

# INSTRUCTIONS for Being “Signed Off” to take the POST Exam.....

## **POST Needs:** (you send directly to POST)

License Exam Application

Exam Fee

<https://dps.mn.gov/entity/post/exams/Pages/2011-license-exam-schedule.aspx>

## **MSU Law Enforcement Program Needs:** (Bring to MH222K)

### **Official and Unofficial Transcript** Showing Graduation

- Documentation Showing First Aid Requirement Has Been Met **and** is current (First Responder or E.M.T. and CPR (copy)
- Date of Birth (copy of drivers license –DOB & address)
- Social Security Number and Tech ID
- Current Phone Number and Address
- Confirmation of Skills Completion (copy of the certificate)
- Official traffic and CC check [www.CertifiedBackground.com](http://www.CertifiedBackground.com) package code: MK51

**NOTE:** It is **your responsibility** to ensure the department has all of these materials on file. You will not be signed off for the POST EXAM if your file is not complete.

## 2014 LICENSING EXAM SCHEDULE

The application, fee and sign off are due by the deadline listed – no exceptions. The specific locations are to be announced. Applicants are notified approximately one week before the scheduled examination date as to the exact time and location.

\*WE REQUIRE THAT ALL DOCUMENTS BE SUBMITTED TO THE LAW ENFORCEMENT ADVISOR OR DIRECTOR A MINIMUM OF A WEEK PRIOR TO THE DEADLINE DATES.

Examination Date	Deadline*	Location (Tentative)
<b>Friday, February 21, 2014</b>	February 7, 2014	Brooklyn Park Community Center
<b>Friday, April 18, 2014</b>	April 4, 2014	Shoreview Community Center
<b>Thursday &amp; Friday, June 19 &amp; 20, 2014</b>	June 6, 2014	<b>6/19</b> Alexandria Technical & Community College <b>6/20</b> Brooklyn Park Community Center
<b>Friday, July 25, 2014</b>	July 11, 2014	Rochester Community and Technical College, Rochester, MN
<b>Thursday &amp; Friday, August 14 &amp; 15, 2014</b>	August 1, 2014	<b>8/14</b> Fond Du Lac Tribal & Community College, Cloquet, MN <b>8/15</b> Hennepin Technical College, Brooklyn Park, MN
<b>Friday, September 19, 2014</b>	September 5, 2014	Twin Cities Metro, Location Undecided
<b>Friday, October 17, 2014</b>	October 3, 2014	Brooklyn Park Community Center, Brooklyn Park, MN
<b>Friday, December 19, 2014</b>	December 5, 2014	Brooklyn Park Community Center, Brooklyn Park, MN

*All application materials must be at the POST Board office by the deadline for a student to be registered for the next examination including the exam application and fee, and the sign-off from the Professional Peace Officer Education coordinator at the student’s school.*