



Pennsylvania State Police

CANDIDATE HANDBOOK

July 2021

QUICK REFERENCE

Pennsylvania State Police

www.psp.pa.gov

www.patrooper.com

Public Safety Human Resource Delivery Center

1800 Elmerton Avenue

Harrisburg, Pennsylvania 17110

Email: ra-pypsdcentrylevel@pa.gov

Hours of Operation 8:00 am – 4:30 pm (Eastern Time) M-F, Closed on Federal Holidays

Pearson VUE Web Services

Go to Pearson VUE's website (<http://www.pearsonvue.com/psp>) to:

- Make a real-time examination reservation
 - View Available Testing Dates (after creating a Pearson VUE web account and hitting "schedule on-line")
-

Pearson VUE Examination Reservations

5601 Green Valley Drive

Bloomington, MN 55437

Schedule Online at: <http://www.pearsonvue.com/psp> or (800) 511-6951

Contact Center: (800) 511-6951

Email: pearsonvuecustomerservice@pearson.com

Hours of Operation: M-F 8:00 am – 11:00 pm (EST), Closed on Federal Holidays

Sat 8:00 am – 5:00 pm

Sun 10:00 am – 4:00 pm

Contact Pearson VUE to:

- Schedule, reschedule, or cancel an examination
- Obtain information regarding your examination

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INTRODUCTION

This handbook is for candidates who are seeking employment as a Pennsylvania State Police (PSP) Cadet or a Liquor Enforcement Officer Trainee. It describes the steps that you, the candidate, must follow to schedule and take your written examination. Please read this handbook completely and refer to it as much as you need.

The PSP has contracted with Pearson VUE to deploy, score, and report the results of the Law Enforcement Aptitude Battery (LEAB) examination. The phone number and address of Pearson VUE are listed in the Quick Reference at the front of this handbook.

The Pennsylvania State Police (PSP) is dedicated to keeping our communities safe, inspiring public trust and confidence through effective 21st century policing strategies, which include recruiting, developing, training, and retaining a skilled workforce, relative to the Commonwealth's rich diversity, that leverages technological innovation and effective community partnerships.

The core purpose of the PSP is to seek justice, preserve peace, and improve the quality of life for all. As such, the Department has established the core values of **Honor, Service, Integrity, Respect, Trust, Courage and Duty**, and is seeking applicants who possess these traits and conduct themselves accordingly.

THE EXAM

The LEAB consists of the following three sections: the Ability Test, the Work Styles Questionnaire, and the Life Experience Survey.

The Ability Test is designed to test a series of abilities, such as Written Comprehension, Problem Sensitivity and Reasoning, determined to be important to the effective performance of entry-level law enforcement officers.

The Work Styles Questionnaire is designed to assess work style related preferences and approaches to situations determined to be important to the effective performance of law enforcement officers.

The Life Experience Survey is designed to assess candidates' past history and experience determined to be important to the effective performance of law enforcement officers.

All three sections of the LEAB will be scored and your scores from all three sections will be combined to determine your continued eligibility in the selection process.

Please refer to the LEAB examination Candidate Preparation Guide at: <https://www.psp.pa.gov/employment/Documents/LEAB%20Assessment%20Preparation%20Guide.pdf>

ELIGIBILITY

Before you can schedule your written examination appointment, you must first submit an online application with the PSP and meet the applicable eligibility requirements. You will not be able to schedule your examination until Pearson VUE receives authorization from PSP. Once you are authorized, you will receive an authorization to test email from Pearson VUE that will include instructions on how to schedule your examination. This email will be sent to the email address provided on your application.

Individuals who have not completed an application and are interested in participating in the selection process, are advised to visit the PSP website, www.employment.pa.gov.

ADA ACCOMMODATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room
- Extra testing time
- A recorder, for individuals with mobility or vision impairments

Test accommodations are individualized and considered on a case-by-case basis, and approved by the Public Safety Human Resource Delivery Center (PSHRDC). All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This request should include supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis.

If you would like to request special accommodations testing, please contact the PSHRDC at ra-pypsdcentrylevel@pa.gov for further information.

Candidates who have additional questions concerning scheduling test accommodations with Pearson VUE may contact the ADA Coordinator by e-mailing clientapprovedaccommodations@pearson.com.

SCHEDULING

To schedule your examination, please go to <http://www.pearsonvue.com/psp> and create a Pearson VUE web account; or call Pearson VUE customer service at **(800) 511-6951**. Same day examination appointments may be made, subject to availability. If you schedule an examination via the Pearson VUE website, **please ensure that you create your web account with your LEGAL name as it appears on your government-issued ID and that your personal information is CORRECT**. If you notice you made an error after you created your Pearson VUE web account, please contact Pearson VUE immediately at (800) 511-6951 to correct your account information. It is very important that this information is correct, because it will appear as it was entered on the documentation provided to you after you have completed the examination.

When you report to the test center, you are required to bring one (1) form of valid, non-expired ID that is government-issued, contains a current photo and your signature, with the name on the ID exactly matching the name on the examination registration (including designations such as "Jr." and "III"). If you do not present your ID on the day of the exam, you will be denied admission to the test center and will be considered absent.

EXAM APPOINTMENT REMINDER PHONE CALL

The Pennsylvania State Police and Pearson VUE have partnered with the American Personnel Managers and Consultants Inc. (APMCI). Each written examination candidate will receive an examination appointment reminder phone call from an APMCI representative 5-calendar days prior to their scheduled examination date.

CANCELLATION AND RESCHEDULING

CANCELLATION

If you cannot attend your examination and you need to cancel your examination appointment, you must call the Pearson VUE Exam Reservation Line at (800) 511-6951 at least forty-eight (48) hours before the day of the examination. You may not give your examination date to another person.

RESCHEDULING

If you cannot attend your examination, and you would like to reschedule your examination appointment, you must call the Pearson VUE Exam Reservation Line at (800) 511-6951 at least forty-eight (48) hours before the day of the examination to ask for a new examination date.

WEATHER EMERGENCIES

Examinations may be delayed or cancelled if severe weather or a natural disaster makes the test site unsafe or impossible to reach. Candidates will be notified via email if the examination is cancelled due to severe weather or a natural disaster. If the examination is cancelled, you may re-schedule the examination on another day.

EXAM DAY

WHAT TO BRING

You **MUST** bring the following items with you to the test site:

- **One (1) form of current (unexpired) signature-bearing identification.** It **MUST** be a government-issued photo identification (for example: driver's license). **PLEASE NOTE:** The signature and name must match exactly to what was submitted on your application. If you come to the test site without the proper ID, **you will not be allowed to take the examination.**
- Additional candidate admissions data will be collected during the admissions process, **including a photo and electronic signature.**
- **No other materials are permitted into the test site.**

ACCEPTABLE FORMS OF CANDIDATE IDENTIFICATION

Candidates must present one (1) form of current signature identification. The primary identification must be government-issued and photo-bearing with a signature. Identification must be in English.

Primary ID (photograph and signature, not expired)

- Government-issued Driver's License
- U.S. Dept. of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country ID card
- Passport
- Passport Card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

EXAMINATION COMPLETION CONFIRMATION

At the completion of your examination, you will receive a printed receipt with the status "Examination Taken." At the end of the written examination testing period, PSP will review all results and provide candidates with additional information regarding their status.

TESTING POLICIES

The following policies are observed at each Test Site.

LATENESS

Arrive at the test center thirty (30) minutes before your scheduled examination starts. If you are more than 15 minutes late for your scheduled examination, or do not bring your required identification, you will **NOT** be allowed to test.

ELECTRONIC DEVICES

Cellular phones, pagers, tablets, smart watches, or any other electronic/communication devices are not permitted during testing. There is no place for storage of personal belongings at the Test sites.

PERSONAL BELONGINGS/STUDY AIDS

You are not permitted to take personal belongings such as briefcases, large bags, study materials, extra books, papers, cellphones, or calculators into the examination room. Any such materials brought into the examination room will be collected and returned to you when you have completed the examination. Pearson VUE is not responsible for lost or misplaced items.

EATING/DRINKING/SMOKING

You are not permitted to eat, drink, or smoke during the examination.

MISCONDUCT

If you cause a disturbance of any kind or engage in any kind of misconduct, you will be dismissed from the examination and the incident will be reported to the PSHRDC. Decisions regarding your application status are the responsibility of the PSHRDC.

If you give help to someone or receive help from anyone during the examination, you will be asked to leave the room immediately. The results will not be scored and the incident will be reported to the PSHRDC. Anyone who takes or tries to take materials or information into or from the testing room is subject to prosecution.

GUESTS/VISITORS

Guests, visitors, pets, or children are **NOT** allowed at the Test Sites.

COPYRIGHT RULES

All examination questions, examination forms, and materials are copyrighted by and the property of their respective owners. Any distribution of the examination content or materials through any form of reproduction, or through oral or written communication, is strictly prohibited and punishable by law. Anyone who removes or tries to remove examination material or information from the test site will be prosecuted to the fullest extent of the law.