# STATE OF MINNESOTA
# BOARD OF PEACE OFFICER STANDARDS & TRAINING

# AGENCY TRAINING REIMBURSEMENT

## TRAINING REIMBURSEMENT USER GUIDE

# PORTAL ACCESS & DASHBOARD OVERVIEW

## CONTINUING EDUCATION PORTAL

## I. PORTAL ACCESS

1) Login to MN E-Licensing

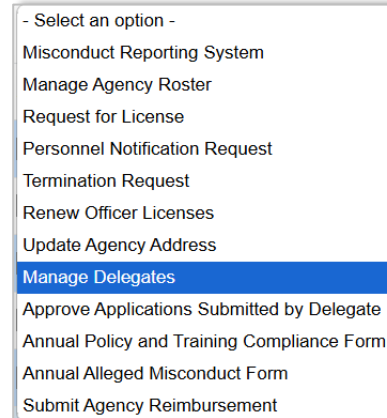2) Locate your **LEA License** on the Dashboard.

# ADD NEW DELEGATE

## DASHBOARD MANAGEMENT
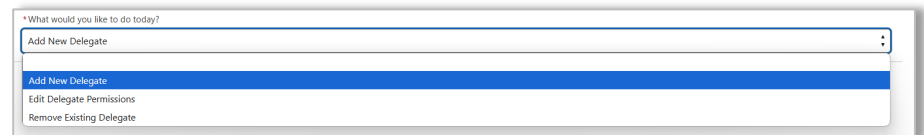
# DASHBOARD MANAGEMENT → ADD NEW DELEGATE

## I. ADD NEW DELEGATE

❖ **ONLY THE <u>CLEO</u> CAN PERFORM THIS ACTION.**

❖ **THE USER BEING ADDED AS A DELEGATE MUST FIRST REGISTER FOR AN E-LICENSING ACCOUNT.**

1) From the Dashboard:
   ➢ Open the **Actions** dropdown box next to your LEA.

2) Select **Manage Delegates** and click **Go**.
   ➢ All current delegates for your organization will appear.

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.

6) Click **Next**.

7) Check the box for each permission you want the delegate to perform.

8) Click **Next**.

9) Confirmation that the user has been added as a Delegate will be displayed.

10) Click **Finish**.

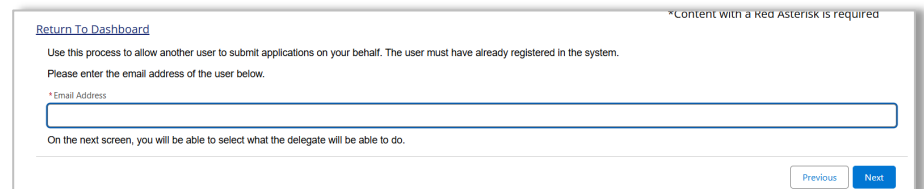11) The Agency License information will populate on the Delegate's E-Licensing Dashboard.

- Select an option -
Misconduct Reporting System
Manage Agency Roster
Request for License
Personnel Notification Request
Termination Request
Renew Officer Licenses
Update Agency Address
**Manage Delegates**
Approve Applications Submitted by Delegate
Annual Policy and Training Compliance Form
Annual Alleged Misconduct Form
Submit Agency Reimbursement

*What would you like to do today?
Add New Delegate

Add New Delegate
Edit Delegate Permissions
Remove Existing Delegate

Return To Dashboard                                    *Content with a Red Asterisk is required
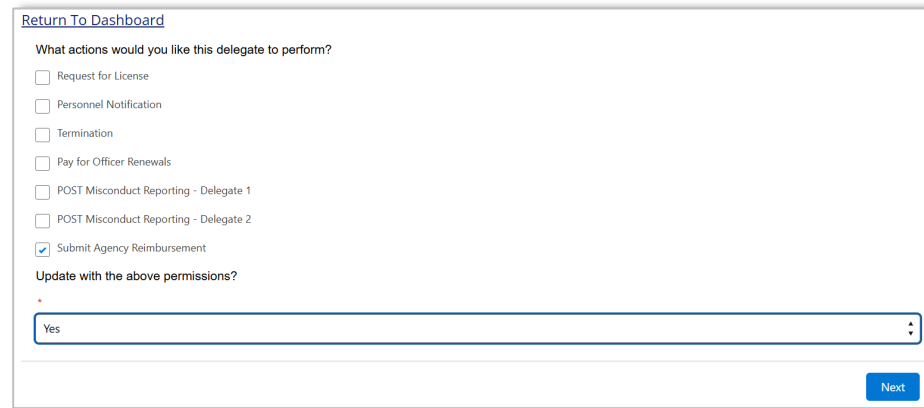
Use this process to allow another user to submit applications on your behalf. The user must have already registered in the system.
Please enter the email address of the user below.

*Email Address

On the next screen, you will be able to select what the delegate will be able to do.

Previous    Next

Return To Dashboard

What actions would you like this delegate to perform?

☐ Request for License

☐ Personnel Notification

☐ Termination

☐ Pay for Officer Renewals

☐ POST Misconduct Reporting - Delegate 1

☐ POST Misconduct Reporting - Delegate 2

☑ Submit Agency Reimbursement

Update with the above permissions?
*
Yes

Next

# EDIT DELEGATE PERMISSIONS

## DASHBOARD MANAGEMENT

# Dashboard Management → Edit Delegate Permissions

## I. Edit Delegate Permissions

❖ **Only the CLEO can perform this action.**

1) Select **Manage Delegates**.

2) Click **Go**.

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**.

- Select an option -
Misconduct Reporting System
Manage Agency Roster
Request for License
Personnel Notification Request
Termination Request
Renew Officer Licenses
Update Agency Address
Manage Delegates
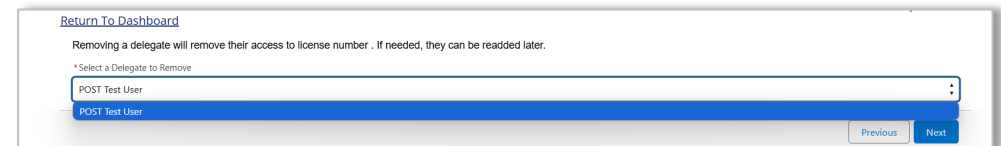
Return To Dashboard

You currently have the below users as delegates:

POST Test User

*What would you like to do today?

Add New Delegate
Edit Delegate Permissions
Remove Existing Delegate
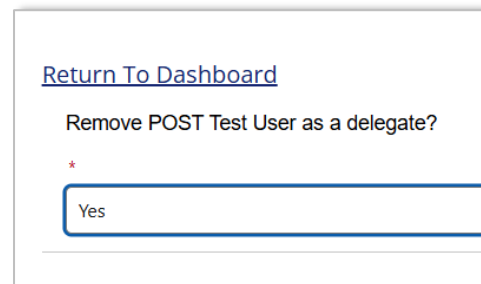
Return To Dashboard

*Select a Delegate to Edit

POST Test User

POST Test User

Return To Dashboard

What actions would you like this delegate to perform?

☐ Request for License
☐ Personnel Notification
☐ Termination
☐ Pay for Officer Renewals
☐ POST Misconduct Reporting - Delegate 1
☐ POST Misconduct Reporting - Delegate 2
☑ Submit Agency Reimbursement

Update with the above permissions?
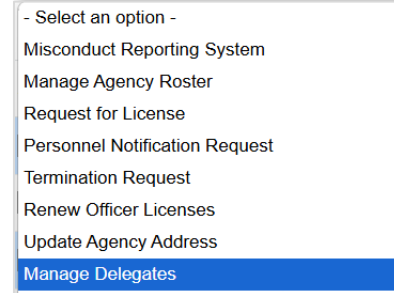
*

Yes

Next

# REMOVE DELEGATE

## DASHBOARD MANAGEMENT

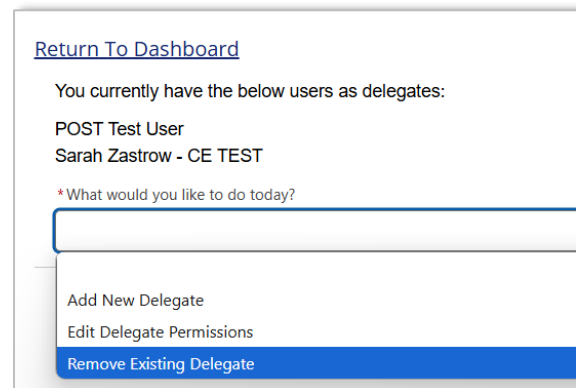# DASHBOARD MANAGEMENT → REMOVE DELEGATE

## I. REMOVE DELEGATE

❖ **ONLY THE CLEO CAN PERFORM THIS ACTION.**

1) Select **Manage Delegates** and click **Go**.

2) Open the **What would you like to do today?** dropdown box.

3) Select **Remove Existing Delegate** and click **Next**.

4) Select a delegate to remove under the **Select a Delegate to Remove** dropdown box.
   - ❖ Removing a delegate removes their access to the LEA account.
   - ❖ If needed, the individual can be re-added later.

5) Click **Next**.

6) Open the **Remove [x] as a Delegate?** dropdown box.

7) 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.

8) Confirmation that the user has been removed will be displayed.

9) Click **Finish**.

# START A NEW APPLICATION

## AGENCY TRAINING REIMBURSEMENT

# AGENCY TRAINING REIMBURSEMENT → START A NEW APPLICATION

## I. START A NEW APPLICATION

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

1) From the LEA Dashboard:
   ➢ Click **Submit Agency Reimbursement**.

2) Review your Agency Roster for accuracy.
   ➢ Submit any Personnel Notifications or Terminations if necessary.

3) Click **Go to Agency Reimbursement** to start your application.

4) Click **Start Application**.
   ➢ Update agency phone number if necessary.

# DRAFT SCREEN

## AGENCY TRAINING REIMBURSEMENT

# Agency Training Reimbursement → 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
- • Roster conflicts
- • Total expenses claimed
- • LEA information
- • Applicant information
- • Signature
- • System information.

## III. Reimbursement Roster

❖ Provides a list view of all officers currently claimed for reimbursement.



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

APPROVAL PROCESS    APPLICATION    REIMBURSEMENT ROSTER

This Submission is drafted and is not yet submitted

Unsubmitted applications will be canceled if they are not submitted by July 31st. Applications that are returned for corrections will be canceled if they are not resubmitted prior to July 31st.

According to Minn. R. 6700.1800, Subp. 3., a licensee may only be claimed for reimbursement by one law enforcement agency. Agencies must coordinate and determine which agency will claim the officer for reimbursement.

Officers must have been employed for a minimum of 8 months during fiscal year 2025 and completed a minimum of 16 Continuing Education Credits.

**Reimbursement Roster**
0 of 0 items

| Officer Name | Officer License | Conflict? | Agencies with Conflict |
|---|---|---|---|
| | | No items to display. | |

*Action
--None--

Next



APPROVAL PROCESS    APPLICATION    REIMBURSEMENT ROSTER

Status                              Application Date
Draft                               5/23/2025
Close Reason                        Close Date

                                    Approval Date

> Agency Information

> Applicant Information

⌄ Reimbursement Roster

Agency Reimbursement Year           Roster Conflicts
2025                                0
Total Rosters                       Roster Conflict Reviews Requested
0                                   0

⌄ Training Expenditures

All Non-mandated                    Mandated: Conflict Mgmt / Mediation

Mandated: Use of Force              Mandated: Crisis Intervention / MI

Mandated: EVOC                      Mandated: Diversity / Implicit Bias

Mandated: Autism                    Mandated: Crimes Motivated by Bias

# ADD OFFICERS TO REIMBURSEMENT ROSTER

## AGENCY TRAINING REIMBURSEMENT

# AGENCY TRAINING REIMBURSEMENT → ADD OFFICERS TO REIMBURSEMENT ROSTER

## I. ADD OFFICERS TO REIMBURSEMENT ROSTER

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

1) From the Draft Screen:
   ➢ Open the dropdown box under **Action**.

2) Select **Add Officers to Reimbursement Roster**.

3) Click **Next**.

4) From the Add Eligible Officers Screen:
   ➢ Review the list and select the officers you would like to claim.
   ➢ Note that only officers who have met minimum time requirement will appear on this list.

5) To add officers who have been terminated from your department but are still eligible, click the check box and select those you would like to claim.

6) Click **Next.**

## II. ROSTER CONFLICT

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

❖ If you add an officer to your roster that has already been claimed by another agency, you will receive an error message.

1) If the officer should be on your agency's roster and not the other agency, select the check box next to their name and click **Next**.

   ➢ An email will be sent to the CLEO of the other agency notifying them that you have requested to have the officer transferred to your agency's reimbursement roster.

2) If you no longer wish to claim this officer, select **Next** and they will be removed from your roster.

3) If you are waiting on a roster conflict to be resolved, you will be unable to submit your application until both CLEOs have acted on the request.

---

APPROVAL PROCESS     APPLICATION     REIMBURSEMENT ROSTER

The officers on your reimbursement roster below have been claimed by another Agency

According to Minn. R. 6700.1800, Subp. 3., a licensee may only be claimed for reimbursement by one law enforcement agency. Agencies must coordinate and determine which agency will claim the officer for reimbursement.

**To request this officer from another agency,** select the officer(s) from the list below and click 'Next'.
 - The other agency will be notified of the conflict and will need to remove that officer from their reimbursement roster and resubmit.
 - If the agency does not remove the officer from their reimbursement roster and resubmit, the application will be escalated for review by the POST Continuing Education committee to mediate.

**Any officers that are NOT selected below will be removed from your reimbursement roster and the conflict will be resolved.**

**Select Officers to Request from Another Agency**

1 of 1 item • 0 items selected

| ☐ | Officer Name | ⌄ | Claimed By | ⌄ |
|---|---|---|---|---|
| ☐ | | | | |

Next

## III. RESOLVING A ROSTER CONFLICT

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

❖ If another agency requests to claim an officer from your roster, you will receive an email from POST indicating that your Reimbursement application has been returned for corrections.

➢ Action should be taken as soon as possible to allow both agencies to submit their applications in time.

1) Log into your dashboard and select **Agency Reimbursement** from the options dropdown.

2) Click **View Application**.

3) The Approval Process tab will show you wish officer is in conflict.

4) If you wish to remove the officer from your roster, select **Remove Officers from Reimbursement Roster** from the action dropdown.

5) Select the check box next to the officer(s) to be removed.

6) Click **Remove**.

❖ Once you have removed officers from your roster, you will be brought to the training expenditures page where you can make any necessary updates to your expenses.



Action Required: MN POST Agency Reimbursement Application Returned for Correction

PC  POST CE <postboard.continuing.education-rosters@crm.mn.gov>
To
Fri 5/23/

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**This message may be from an external email source.**
Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

Your Agency Reimbursement application has been returned for corrections.

Minnesota POST Board



AGENCY REIMBURSEMENT

2025 Agency Reimbursement Application

Your _____ application is Draft.

You can only have one open application per year.

View Application



This Submission is drafted and is not yet submitted

Unsubmitted applications will be canceled if they are not submitted by July 31st. Applications that are returned for corrections will be canceled if they are not resubmitted prior to July 31st.

According to Minn. R. 6700.1800, Subp. 3., a licensee may only be claimed for reimbursement by one law enforcement agency. Agencies must coordinate and determine which agency will claim the officer for reimbursement.

Officers must have been employed for a minimum of 8 months during fiscal year 2025 and completed a minimum of 16 Continuing Education Credits.

1 of the officers on your Reimbursement Roster have been claimed by another Agency.

To resolve the roster conflict, the officer must be remove from one of the agency's reimbursement rosters.
- To remove the officer from your reimbursement roster, select 'Remove Officers from Reimbursement Roster' from the action menu.
- To remove the officer from the conflicting agency's roster, coordinate with the CLEO of the conflicting agency.

**This application cannot be submitted until all conflicts are resolved.**

**Reimbursement Roster**
5 of 5 items

| Officer Name | Officer License | Conflict? | Agencies with Conflict |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

# ADD TRAINING EXPENDITURES

## AGENCY TRAINING REIMBURSEMENT

## I. ADD TRAINING EXPENDITURES

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

1) After adding officers to your roster, you will be directed to add your CE Training Expenditure.

   ➢ Prior to beginning this step, review the requirements concerning what can be included in your totals.

2) Add total expenses for each of the training categories listed.

3) Verify the **Grand Total** listed in the bottom right corner.

4) When you have added all expenses, click **Next**.

---

### Continuing Education Training Expenditures

Fill in the total expenditures for each training category from July 1, 2024 to June 30, 2025. If there are no expenditures in one of the training categories, indicate the total as "0".

- When determining the total expenses for reimbursement please use the following criteria, as applicable:
  - **Course Fees:** may include enrollment fees and college tuition; required equipment, videos, manuals and books; instructor fees; and cost of ammunition used in training.
  - **Salary:** salary paid to officers while in training. Do not include salary paid to a designated training officer or staff.
  - **Lodging and Meals:** costs incurred for transportation to and from training.
  - **Training Organization Fees:** fees paid to training organization to participate in programs.
- **Only courses that were approved for POST credit are eligible to be submitted for training reimbursement.**

| * General Training: All Non-mandated Training | * Mandated: Crisis Intervention and Mental Illness Crises |
|---|---|
| $500.00 | $500.00 |

| * Mandated: In-Service Use of Force Training | * Mandated: Recognizing and Valuing Community Diversity and Cultural Differences to Include Implicit Bias |
|---|---|
| $500.00 | $500.00 |

| * Mandated: In-Service Emergency Vehicle Operations and Police Pursuits (E.V.O.C.) | * Mandated: Ensuring Safer Interactions Between Peace Officers and Persons with Autism |
|---|---|
| $500.00 | $500.00 |

| * Mandated: Conflict Management and Mediation | * Mandated: Investigating Crimes Motivated by Bias |
|---|---|
| $500.00 | $500.00 |

**Grand Total:** $4,000.00

[Next]

# REVIEW AND SUBMIT

## AGENCY TRAINING REIMBURSEMENT

# AGENCY TRAINING REIMBURSEMENT → REVIEW AND SUBMIT

## I. REVIEW AND SUBMIT

❖ **NOTE: ONLY THE CLEO CAN REVIEW AND SUBMIT THE APPLICATION.**

1) From the Approval Process Screen:
   ➢ Open the dropdown box under **Action**.

2) Select **Review and Submit**.

3) Click **Next**.

4) Review the application information for accuracy and completion.
   ➢ If you need to return to the Approval Screen, click **Back**.

5) Review the **Chief Law Enforcement Officer 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**.

❖ You will receive notification that the application is **Submitted**.

❖ Applications will be approved after the Reimbursement deadline has passed.

❖ Click **Return to Dashboard** at the top of the screen to return to your **CE Portal Dashboard**.