



# **Minnesota Peace Officer Standards and Training Board (MN POST)**

## **CANDIDATE HANDBOOK**

January 2018

# QUICK REFERENCE

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## EXAMS

- 2018BridgePOLE – 2018 Bridge Peace Officer Licensing Examination
- 2018BridgeREC – 2018 Bridge Reciprocity Licensing Examination

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## MINNESOTA BOARD OF PEACE OFFICER STANDARDS AND TRAINING

**<http://dps.mn.gov/entity/post>**

1600 University Ave. Suite 200

St. Paul, MN 55104-3825

Main Number: 651-643-3060

Fax: 651-643-3072

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

***Contact the Board of Peace Officer Standards and Training to:***

- Clarify information about certification
- Obtain information on continued certification
- Change your current address or name *after* testing
- Confirm your exam result

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## PEARSON VUE® WEB SERVICES

***Go to Pearson VUE's website ([www.pearsonvue.com/mnpost](http://www.pearsonvue.com/mnpost)) to:***

- Download a Candidate Handbook
- Make a real-time examination reservation
- View Regional Test Sites
- View Available Testing Dates (after creating a web account and hitting "schedule on-line")

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## PEARSON VUE® EXAMINATION RESERVATIONS

5601 Green Valley Drive

Bloomington, MN 55437

**[www.pearsonvue.com/mnpost](http://www.pearsonvue.com/mnpost) or (866) 573-1934**

*Hours of Operation: M-F 8:00 am - 11:00 pm (EST)*

*Sat 8:00 am -5:00 pm*

*Sun 10:00 am – 4:00 pm*

***Contact Pearson VUE to:***

- Schedule, reschedule, or cancel an Examination
- Request Duplicate Score Report (complete and submit form in back of handbook)
- Obtain information regarding your examination

# TABLE OF CONTENTS

## QUICK REFERENCE.....INSIDE FRONT COVER

## INTRODUCTION.....1

## ELIGIBILITY.....1

## SCHEDULING.....1

Address & Name Changes .....1

Exam Fees .....1

ADA Accommodations .....2

## CANCELLATION AND RESCHEDULING .....2

Absence Policy .....2

Weather Emergencies .....2

## EXAM DAY.....3

What to Bring.....3

Testing Policies .....3

Lateness.....3

Electronic Devices .....3

Personal Belongings/Study Aids.....3

Eating/Drinking/Smoking.....3

Misconduct .....3

Guests/Visitors .....3

Copyright Rules .....3

## THE EXAM.....4

## APPENDIX

A: Request for Duplicate Score

Report Form ..... back of handbook

# INTRODUCTION

This handbook is for candidates who want to be certified as a Peace Officer in the State of Minnesota. It describes the steps that you, the candidate, must follow to apply for and take the test. Please read this handbook completely and refer to it as much as you need.

The Minnesota Board of Peace Officer Standards and Training (POST) has contracted with Pearson VUE to deploy, score, and report the results of the Minnesota Peace Officer Licensing Exam (POLE) and the Reciprocity Licensing Exam (REC) that you must take to become a certified peace officer. Pearson VUE will also help you apply to take the exam. The phone number and address of Pearson VUE are listed in the Quick Reference at the front of this handbook.

Minnesota is unique in its licensing system for peace officers. Most other states retain some form of academy training followed by certification of the individual officer. Minnesota requires those aspiring to work in law enforcement to complete an educational program and pass a state board exam. Licensing itself only occurs when eligible candidates are appointed to a peace officer position and certain selection standards are met. Licensing is a cooperative process between the POST Board, the hiring agency and the candidate.

## EXAM OVERVIEW

The examination consists of multiple-choice questions written in English.

## ELIGIBILITY

Upon making a successful application to MN POST, by completing application forms found on the Minnesota Board of Peace Officer Standards and Training web site (<https://dps.mn.gov/entity/post/forms/Pages/default.aspx>), your candidate record will be sent by MN POST to Pearson VUE as a demographic update to the Pearson VUE candidate database.

In addition to the candidate demographic record, MN POST will send Pearson VUE an eligibility record which effectively gives you the candidate a window in which to schedule your examination. For any examination be it either a first time take or a retake of the examination, there must be a valid authorization from MN POST. Eligibility will be singular in that candidates will be eligible to take an exam one time only. If the candidate is unsuccessful in passing the exam and wishes to retake the exam, they must apply to MN POST for another authorization / eligibility record.

# SCHEDULING

**Please VERIFY that you have created your web account with your LEGAL name as it appears on your government-issued ID and that your personal information is CORRECT.** Contact Pearson VUE immediately to correct the spelling of your name or update your personal information if you notice any errors. It is very important that this information is correct, as it will appear as it was entered on the documentation provided to you after you have completed the exam, as well as on any reports to your licensing agency.

Appointments may be made up to one calendar day prior to the day you wish to test, subject to availability. You may schedule your exam online or over the phone by contacting customer service.

When you report to the test center you are required to bring two (2) forms 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 exam 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. You also will forfeit the full examination fee.

### NAME CHANGES

**If you change your name while you are applying or testing, or any time before you become certified, contact the the Minnesota Board of Peace Officer Standards and Training.**

## EXAM FEES

The exams fee for both the Peace Officer Licensing Exam and the Peace Officer Reciprocity exam is \$60. This exam fee is separate and additional to the candidate application fee. The exam fee (\$60) must be paid at the time of reservation by credit card, debit card, or electronic check. Fees will not be accepted at the test center. Examination fees are non-refundable and non-transferable.

## ELECTRONIC CHECKS

Candidates who choose to pay the examination fee by electronic check must have a personal checking account, and must be prepared to provide to Pearson VUE at the time of reservation the following information:

- Bank name
- Account and routing number
- Social Security number, state-ID number, or driver's license number
- Name and address on the account

Using this information, Pearson VUE can request payment from the candidate's bank account just as if the candidate had submitted an actual paper check.

Candidates paying by electronic check must register at least five (5) days before the examination date in order for their check to be processed.



## RETAKE RULES

Retakes are controlled by an authorization from MN POST. If you need to retake, you must first apply for a retake authorization from MN POST. The same fee (\$60) applies to a retake.

For candidates that are unsuccessful in passing, the score report from the original exam will provide you with feedback as to which learning objectives need further revision and knowledge.

## 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 Reader or Recorder, for individuals with mobility or vision impairments and cannot read or write on their own

Test accommodations are individualized and considered on a case-by-case basis. 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 may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
- A description of past accommodations the candidate has received

The steps to follow when requesting test accommodations vary, depending on your test program sponsor. To begin, go to <http://pearsonvue.com/accommodations>, and then select your test program sponsor from the alphabetized list. Candidates who have additional questions concerning test accommodations may contact the ADA Coordinator by e-mailing [accommodationspearsonvue@pearson.com](mailto:accommodationspearsonvue@pearson.com).

## CANCELLATION AND RESCHEDULING

If you cannot attend your examination, you must call the Pearson VUE Exam Reservation Line at (877) 573-1934 at least twenty-four (24) hours before the day of the exam to ask for a new exam date. If you do not cancel or reschedule at least twenty-four (24) hours before the exam date, your exam fee will NOT be refunded and you cannot transfer the fee to another exam date. You may not give your exam date to another person.

## ABSENCE POLICY

Since emergencies sometimes happen, Pearson VUE will consider excusing an absence from an exam. Acceptable excuses are:

- Illness of yourself or an immediate family member
- Death in the family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

Requests for excused absences must be made in writing within fourteen (14) business days following the day of the exam that you missed. This request must include proof of the reason you were absent. For example, if you are absent because of illness of yourself or an immediate family member, you must provide an original doctor's note. Pearson VUE's decision regarding whether an absence is excused is final. Written Verification should be sent to the following address:

Pearson VUE/Minnesota Board of Peace Officer Standards and  
Training  
Attn: Regulatory Program Coordinator  
5601 Green Valley Drive  
Bloomington, MN 55437

## WEATHER EMERGENCIES

Exams 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 if the exam is cancelled due to severe weather or a natural disaster. If the exam is cancelled, you may take the exam on another day at no additional cost.

# EXAM DAY

## WHAT TO BRING

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

- **Two (2) forms of current (unexpired) signature-bearing identification.** One **MUST** be a government-issued photo identification (for example: driver's license). **PLEASE NOTE:** The signature and names 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 exam and you will lose your exam fee.**

*No other materials will be allowed.*

## ACCEPTABLE FORMS OF CANDIDATE IDENTIFICATION

Candidates must present two (2) forms of current signature identification. The primary identification must be government-issued and photo-bearing with a signature, and the secondary identification must contain a valid 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)

Secondary ID (signature, not expired)

- U.S. Social Security card
- Debit (ATM) or Credit card
- Employee ID
- School ID
- Any form of ID on the Primary ID list

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 or Secondary 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.

## 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 late for your scheduled examination, or do not bring all of your required materials, you will **NOT** be allowed to test and your examination fee will **NOT** be returned (see *Cancellation and Rescheduling* on page 3 for more details).

### ELECTRONIC DEVICES

Cellular phones, pagers or any other electronic 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 MN POST. Decisions regarding disciplinary measures are the responsibility of Minnesota Board of Peace Officer Standards and Training.

If you give help to someone or receive help from anyone during the exam, you will be asked to leave the room immediately. The results will not be scored and the incident will be reported to MN POST. 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 exam questions, each form of the exam, and all other exam materials are copyrighted by and the property of MN POST. Any distribution of the exam 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 exam material or information from the test site will be prosecuted to the fullest extent of the law.

## THE EXAM

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When you arrive for your scheduled examination, you must show your two forms of signature identification. One **MUST** be a government-issued, unexpired, photo identification. In addition, the names and signatures must match exactly. If you have had a name change since submitting your application, you **MUST** bring a copy of the official document affecting the name change (example: marriage certificate or divorce decree). If you fail to provide these documents, you will be denied admission to the examination, and you will be liable for all fees.

The examination will consist of multiple choice questions and “field test” questions. (Field test questions are questions on which information is being collected for use in making future exams. Your answers to field test questions do not affect your score. Field test questions are mixed in with the scored questions and are not identified.)

# Minnesota POST

## REQUEST FOR DUPLICATE SCORE REPORT

**DIRECTIONS:** You may use this form to ask Pearson VUE for a copy of your Examination Score Report. Please print or type all information on this form, or your request will be returned.

**SEND TO:** Pearson VUE/Minnesota Peace Officer Program  
**Duplicate Score Request**  
5601 Green Valley Drive  
Bloomington, MN 55437

or email the request to:  
[pearsonvuecustomerservice@pearson.com](mailto:pearsonvuecustomerservice@pearson.com)

**PLEASE COMPLETE THE FOLLOWING FORM WITH YOUR CURRENT NAME AND ADDRESS. ALL INFORMATION MUST BE COMPLETE AND ACCURATE TO ENSURE PROPER PROCESSING.**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel. (\_\_\_\_) \_\_\_\_\_ The last four (4) digits of your Social Security Number \_\_\_\_\_

Name of Exam \_\_\_\_\_ Theory or Practical (circle one) Exam Date \_\_\_\_\_

**IF THE ABOVE INFORMATION WAS DIFFERENT AT THE TIME YOU WERE TESTED, PLEASE INDICATE ORIGINAL INFORMATION. IF YOUR NAME HAS CHANGED, YOU MUST ATTACH A COPY OF A LEGAL DOCUMENT AUTHORIZING THE CHANGE (FOR EXAMPLE, A MARRIAGE CERTIFICATE OR A DIVORCE DECREE).**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Tel. (\_\_\_\_) \_\_\_\_\_

**I HEREBY AUTHORIZE PEARSON VUE TO SEND ME AT THE ADDRESS ABOVE A DUPLICATE OF MY SCORE REPORT.**

Your Signature \_\_\_\_\_ Date \_\_\_\_\_