

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**.

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

Learning Objectives Categories and Credits

Fill in the learning categories and credits requested for this course.

* What would you like to do next?
Modify Learning Category (Credits, Learning Objectives, and Performance Objectives)

* Continuing Education Category
Conflict Management and Mediation

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.

* Credits Requested
6

Total Credits Requested: 6
Mandatory Learning Objective Credits: 6

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

Save and Next

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 83.**
- 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

CE Category	Learning Objective	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**.

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

Learning Objective Categories and Credits

Fill in the learning categories and credits requested for this course.

* What would you like to do next?
Modify Learning Category (Credits, Learning Objectives, and Performance Objectives)

* Continuing Education Category
Conflict Management and Mediation

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.

* Credits Requested
6

Total Credits Requested: 6
Mandatory Learning Objective Credits: 6

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

Save and Next

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 and 2** 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.

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.

4 of 4 items • 2 items selected

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**.

APPROVAL PROCESS APPLICATION COURSE SUMMARY CATEGORIES AND CONTENT

Learning Objectives Categories and Credits

Fill in the learning categories and credits requested for this course.

* What would you like to do next?
Modify Learning Category (Credits, Learning Objectives, and Performance Objectives)

* Continuing Education Category
Conflict Management and Mediation

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.

* Credits Requested
6

Total Credits Requested: 6
Mandatory Learning Objective Credits: 6

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

Save and Next

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 you are 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

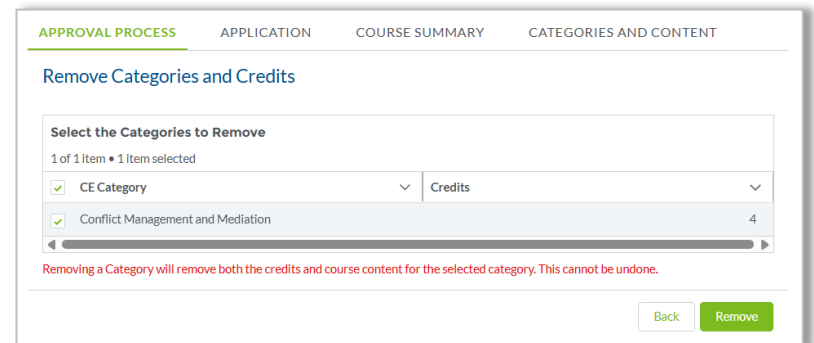
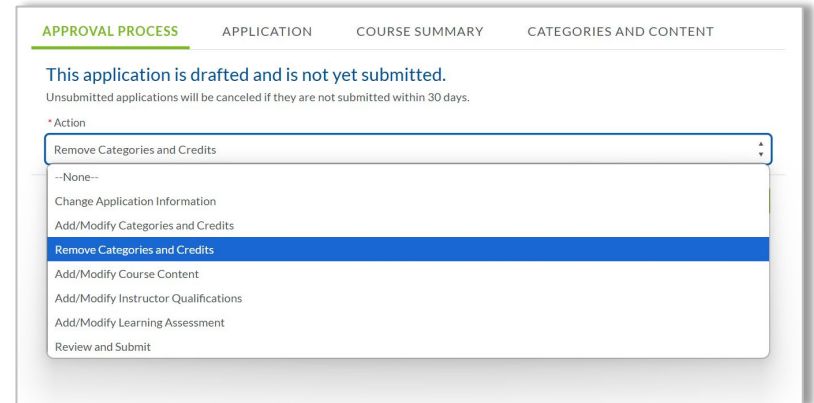
REMOVE CATEGORIES & CREDITS

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.
- 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 **Back** if you **do not** want to remove a Learning Category.
 - 5) Click **Remove** to remove the Category.



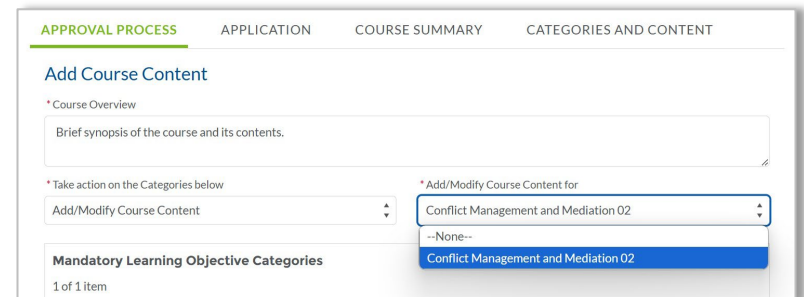
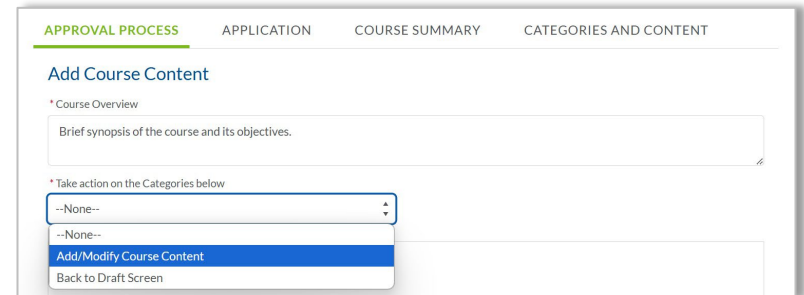
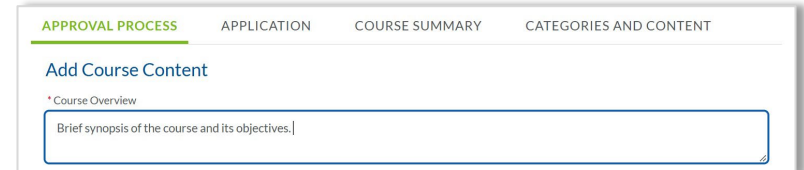
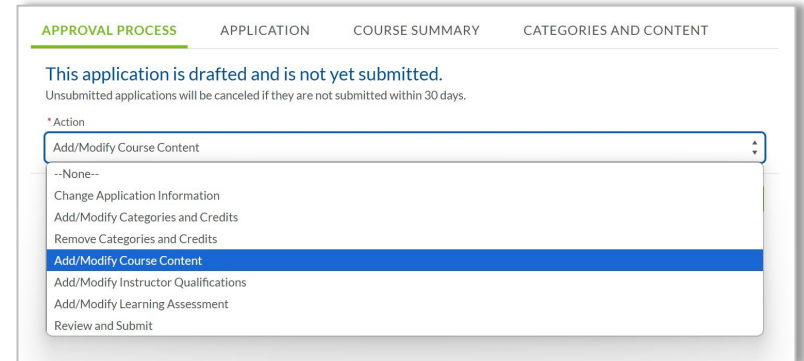
ADD COURSE CONTENT

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

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 course content, whether 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**.
- 15) 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

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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 course content, whether 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' screen with tabs for '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 a dropdown menu labeled '* Action' with the following 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 with tabs for 'APPLICATION', 'COURSE SUMMARY', and 'CATEGORIES AND CONTENT'. It features a text area for 'Course Overview' with the placeholder 'Brief synopsis of the course and its objectives.' Below this is a dropdown menu labeled '* Take action on the Categories below' with the following options: '--None--', '--None--', 'Add/Modify Course Content' (highlighted in blue), and 'Back to Draft Screen'.

The screenshot shows the 'Add Course Content' screen with tabs for 'APPLICATION', 'COURSE SUMMARY', and 'CATEGORIES AND CONTENT'. It features a text area for 'Course Overview' with the placeholder 'Brief synopsis of the course and its contents.' Below this is a dropdown menu labeled '* Take action on the Categories below' with the option 'Add/Modify Course Content'. To its right is another dropdown menu labeled '* Add/Modify Course Content for' with the following options: 'Conflict Management and Mediation 02' (highlighted in blue), '--None--', and 'Conflict Management and Mediation 02'. At the bottom, there is a section for 'Mandatory Learning Objective Categories' with '1 of 1 item'.

The screenshot shows the 'Conflict Management and Mediation 02' course content screen. The title is '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'. Below this is a section labeled '* Details' containing two paragraphs of placeholder text: '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.' and 'Curabitur nibh nisl, 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 nisl 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 nisl 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 Smith, Jane Smith, etc.).
- 4) Click the **Upload Files** button or use the **Drag and Drop** feature.
 - ❖ Only PDF (preferred) and MS Word file formats are accepted.
 - ⚠️ ❖ **Upload instructor qualifications only.**
 - ❖ **Do not upload lesson plans, timelines, or any other course documents.**
- 5) Select the instructor qualification file(s) on your computer.
- 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 in the **Notes and Attachments** section found under the **Course Summary** tab.
 - ❖ If no instructor qualification files are visible under Notes and Attachments, it is safe to refresh your browser.

II. MODIFY INSTRUCTOR QUALIFICATIONS

- ❖ Currently, the CE Portal does not support modifying instructor qualifications once they have been uploaded.

The screenshot shows the 'Action' dropdown menu with the following options: --None--, --None--, Change Application Information, Add/Modify Categories and Credits, Remove Categories and Credits, Add/Modify Course Content, **Add/Modify Instructor Qualifications** (highlighted), and Review and Submit.

The screenshot shows the 'Instructor Qualifications' form with the following fields and buttons: 'Instructor(s)' text field containing 'John Doe, Jane Doe', 'Upload Qualifications (PDF or DOC formats only)' section with 'Upload Files' and 'Or drop files' buttons, and 'Previous' and 'Save' buttons at the bottom right.

The screenshot shows the 'Upload Files' popup with a progress bar for 'Sample Instructor Qualifications.pdf' (25 KB) and a 'Done' button at the bottom right.

The screenshot shows the 'Course Summary' tab with the following sections: 'Instructors: John Doe, Jane Doe', 'Instructor Qualifications: View files in Notes and Attachments below.', 'Learning Assessment', and 'Please specify:'.

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

View All

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**.
- 3) Click **Next**.
- 4) Select at least one assessment method by clicking the corresponding checkbox.
 - If “Other” is selected, specification is required.
- 5) Click **Save**.

The screenshot shows the 'APPROVAL PROCESS' tab in a web application. The page title is 'This application is drafted and is not yet submitted.' Below the title, it states 'Unsubmitted applications will be canceled if they are not submitted within 30 days.' There is a section labeled '* Action' with a dropdown menu. The dropdown menu is open, showing several 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' (which is highlighted in blue), and 'Review and Submit'.

The screenshot shows the 'APPROVAL PROCESS' tab in a web application. The page title is 'Learning Assessment'. Below the title, it states 'The MN POST Board and MN Session Law requires sponsors providing courses in Mandatory Learning Objectives to assess the learning of course attendees.' There is a section labeled '* Select at least one assessment method from the options below:' with four checkboxes: 'In-Progress Evaluations or Exams' (checked), 'Final Evaluations or Exams', 'Demonstrated Proficiency/Qualification', and 'Other (Specification Required)' (checked). Below this section, there is a text input field labeled '* Please specify'. At the bottom right of the page, there are two buttons: 'Previous' and 'Save'.

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.
- 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 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**.

The screenshot shows a dropdown menu with the following options: --None--, --None--, Change Application Information, Add/Modify Categories and Credits, Remove Categories and Credits, Add/Modify Course Content, Add/Modify Instructor Qualifications, and Review and Submit. The 'Review and Submit' option is highlighted in blue.

The screenshot displays the application draft screen with the following sections:

- Sponsor Information:** Sponsor Name - Number: SP10714
- Application Information:** Name: POST User, Email Address: post.testacc4@gmail.com, Phone Number: 651-643-3060, Alternate Phone Number:
- Course Information:** Course / Conference Title: MLO Sample Course - CS2064301, Type: Course, Total Credits Requested: 6
- Learning Categories and Credits:** Mandatory Learning Category Credits: 6, General Continuing Education Credits: 0
- Learning Categories and Credits Table:**

Learning Category	Mandatory	Credits
Conflict Management and Mediation 02	✓	6

The screenshot shows the 'Sponsor Agreement & Affirmation' screen with the following content:

- As a representative of the continuing education sponsor, I agree to:
 1. Comply with Minn. Rule 6700.0900, Sub. 13 & 14 which requires continuing education providers to have written procedures for the investigation and resolution of classroom discrimination complaints.
 2. Provide all required course approval documents and any other related documents requested by POST.
 3. Make the required POST Board course announcement to attendees at the commencement of the course.
 4. Maintain a list of the names and license numbers of all peace officers who attend and successfully complete the course.
 5. Submit an affidavit of attendance with instructional affirmation to the POST Board for each completed course.
 6. Provide attendees with proof of successful completion of the course.
 7. Allow POST Board staff to attend this course to ensure the conditions of this application are met, if requested.
- By signing this application, I affirm that I have read and agree to the Sponsor's Agreement.
- 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.
- Signature: [Redacted Signature Box] Date: May 9, 2025
- Comments: [Redacted Comments Box]
- Buttons: Previous, Submit

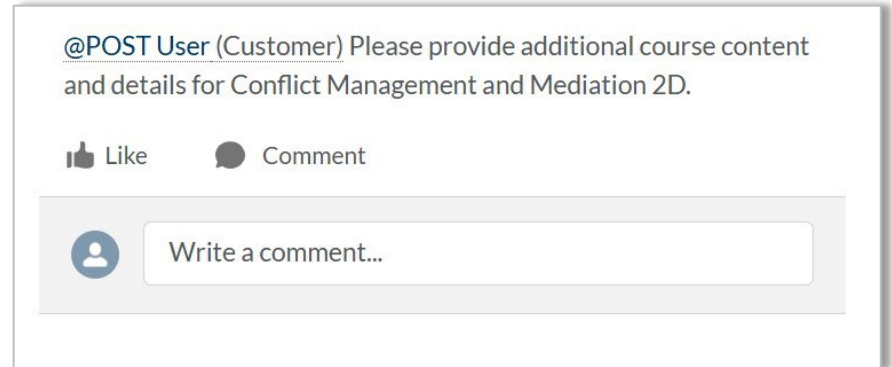
The screenshot shows the application pending screen with the following content:

- Confirmation Number: APP-002205
- Please allow a minimum of 15 business days for POST to review your submission. Upon review, notification will be sent via email.

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.



APPLICATION EVALUATION

MANDATORY LEARNING OBJECTIVE APPLICATION

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

START/CHANGE A NEW APPLICATION

AFFIDAVITS OF ATTENDANCE

AFFIDAVITS OF ATTENDANCE → 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 the **AFFIDAVITS OF ATTENDANCE** tab.
- 2) Thoroughly review all notices, instructions, and requirements.
- 3) Click **Next** to start a new application.
 - ❖ Sponsor and Applicant Information will populate automatically.
 - ❖ Update the phone number if necessary.
- 4) Click **Next** to continue.
 - ❖ The application will be saved as a **Draft** and can be found under the **AFFIDAVITS OF ATTENDANCE** 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**.
- 3) Click **Next**.
- 4) Make any necessary changes.
- 5) Click **Save**.

This screenshot shows the 'AFFIDAVITS OF ATTENDANCE' tab selected in the navigation menu. The page title is 'License - POST Test Sponsor 1 - SP11012'. Below the title, there are tabs for 'COURSES INDEX', 'COURSE APPLICATIONS', 'AFFIDAVITS OF ATTENDANCE', 'SPONSOR INFO', and 'SPONSOR REQUIREMENTS'. The main content area is titled 'Submit Affidavits of Attendance' and contains instructions: 'Unsubmitted affidavits will be cancelled if they are not submitted within 30 days. Submissions that are returned for corrections will be approved as-is if they are not resubmitted within 30 days. If you plan to upload your affidavits in bulk, please upload your affidavits of attendance using this template. To start a new submission click the "Next" button.' A green 'Next' button is located at the bottom right.

This screenshot shows the 'SPONSOR INFORMATION' and 'APPLICANT INFORMATION' sections. The 'SPONSOR INFORMATION' section includes 'Sponsor Name - Number: Test Sponsor 1 - SP11012'. The 'APPLICANT INFORMATION' section includes 'Name: Test User', 'Email: sarah.zastrow@state.mn.us', and 'Alternate Phone Number'. There are input fields for 'Phone Number' (containing '5078294464') and 'Phone Number Extension'. A note below the phone number fields states: 'Note: Phone Numbers should be in this format: 9999999999 or 999-999-9999 or (999)999-9999.' A green 'Next' button is located at the bottom right.

This screenshot shows the 'APPROVAL PROCESS' section. The page title is 'APPROVAL PROCESS AFFIDAVIT ATTENDEES'. The main content area is titled 'This Submission is drafted and is not yet submitted.' and contains instructions: 'Unsubmitted affidavits will be canceled if they are not submitted within 30 days. Submissions that are returned for corrections will be approved as-is if they are not resubmitted within 30 days.' Below the instructions, there is a dropdown menu for 'Action' with the value '--None--'. A green 'Next' button is located at the bottom right.

This screenshot shows the 'APPROVAL PROCESS' section with the 'Action' dropdown menu open. The dropdown menu is titled 'Action:' and contains the following options: '--None--', 'Change Applicant Information', 'Add Attendees', 'Remove Attendees', and 'Review and Submit'. The 'Change Applicant Information' option is highlighted in blue. A green 'Next' button is located at the bottom right.

ADD ATTENDEES

AFFIDAVITS OF ATTENDANCE

AFFIDAVITS OF ATTENDANCE → ADD ATTENDEES

I. ADD ATTENDEES

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

- 1) From the **Draft Screen**:
 - Open the dropdown box under **Action**.
- 2) Select **Add Attendees**.
- 3) Click **Next**.
- 4) Open the **What would you like to do next?** dropdown box.
- 5) Select **Add Attendees**.
- 6) Open the dropdown box under **Method**.
- 7) Select the **Method** you will be using to add attendees to this affidavit.
- 8) Click **Next**.

The screenshot shows the 'APPROVAL PROCESS' navigation bar with 'AFFIDAVIT' and 'ATTENDEES' tabs. The main heading is 'This Submission is drafted and is not yet submitted.' Below this, there is a warning: 'Unsubmitted affidavits will be canceled if they are not submitted within 30 days. Submissions that are returned for corrections will be approved as-is if they are not resubmitted within 30 days.' The 'Action' dropdown menu is open, showing options: 'Add Attendees' (highlighted in blue), '--None--', 'Change Applicant Information', 'Remove Attendees', and 'Review and Submit'.

The screenshot shows the 'APPROVAL PROCESS' navigation bar with 'AFFIDAVIT' and 'ATTENDEES' tabs. The main heading is 'Add Attendees'. Below this, there is a prompt: 'To save your work, select 'Save' from 'What would you like to do next?' below.' The 'What would you like to do next?' dropdown menu is open, showing options: 'Save', '--None--', 'Add Additional Attendees' (highlighted in blue), and 'Save'. A green 'Next' button is visible in the bottom right corner.

The screenshot shows the 'APPROVAL PROCESS' navigation bar with 'AFFIDAVIT' and 'ATTENDEES' tabs. The main heading is 'Add Attendees'. Below this, there is a prompt: 'To save your work, select 'Save' from 'What would you like to do next?' below.' The 'What would you like to do next?' dropdown menu is open, showing 'Add Additional Attendees' (highlighted in blue). To the right, the 'Method' dropdown menu is open, showing options: '--None--', '--None--', 'Manual' (highlighted in blue), and 'Bulk Upload'. A green 'Next' button is visible in the bottom right corner.

ADD ATTENDEES

MANUAL METHOD

AFFIDAVITS OF ATTENDANCE

AFFIDAVITS OF ATTENDANCE → ADD ATTENDEES: MANUAL METHOD

I. MANUAL METHOD

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

- 1) Open the dropdown box under **Method**.
- 2) Select **Manual**.
- 3) Enter the course number and click **Next**.
- 4) The course name and approval dates will populate on the next screen.
 - If this is **not** the course you were looking for, click on the "Check this box to return to the previous screen" checkbox and click **Next**.
- 5) Enter the Start and Completed dates of the training.
 - The date must be typed in MM/DD/YYYY format.
 - The Start and Completed date can be the same date.
- 6) Add the officer's information into the First Name, Last Name, and License Number fields and click **Next**.
 - This information must match exactly what is on the officer's license.
 - This includes capitalization, hyphens, apostrophes, etc.
 - If the information provided does not match the license information, you will receive an error message telling you what needs to be corrected.
- 7) Fix any errors and click **Next** to save the entry.
- 8) The officer's name will be listed on the **Affidavits Added** chart.
- 9) Repeat this process for all officers who attended the course.
- 10) Once all officers have been added, open the **What would you like to do Next** dropdown box.
- 11) Select **Save**.
- 12) Click **Next**.

Add Attendees

To save your work, select 'Save' from 'What would you like to do next?' below.

*What would you like to do next? * Method

Add Additional Attendees Manual

Please select a choice.

* Courses Number ⓘ

11012-00001

Add Attendees

When adding attendee information, the information provided must match what is listed on their POST record.

First Name

Test

Last Name

License

License Number

27911

Check this box to return to the previous screen.

Add Attendees

To save your work, select 'Save' from 'What would you like to do next?' below.

*What would you like to do next? * Method

Add Additional Attendees Manual

* Courses Number ⓘ

11012-00001

Affidavits Added Search this list...

1 of 1 item

Course Number	First Name	Last Name
11012-00001	Test	Licensee

Next

To save your work, select 'Save' from 'What would you like to do next?' below.

*What would you like to do next?

Save

--None--

Add Additional Attendees

Save

Next

ADD ATTENDEES

BULK UPLOAD METHOD

AFFIDAVITS OF ATTENDANCE

AFFIDAVITS OF ATTENDANCE → ADD ATTENDEES: BULK UPLOAD METHOD

I. BULK UPLOAD METHOD

* Do NOT CLICK THE BACK BUTTON OR REFRESH YOUR BROWSER.

- 1) Open the dropdown box under **Method**.
- 2) Select **Bulk**.
- 3) Download the affidavit template and enter your course information.
 - The **Course Number** must match **exactly**.
 - Officers' names must match **exactly** to their license.
 - Dates must be in a MM/DD/YYYY format.
 - After entering all data into the spreadsheet:
 - Select all date columns,
 - Right click and select “format cells”,
 - Select “custom” and change the format.
 - Save the file in CSV (Comma-Separated Values) format.
- 4) Select **Upload Files** to search for the file on your computer – or – drag and drop the file to the drop zone area.
- 5) Click **Import** and then click **Next**.
 - If there are any errors on your roster, you will receive an email within 30 minutes of uploading the file.
 - You can resolve any errors by either uploading a new spreadsheet with the corrections or using the manual entry method.
- 6) The officers' names will be listed on the **Affidavits Added** chart.
- 7) Repeat for all officers who attended the course.
- 8) Once all officers have been added, open the **What would you like to do Next** dropdown box.
- 9) Select **Save**.
- 10) Click **Next**.

Add Attendees

To save your work, select 'Save' from 'What would you like to do next?' below.

*What would you like to do next? Add Additional Attendees

* Method Bulk Upload

Please upload your affidavits of attendance using the template below.

Please note:

- Column names must match the columns of the template provided.
- Dates must follow the format MM/DD/YYYY.
- All cells within each row entry must be complete.
- When uploading a large file, please stay on this page and do not refresh or navigate away until the spinner is complete. This indicates that the upload file is still processing. Any disruption may prevent entries from being loaded.

Download Template

Upload Files Or drop files

The following are accepted file formats: .csv

Download Template

Bulk Upload Example.csv Import

5 rows imported, Please Click Next Button.

Uploaded Affidavits

5 of 5 items • 0 items selected

Search this list...

Next

APPROVAL PROCESS AFFIDAVIT ATTENDEES

Thank you for importing your roster. You will receive an email if there are any errors with your submission.

Next

	A	B	C	D	E	F	G
1	FirstName	LastName	LicenseNu	CourseNui	StartDate	EndDate	ErrorReason
2	Test	License	27907	11012-000	7/21/2025	7/21/2025	Name Mismatch; Expected: Test License 3(27907);
3	Test	License 5	27924	11012-000	7/13/2025	7/13/2025	The course dates provided do not fall within the course approval dates for this course.;

REMOVE ATTENDEES

AFFIDAVITS OF ATTENDANCE

AFFIDAVITS OF ATTENDANCE → REMOVE ATTENDEES

I. REMOVE ATTENDEES

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

- 1) From the **Draft Screen**:
 - Open the dropdown box under **Action**.
- 2) Select **Remove Attendees**.
- 3) Click **Next**.
- 4) Use the checkbox to select the attendees to remove from the affidavit.
- 5) Click **Next**.
- 6) The selected names will be removed from the affidavit and the page will refresh to the **Draft Screen**.
- 7) Click on the **ATTENDEES** tab at the top of the screen to verify that the name is no longer on the affidavit.

APPROVAL PROCESS AFFIDAVIT ATTENDEES

This Submission is drafted and is not yet submitted.

Unsubmitted affidavits will be canceled if they are not submitted within 30 days.
Submissions that are returned for corrections will be approved as-is if they are not resubmitted within 30 days.

Action:

- None--
- None--
- Change Applicant Information
- Add Attendees
- Remove Attendees**
- Review and Submit

APPROVAL PROCESS AFFIDAVIT ATTENDEES

Remove Attendees

Attendees can only be removed if course credit has not already been granted.

Remove Attendees
5 of 5 items • 1 item selected

<input type="checkbox"/>	Course Number	First Name	Last Name
<input type="checkbox"/>	11012-00001	Test	Licensee
<input checked="" type="checkbox"/>	11012-00001	Test	Licensee
<input type="checkbox"/>	11012-00001	Test	License 2
<input type="checkbox"/>	11012-00001	Test	License 4
<input type="checkbox"/>	11012-00001	Test	License 3

Previous Next

APPROVAL PROCESS AFFIDAVIT ATTENDEES

Click the refresh icon in the table below to see the most recent attendees added to your application.

Attendees
4 items • Sorted by Course Roster Number • Updated 4 minutes ago

Course ...	Status	Course Number	Fir...	Last ...	License Num...	Mandat...
2463888	Unsubmitted	11012-00001	Test	Licensee	27911	<input type="checkbox"/>
2463890	Unsubmitted	11012-00001	Test	License 2	27902	<input type="checkbox"/>
2463891	Unsubmitted	11012-00001	Test	License 4	27905	<input type="checkbox"/>

REVIEW & SUBMIT

AFFIDAVITS OF ATTENDANCE

AFFIDAVITS OF ATTENDANCE → REVIEW AND SUBMIT

I. REVIEW AND SUBMIT

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

- 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 Affirmation** and select the check boxes that apply to your course.
- 6) In the text box under **Signature**, type your name to sign the application.
- 7) Credits will be applied to the officers listed once the application is submitted to POST.
 - If you need POST to review the affidavit application prior to having credit applied, select the check box at the bottom of the screen.
- 8) Click **Submit**.
- 9) You will receive notification that your application was **SUBMITTED** and a **Confirmation Number**.
- 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**.

APPROVAL PROCESS AFFIDAVIT ATTENDEES

This Submission is drafted and is not yet submitted.

Unsubmitted affidavits will be canceled if they are not submitted within 30 days.
Submissions that are returned for corrections will be approved as-is if they are not resubmitted within 30 days.

* Action:

--None--

--None--

Change Applicant Information

Add Attendees

Remove Attendees

Review and Submit

APPROVAL PROCESS AFFIDAVIT ATTENDEES

Please review the information below before submitting.

Sponsor Information
Sponsor Name - Number: SP11012

Application Information
Name: Test User Email Address: sarah.zastrow@state.mn.us
Phone Number: 5555555555 Alternate Phone Number:
Phone Number Extension: Alternate Phone Number Extension:

Affidavits

Affidavits of Attendance Search this list...
4 of 4 items

Course Nu...	First Name	Last Name	License Nu...	Start Date	Credits	Mandatory Af...
11012-00001	Test	Licensee	27911	Jul 21, 2025	1	

Sponsor Affirmation

Check each box as it applies to this course.

Line 1 applies to all courses. Lines 2 and 3 only apply to courses approved for Mandatory Learning Objectives after 8/26/2023.

(REQUIRED) The information on this form is complete and accurate and those individuals listed attended this course for the number of hours indicated and successfully completed the course.

Attendee learning was assessed according to the plan submitted; and, the results of the learning assessment are documented and, if requested, are available for POST Board Review.

The learning assessment results show that this course is teaching the mandatory learning objectives approved by POST.

By signing this affidavit, I affirm that all POST Board requirements have been met.

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.

* Signature: Test User Date: July 21, 2025

Upon submission, our system automatically grants course credit to officers on this course roster and approves this submission. If you have additional questions, provide details below for a POST CE Coordinator to review.

Check this box to request review by a POST CE Coordinator.

Previous Submit

APPROVAL PROCESS AFFIDAVIT ATTENDEES

This Application is SUBMITTED.

Confirmation Number: AA00108

Please allow a minimum of 15 business days for POST to review your submission. Upon review, notification will be sent via email.