



STATE OF MINNESOTA

BOARD OF PEACE OFFICER STANDARDS & TRAINING

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# AGENCY TRAINING REIMBURSEMENT

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## TRAINING REIMBURSEMENT USER GUIDE

# **PORTAL ACCESS & DASHBOARD OVERVIEW**

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## **CONTINUING EDUCATION PORTAL**

# CONTINUING EDUCATION PORTAL → PORTAL ACCESS

## I. PORTAL ACCESS

- 1) Login to MN E-Licensing
- 2) Locate your **LEA License** on the Dashboard.

The screenshot shows the Minnesota E-Licensing portal login page. The header features the 'm MINNESOTA' logo and 'License Minnesota'. A note at the top right says '\*DO NOT CLICK THE BROWSER BACK BUTTON'. The main content area is divided into two sections. On the left, under 'Getting Started', it explains that users must first complete a simple registration. Below this is a 'Public License Search' section with a 'Search' button. On the right, the 'Log In:' section contains fields for 'Email Address' and 'Password', a 'Log In' button, and a link for 'Forgot your password?'. Below the login section is a 'Sign Up Today!' section with a 'Register Here' button.

The screenshot shows the Minnesota E-Licensing portal dashboard. The header features the 'm MINNESOTA' logo and 'License Minnesota'. A note at the top right says '\*DO NOT CLICK THE BROWSER BACK BUTTON' with links for 'My Account' and 'Logout'. The main content area is titled 'Dashboard' and 'Licenses'. It contains a table with the following data:

License Number	Type	Status	Licensee	Expiration Date	Actions
-000021	Law Enforcement Agency	Active	Test LEA		- Select an option - Go

## **ADD NEW DELEGATE**

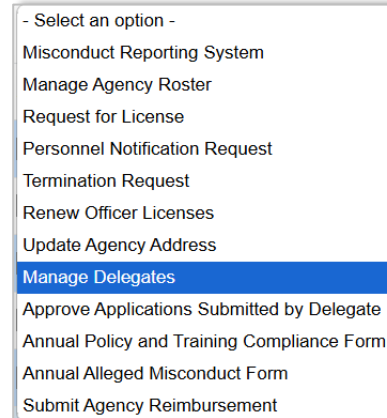
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### **DASHBOARD MANAGEMENT**

# DASHBOARD MANAGEMENT → ADD NEW DELEGATE

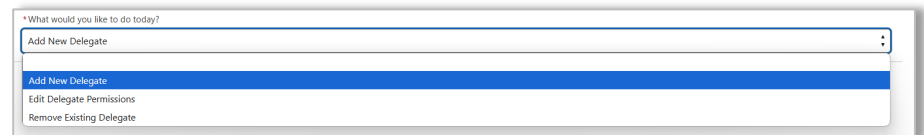
## I. ADD NEW DELEGATE

- ❖ ONLY THE **CLEO** 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.



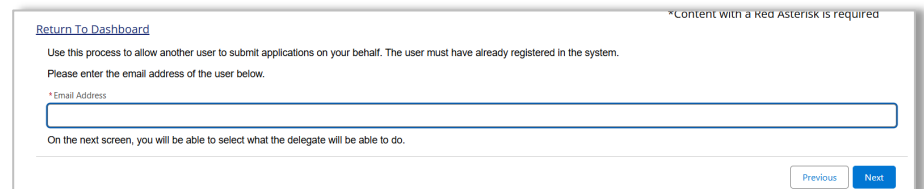
- Select an option -

- 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
- Edit Delegate Permissions
- Remove Existing Delegate



[Return To Dashboard](#)

\*Content with a Red Asterisk is required

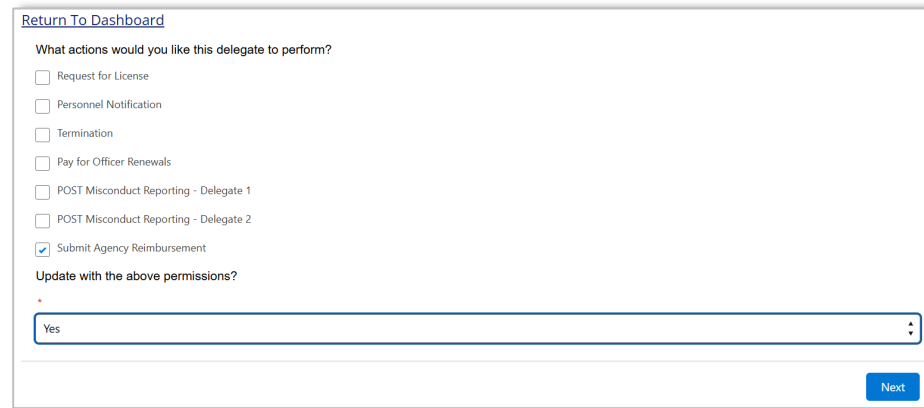
Use this process to allow another user to submit applications on your behalf. The user must have already registered in the system.

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

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## 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

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## DASHBOARD MANAGEMENT

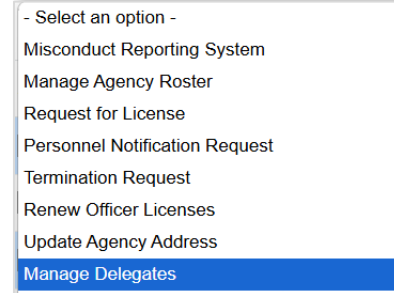


## DASHBOARD MANAGEMENT → REMOVE DELEGATE

### I. REMOVE DELEGATE

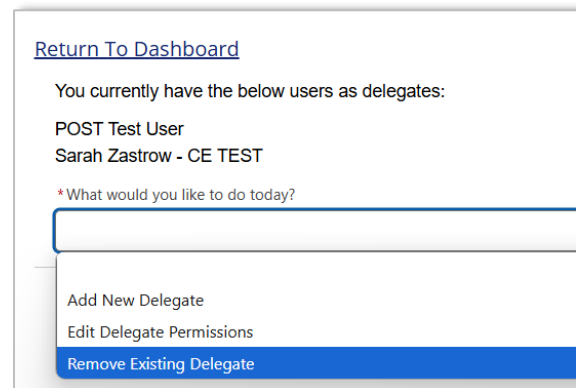
❖ ONLY THE **CLEO** CAN PERFORM THIS ACTION.

- 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**.



- 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**



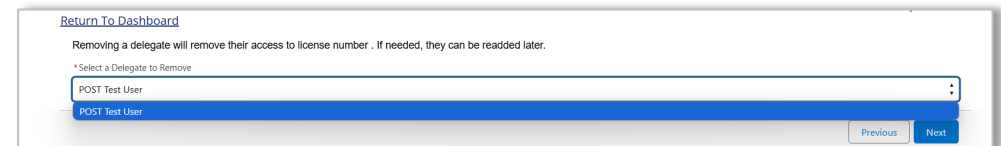
[Return To Dashboard](#)

You currently have the below users as delegates:

POST Test User  
Sarah Zastrow - CE TEST

\*What would you like to do today?

Add New Delegate  
Edit Delegate Permissions  
**Remove Existing Delegate**



[Return To Dashboard](#)

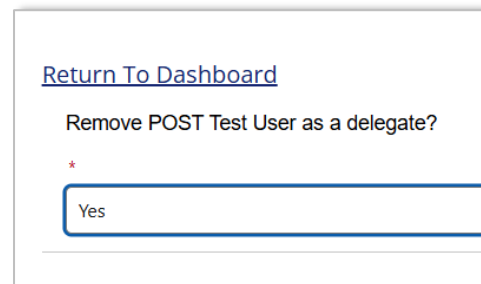
Removing a delegate will remove their access to license number . If needed, they can be readded later.

\*Select a Delegate to Remove

POST Test User

POST Test User

Previous Next



[Return To Dashboard](#)

Remove POST Test User as a delegate?

\*

Yes

# START A NEW APPLICATION

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## 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.

**Actions**

- Select an option -

- 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

### Agency Reimbursement

Before beginning the Annual Agency Reimbursement Application, please ensure the Roster above is up to date.

[Go to Agency Reimbursement](#)

#### AGENCY REIMBURSEMENT

##### 2025 Agency Reimbursement Application

Before beginning, ensure the Agency Roster is up to date via the [Manage Agency Roster](#) page.

Whether or not you are requesting reimbursement monies, the POST Board must receive a signed application by 11:59 PM on July 31, 2025.

[Start Application](#)

# DRAFT SCREEN

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## 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	
v Reimbursement Roster	
Agency Reimbursement Year 1	Roster Conflicts
2025	0
Total Rosters	Roster Conflict Reviews Requested
0	0
v Training Expenditures	
All Non-mandated 1	Mandated: Conflict Mgmt / Mediation 1
Mandated: Use of Force	Mandated: Crisis Intervention / MI 1
Mandated: EVOC 1	Mandated: Diversity / Implicit Bias 1
Mandated: Autism 1	Mandated: Crimes Motivated by Bias

# **ADD OFFICERS TO REIMBURSEMENT ROSTER**

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## **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**.

**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
--None--			
Add Officers to Reimbursement Roster			
Remove Officers from Reimbursement Roster			
Review and Submit			
--None--			

Next

**Add Eligible Officers for Reimbursement**

Select the officers from your agency's roster list below that are eligible for reimbursement of continuing education expenses.

If you do not see an officer on your agency's roster below, check the box below to add former officers.

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

Note: This roster only reflects officers who have been employed for a minimum of eight months.

96 of 96 Items • 0 Items selected

Search this list...

<input type="checkbox"/>	First Name	Last Name	License Number	Start Date	Date Terminated
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

☒ Check this box if you need to add a former officer to this roster

1 of 1 Item • 0 Items selected

<input type="checkbox"/>	First Name	Last Name	License Number	Start Date	Date Terminated

# AGENCY TRAINING REIMBURSEMENT → ROSTER CONFLICT

## 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

<input type="checkbox"/>	Officer Name	Claimed By
<input type="checkbox"/>		

Next



# AGENCY TRAINING REIMBURSEMENT → RESOLVING A ROSTER CONFLICT

## 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 [redacted] Fri 5/23/25

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 [redacted] 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 removed 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
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]

# **ADD TRAINING EXPENDITURES**

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**AGENCY TRAINING REIMBURSEMENT**

# AGENCY TRAINING REIMBURSEMENT → ADD TRAINING EXPENDITURES

## 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

\$500.00

\* Mandated: Crisis Intervention and Mental Illness Crises

\$500.00

\* Mandated: In-Service Use of Force Training

\$500.00

\* Mandated: Recognizing and Valuing Community Diversity and Cultural Differences to Include Implicit Bias

\$500.00

\* Mandated: In-Service Emergency Vehicle Operations and Police Pursuits (E.V.O.C.)

\$500.00

\* Mandated: Ensuring Safer Interactions Between Peace Officers and Persons with Autism

\$500.00

\* Mandated: Conflict Management and Mediation

\$500.00

\* Mandated: Investigating Crimes Motivated by Bias

\$500.00

**Grand Total: \$4,000.00**

Next

## REVIEW AND SUBMIT

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### 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**.

The screenshot shows the 'REIMBURSEMENT ROSTER' screen with tabs for 'APPROVAL PROCESS', 'APPLICATION', and 'REIMBURSEMENT ROSTER'. The status is 'This Submission is drafted and is not yet submitted'. It includes informational text about submission deadlines and requirements. Below is a table titled 'Reimbursement Roster' with 4 items. The table has columns for 'Officer Name', 'Officer License', 'Conflict?', and 'Agencies with Conflict'. A dropdown menu is open, showing options: '--None--', 'Add Officers to Reimbursement Roster', 'Remove Officers from Reimbursement Roster', 'Review and Submit' (highlighted in blue), and '--None--'. A green 'Next' button is at the bottom right.

The screenshot shows the 'Chief Law Enforcement Officer Affirmation' screen. It contains a list of affirmations for the Chief Law Enforcement Officer to confirm. Below the list, there is a text box for the signature, which currently contains 'Test User', and a date field set to 'May 25, 2025'. At the bottom, there are 'Back' and 'Submit' buttons.

The screenshot shows the 'REIMBURSEMENT ROSTER' screen with the status 'This Application is SUBMITTED'. It displays a 'Confirmation Number: AR00027' and a thank you message. It also includes a note about applications being returned for correction and the submission deadline (July 31, 2025).