



MCOLES

Michigan Commission on Law Enforcement Standards

106 W. Allegan Street, Suite 600, P.O. Box 30633
Lansing, MI 48909

(517) 322-6608

Recognition of Prior Training and Experience

Application Packet

Rev. 1/14/2016

Recognition of Prior Training and Experience (RPTE) Qualifications – Administrative Law

In order to qualify for a waiver of the mandatory basic police training requirements under Michigan Administrative Rule R28.14401 et seq., an applicant must meet all of the requirements in one of the following categories.

R 28.14403 Recognition of prior training and experience program; former Michigan officer candidate qualifications.

Rule 403. A person who was previously certified or licensed as a law enforcement officer in Michigan shall meet all of the following requirements for admission to the program:

- (a) Discontinuance in employment with full empowerment as a licensed Michigan law enforcement officer for a period of time in excess of that provided for in section 9(2) of the act, being MCL 28.609(2).
- (b) Reasonably expect to meet the selection and employment requirements of R 28.14203(a) to (j), except for (g) and (i), and R 28.14204.
- (c) The separation from employment as a law enforcement officer shall have been under such conditions that qualify the candidate for employment in Michigan as a law enforcement officer.

R 28.14404 Recognition of prior training and experience program; non-Michigan officer candidate qualifications.

Rule 404. A person who is or was previously certified or licensed as a law enforcement officer by a post agency in another state shall meet all of the following requirements for admission to the program:

- (a) Have completed a POST agency basic law enforcement training program recognized by the commission or have been employed as a law enforcement officer before the establishment of training standards in that state.
- (b) Have been employed as a law enforcement officer empowered to enforce all of the general criminal laws in that state and have acted in that capacity for a minimum of 2080 hours following the date of certification or licensing.
- (c) Reasonably expect to meet the current selection and employment standards of R 28.14203(a) to (j), except for (g) and (i), and R 28.14204.
- (d) If not currently employed as a law enforcement officer, the separation from employment as a law enforcement officer shall have been under such conditions that qualify the candidate for employment in Michigan as a law enforcement officer.

R 28.14405 Recognition of prior training and experience program; Michigan Indian tribal law enforcement officer candidate qualifications.

Rule 405. A person who intends to participate in the recognition of prior basic law enforcement training and experience program by virtue of employment as a Michigan Indian tribal law enforcement officer shall comply with all of the following:

- (a) Have successfully completed a basic law enforcement training program recognized by a post agency in another state, or a federally operated police training school that was sufficient to fulfill the minimum standards required by federal law to be appointed as a law enforcement officer of a Michigan Indian tribal police force.
- (b) Be currently employed or have been employed as a law enforcement officer of a Michigan Indian tribal police force for not less than 1 year and empowered to enforce the criminal laws and have acted in that capacity following the date of appointment.
- (c) Reasonably expect to meet the current selection and employment standards of R 28.14203(a) to (j), except (g) and (i), and R 28.14204. If not currently employed as a law enforcement officer, the separation from employment as a law enforcement officer shall have been under such conditions that qualify the candidate for employment in Michigan as a law enforcement officer.

R 28.14406 Recognition of prior training and experience program; preservice recruit candidate qualifications.

Rule 406. A person who intends to participate in the recognition of prior basic law enforcement training and experience program by virtue of having been previously eligible for licensing, based on compliance with the preservice recruit requirements in these rules, shall reasonably expect to meet the current selection and employment standards in R 28.14203 and R 28.14204 upon employment as a law enforcement officer.

NOTE: All pre-service candidates approved for the Recognition of Prior Training and Experience process must attend the entire preparatory program before taking the Recognition of Prior Training and Experience Examinations in order to obtain one additional year of eligibility. (Pursuant to Commission Policy 7.4.02(4).)

The MCOLES Selection and Employment Standards List is available online at <http://www.michigan.gov/mcoles/0,1607,7-229-41624-150169--,00.html> or the entire MCOLES Act and Administrative Rules including the selection and employment standards and the Recognition of Prior Training and Experience program rules can be reviewed online at http://www.michigan.gov/documents/mcoles/Laws_08_237426_7.pdf.

Application Requirements

All applicants for the Recognition of Prior Training and Experience program are required to complete and submit the enclosed application to:

Michigan Commission on Law Enforcement
Standards
Standards Compliance Section
106 W. Allegan Street, Suite 600, P.O. Box 30633
Lansing, MI 48909
(517) 322-6608

The completed original application must be APPROVED by the Commission no later than TWO (2) weeks prior to the start of the program or examination date, whichever comes first. Application packets must be on original forms. The only documents that can be sent via fax, if necessary, are documents verifying previous law enforcement employment and training sent by the law enforcement agency or POST agency.

A complete application packet consists of the following:

1. Application for Licensing Based Upon a Recognition of Prior Training and Experience:

All applicants shall complete this application packet, including the Release of Information, the Personal History Statement and Affidavit, verification of basic training and licensure from your state standard-setting board (POST)(out-of state applicants only), and employment letters from ALL law enforcement agencies where you worked as a fully-empowered police officer. In addition, please enclose the application fee, if applicable (see below). This means that all information must be completed down through the signature line. If an applicant has not been employed with a law enforcement agency, the portions of the application regarding employment should indicate "N/A". **Incomplete applications will be purged after 90 days if not corrected and the applicant will be required to reapply for further consideration.**

2. Non-refundable Application Fee:

Please make a **check or money order** out to State of Michigan and submit with your application. Credit card or debit card processing is being developed.

Preservice Recruit Applicant

First application – No fee

Second or subsequent application - **\$75.00**

Previously licensed Michigan officer - \$75.00

Previously licensed/certified Out-of-state Applicant - \$150.00

Currently employed and screened by hiring agency – No Fee

Agency must have submitted all screening information into the MCOLES Network and proffered a conditional offer of employment based on passing the RPTE program.

Employed officers on military leave are exempt from the RPTE requirements under law.

3. Fingerprint processing:

Previously licensed or preservice Michigan applicants -

As of January 1, 2016, previously licensed or preservice Recognition of Prior Training and Experience (RPTE) applicants shall obtain a Michigan internet criminal history access tool (ICHAT) report and include that report in the MCOLES RPTE packet of application materials to be reviewed by the MCOLES.

Prospective applicants can access ICHAT by the internet web address www.michigan.gov/ichat. At a minimum, applicants will enter their name and DOB to conduct the search, pay the requisite \$10 fee via credit card, print off the report and submit it with their application to the MCOLES. Candidates who fail to provide an ICHAT report will not be considered for enrollment in the RPTE program/tests.

Out-of-state applicants –

As of January 1, 2016, out-of-state Recognition of Prior Training and Experience (RPTE) applicants are required to contact Sandra Luther at (517) 322-6608 BEFORE MAILING APPLICATION for instructions regarding your criminal history report. Failure to comply with this requirement will delay the processing of your application.

4. Verification of Training and Certification:

All out-of-state and tribal applicants must provide verification of successful completion of basic police training and status as a certified law enforcement officer. This verification must be **official written confirmation** from the appropriate state standards-setting agency (POST) in the applicant's respective state or the Bureau of Indian Affairs. A copy of a training certificate **will not** fulfill this requirement. If the applicant was certified prior to mandatory basic training requirements in that state, the applicant must qualify for certification under a grandfather clause in that state.

Previously Michigan certified officers and pre-service candidates do not need to supply this information; MCOLES has this on file.

5. Verification of Employment:

All applicants must provide written documentation verifying their employment as a certified law enforcement officer. This verification must be in the form of a letter, on the agency's letterhead, indicating the exact dates of employment, whether employed full-time or part-time, and the capacity in which the applicant was employed (**see attached example**). Employment letters **MUST** be signed by either the head of the agency or the director of HR. Applicants may also provide a copy of their current resume, but submission of a resume **will not** be accepted as a replacement for the employment verification letters or proof of training. Employment verification is mandatory. **If employed by more than one law enforcement agency, a letter from each agency must be submitted. Applications submitted without employment verification will not be processed. The employment letter must indicate the standing in which the employee separated (or current status).**

Michigan Commission on Law Enforcement Standards Application Review and Notification

Commission staff will review all applications submitted for the Recognition of Prior Training and Experience process. Upon completion of the review, the Commission will notify the applicant, in writing, if approval was granted. Once the notification has been received, it is the responsibility of the applicant to contact the facility that is providing the program or test they desire to attend. A facilities listing and schedule will be forwarded with the approval letter.

The Commission has the authority to thoroughly investigate, or cause an investigation to be conducted, on any applicant for compliance with the MCOLES Act, Administrative Rules, or the Commission's policies and procedures (R 28.14602).

Program/Testing Requirements

The Program:

The MCOLES has set guidelines which govern the preparatory program for the Recognition of Prior Training and Experience Examination Process. This program is currently 60+ hours in length and is designed to update the participant in the areas of Michigan's Motor Vehicle Code, Criminal Law and Procedure, First Aid/CPR Certification, and the legal aspects of the use of force in the area of Precision Driving. The program also provides the participant with a minimum of eight (8) hours of firearms range time with Commission recognized firearms instructors for the purpose of familiarizing the participant with the handgun, shotgun and patrol rifle assessment courses of fire. The time on the range is not designed for the participants to receive basic firearms instruction. Therefore, the participant should come to the program as if they were prepared to qualify on all courses. An outline of the courses of fire will be included with the approval letter. **The preparatory program is mandatory for pre-service and tribal participants only. However, attendance at a program is strongly suggested for all candidates to ensure successful completion of the examinations.**

IMPORTANT:

AS OF APRIL, 2008, ALL RECOGNITION OF PRIOR TRAINING AND EXPERIENCE CANDIDATES ARE REQUIRED TO PAY FOR THE LICENSING EXAM FEE SEPARATELY. THIS MUST BE DONE BY CONTACTING PBS AT www.pbstesting.com/mcoles_cert NO LATER THAN FIVE (5) BUSINESS DAYS PRIOR TO THE START OF THE PROGRAM. PBS ACCEPTS VISA, MASTERCARD (DEBIT OR CREDIT), OR MONEY ORDERS. IF YOU ARE PAYING BY MONEY ORDER, THE TIME FRAME IS TEN (10) BUSINESS DAYS PRIOR TO THE START OF THE PROGRAM. IF YOU ARE HAVING DIFFICULTY REGISTERING FOR THE EXAM, PLEASE CALL PBS AT (877) 422-4092.

The Examinations:

Firearms:

Participants must qualify at each stage of fire on the handgun, shotgun and patrol rifle assessment course of fire. In the event the candidate does not pass all stages of the handgun, shotgun and patrol rifle in the first assessment, the candidate must successfully complete the **failed portion of the course of fire** on a second assessment. Passing the firearms assessment is mandatory prior to taking the licensing examination. If the candidate fails the second assessment, the candidate must successfully complete the remedial firearms program before being allowed to take the licensing exam.

Licensing Exam:

Participants are required to obtain a passing score on the licensing examination. Participants who fail the licensing exam will be given one opportunity to retest. A candidate who does not obtain a passing score on the retest must enroll in and complete a mandatory basic police training academy in order to be eligible for law enforcement licensing in Michigan.

Assessment and Examination Results:

All participants will be advised of their status in the firearms skill assessment as it transpires. Licensing examination results will be available online through PBS www.pbstesting.com/mcoles_cert 24 hours after completing the exam. Candidates should not call the Commission for results. An employing agency can access the eligibility status of a candidate by using the MCOLES Network – a statewide system.

First Aid Requirements:

All candidates in the Recognition of Prior Training and Experience (RPTE) process are required to possess or obtain the following first aid and CPR certifications. Training for these certifications may be obtained at any Michigan Chapter of the American Red Cross or through a program offered at an MCOLES approved RPTE site. **Proof of first aid and CPR certifications (cards) will be checked at the licensing examination.**

MINIMUM REQUIREMENTS:

Standard First Aid Card **and** Basic Life Support for the Professional Rescuer/Health Care Provider Card (Adult, Child and Infant CPR);

- ♦ 43.5 hours Emergency Response Training;
- ♦ EMT/Paramedic license in the State of Michigan.

AGENCY LETTERHEAD
NAME OF AGENCY
STREET ADDRESS CITY,
STATE, ZIP PHONE
NUMBER

Sample Employment Letter

(DATE)

Michigan Commission on Law Enforcement Standards
Standards Compliance Section
106 W. Allegan Street, Suite 600, P.O. Box 30633
Lansing, MI 48909

To Whom It May Concern:

(CANDIDATE'S NAME), (SS#), was employed with the (NAME OF THE AGENCY) as a full-time (part-time) police officer from (DATE) to (DATE). * While employed with us, (CANDIDATE'S NAME) had full arrest powers to enforce the general criminal laws of (STATE) and was paid at least a minimum wage for all hours worked. (CANDIDATE'S NAME) duties were/are as follows: (LIST DUTIES). **

(CANDIDATE'S NAME) resigned (retired or is currently employed) from the Department in good standing (or provide reasons in detail for separation other than good standing). ***

If you have any further questions in regard to (CANDIDATE'S NAME), please contact (NAME OF PERSON TO CONTACT) at (PHONE NUMBER).

Sincerely,

(Signature of agency head or the director of Human Resources)

(NAME OF AGENCY HEAD and TITLE or the NAME OF THE DIRECTOR OF HR AND TITLE)

* If the applicant is part-time, please make sure that you indicate the total number of hours he/she worked in a fully empowered capacity.

** If the applicant is a Sheriff's Office employee, please indicate the capacity he/she was employed (i.e., road patrol, corrections, etc.) and how long he/she was employed in each capacity.

*** This letter MUST state the status of the candidate at this time or at the time of separation.



RECOGNITION OF PRIOR TRAINING AND EXPERIENCE APPLICATION

106 W. Allegan St., Suite 600, P.O. Box 30633, Lansing, MI 48909
517-322-6608

Revised 1/14/2016

INSTRUCTIONS: A DUPLICATION OF THIS APPLICATION OR AN APPLICATION WITH CORRECTED ENTRIES WILL NOT BE ACCEPTED. APPLICATIONS MUST BE APPROVED BY THE COMMISSION NO LATER THAN 2 WEEKS PRIOR TO START OF THE PROGRAM OR TEST, WHICHEVER COMES FIRST. YOU MAY USE A TYPEWRITER OR PRINT LEGIBLY.

1. NAME: LAST		FIRST	MIDDLE	2. SOCIAL SECURITY NO.*		3. GENDER	4. BIRTHDATE
5. HOME ADDRESS					NO.	STREET	CITY
					STATE	ZIP	HOME PHONE
DRIVER'S LICENSE NUMBER:		ISSUING STATE		E-MAIL:			CELL PHONE
6. RELATIVE OR FRIEND TO NOTIFY IN CASE OF EMERGENCY:				RELATIONSHIP			CELL PHONE
7. NAME OF TRAINING ACADEMY ATTENDED					DATES OF ACADEMY TRAINING		
					FROM:	TO:	
8. NAME OF SECOND TRAINING ACADEMY ATTENDED (IF APPLICABLE)					FROM:		
					TO:		
9. DATE OF STATE RECOGNIZED LICENSURE			STATE		TOTAL MONTHS/YEARS EMPLOYED AS POLICE OFFICER		
10. HAVE YOU EVER APPLIED FOR/TAKEN THE MICHIGAN RECOGNITION OF PRIOR TRAINING AND EXPERIENCE EXAMINATION?							
<input type="checkbox"/> YES <input type="checkbox"/> NO							
11. I HAVE READ THE MINIMUM SELECTION & EMPLOYMENT STANDARDS (SEE LINK) & REASONABLY EXPECT I CAN MEET THE STANDARDS.							
<input type="checkbox"/> YES <input type="checkbox"/> NO							
12. HAVE YOU ENCLOSED THE FOLLOWING?					MCOLES USE ONLY		
A. COMPLETED APPLICATION, RELEASE OF INFORMATION & PERSONAL HISTORY STATEMENT & AFFIDAVIT <input type="checkbox"/> YES					A. COMPLETED APPLICATION _____		
B. SUBMIT FEE IN CHECK OR MONEY ORDER <input type="checkbox"/> YES					B. PROOF OF CRIMINAL HISTORY REPORT _____		
C. ICHAT RESPONSE (MICHIGAN PREVIOUSLY LICENSED PRESERVICE) OR OUT-OF-STATE CRIMINAL HISTORY REPORT <input type="checkbox"/> YES					C. POST INFORMATION _____		
D. VERIFICATION OF BASIC TRAINING AND LICENSURE FROM STATE STANDARD-SETTING AGENCY (OUT-OF-STATE APPLICANTS ONLY) <input type="checkbox"/> YES					D. EMPLOYMENT LETTERS _____		
E. ORIGINAL EMPLOYMENT LETTERS FROM ALL PREVIOUS LAW ENFORCEMENT EMPLOYERS. THE LETTER/S MUST STATE YOUR STANDING AT THE TIME OF YOUR SEPARATION OR CURRENT STATUS. (SEE SAMPLE EMPLOYMENT LETTER) <input type="checkbox"/> YES					E. APPLICATION FEE _____		
SIGNATURE _____					CHECKED IN MITN _____		
DATE _____					MCOLES LICENSE NUMBER _____		
					APPROVED _____		
					DENIED _____		

* THIS INFORMATION IS CONFIDENTIAL. DISCLOSURE OF CONFIDENTIAL INFORMATION IS PROTECTED BY THE FEDERAL PRIVACY ACT.

AUTHORITY: 1965 PA203
COMPLIANCE: Required
PENALTY: No enrollment/licensure



106 W. Allegan Street, Suite 600, PO Box 30633, Lansing, MI 48909
 (517) 322-6608

**APPLICANT INFORMATION SHEET AND
 AUTHORIZATION FOR RELEASE OF INFORMATION**

Type or print only:

Name: Last:	First:	Middle:	Suffix (Jr, Sr, III):
Social Security No.*:	Date of Birth:	Gender [‡] :	Race [‡] :
Residence Address (Street, City, State, Zip):		Phone No.:	Highest Degree:
Driver's License No.:	Issuing State:	E-Mail:	

Authorization for release of information:

I hereby authorize any individual, agency or organization to furnish the Michigan Commission on Law Enforcement Standards, its representatives and/or agents (including, but not limited to, its academies or contractors) any and all information pertaining to my background and ability to comply with the standards for selection, employment, training and licensing as a law enforcement officer. Such information includes, but is not necessarily limited to: employment, criminal, academic, military, and personal histories; academic, attendance, and driving records; and medical records (includes medical/emotional, including diagnosis and prognosis, if any).

I hereby authorize any individual, agency or organization to release such information upon request. This authorization is executed with the full knowledge and understanding that the information is for official use by the Michigan Commission on Law Enforcement Standards.

Further, I hereby authorize the Michigan Commission on Law Enforcement Standards to release any and all records collected pursuant to this authorization to any individual, agency or organization for the legitimate purposes of fulfilling the Commission's statutory and administrative objectives.

I hereby release any individual, agency or organization, including its officers, employees and related personnel, both individually and collectively, from any and all damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this Authorization for Release of Information, or any attempt to comply with it.

This Authorization shall continue in effect until revoked by me in writing. A photostatic copy of this Authorization shall have the same force as the original.

Signature:	Today's Date:
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AUTHORITY: 203 PA 1965
 COMPLIANCE: Voluntary
 PENALTY: No License Activation/
 Academy Enrollment

* This information is confidential. Confidential information is protected by the Federal Privacy Act.

‡ This information is for the purposes of EEO reporting only.

Michigan Commission on Law Enforcement Standards
RECOGNITION OF PRIOR TRAINING AND EXPERIENCE
CANDIDATE'S PERSONAL HISTORY STATEMENT AND AFFIDAVIT
(Rev. 09-18-13)

Instructions to the Applicant:

The Michigan Commission on Law Enforcement Standards (MCOLES) requires that all candidates seeking eligibility for law enforcement licensing comply with the Commission's minimum selection and employment standards. Candidates must meet these standards at the time of entrance into the basic training program or Recognition of Prior Training and Experience (RPTE), and maintain compliance with such requirements throughout the training period and at the time of initial licensing or re-licensing through reciprocity.

One of the selection requirements involves "good moral character." The state of Michigan Administrative Code (Rule 28.14203(e) requires that candidates must "Possess good moral character as determined by a favorable comprehensive background investigation covering school and employment records, home environment, and personal traits and integrity. Consideration will be given to a history of, and circumstances pertaining to, having been a respondent to a restraining or personal protection order. Consideration shall also be given to all law violations, including traffic and conservation law convictions as indicating a lack of good character."

The information you provide in this personal history statement will be used in evaluating your background and will assist staff in determining your suitability for the position of law enforcement officer. The information you provide in this document will subsequently be discussed with you and you will be required to file an affidavit in support of the information provided.

Please fill out the questionnaire completely and accurately. Return the completed personal history statement with your application to your academy director, agency, or MCOLES representative. When completing the personal history statement, please keep in mind that:

- (1) The completion of this form is mandatory;
- (2) All statements are subject to verification; and,
- (3) Deliberately making false statements, committing fraud, or failing to disclose requested information are grounds for denying your enrollment into or dismissing you from the training program, including the Recognition of Prior Training and Experience program. Further sanctions by the Commission may be imposed including a two-year ineligibility from applying for enrollment in any training program, or permanently denying your application. Subsequent license revocation may also be imposed for making a material false statement or committing fraud in the application process. (R 28.14602 – 28.14609)

It is to your advantage to respond openly. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence, and its degree of relevance to the job of a law enforcement officer.

NOTE: Use extra sheets of paper, if necessary, to completely answer the questions on the attached pages.

Do not leave any question responses blank.

PLEASE PRINT IN INK OR TYPE YOUR RESPONSES TO THIS QUESTIONNAIRE!



106 W. Allegan St., Suite 600, PO Box 30633, Lansing, MI 48909

**CANDIDATE’S PERSONAL HISTORY STATEMENT AND AFFIDAVIT IN
SUPPORT OF APPLICATION FOR THE RECOGNITION OF PRIOR TRAINING
AND EXPERIENCE**

PLEASE PRINT IN INK OR TYPE YOUR RESPONSES TO THIS QUESTIONNAIRE

PERSONAL INFORMATION				
LAST NAME		FIRST NAME		MIDDLE NAME
DATE OF BIRTH	SOCIAL SECURITY NO.	DRIVER’S LIC. NO.	STATE	
PREVIOUS NAME OR ALIAS-Enter any name changed due to marriage or divorce, legal change to your name, or alias used in official capacity. Provide explanation – documentation may be requested. Last: _____ First: _____ Last: _____ First: _____				
Are you a citizen of the United States? (Proof shall be a birth certificate, US passport, or certificate of naturalization). Yes <input type="checkbox"/> No <input type="checkbox"/>				
HOME ADDRESS		CITY	STATE	ZIP
PHONE NO.	2 ND PHONE NUMBER		E-MAIL	

Authority: 203 PA 1965
 Compliance: Voluntary
 Penalty: No License Activation/
 Academy Enrollment

* This is in accordance with the Federal Privacy Act of 1974, disclosure is voluntary. If necessary, the Social Security Number will be used for identification purposes to ensure proper records are obtained.

EMPLOYMENT HISTORY			
Have you ever been talked to, interviewed, or suspected by an employer of any crime in the workplace?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you ever been talked to, interviewed, or suspected by an employer of any form of workplace harassment (inappropriate sexual behavior, sexual harassment, ethnic harassment) or workplace violence (threatening behavior or assaultive behavior)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you ever been fired, asked to resign in lieu of termination, or decided to resign during an inquiry into your behavior from any place of employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If "Yes" to any of the above, please give the details (include when, where, and the circumstances – use a separate sheet if necessary). Attach all related police reports and court documents.			
Have you ever been an unsuccessful candidate for a law enforcement position (either volunteer or paid) because you did not meet the background requirements or other non-medical employment qualification?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If "Yes," please give the details (include when, name of agency or academy and the circumstances):			
Please list your previous employers for the last 10 years (current or most recent first). Be specific for the reasons for leaving (resignation in good standing; resignation prior to discipline or termination; termination for violation of rules/policies/law; promoted; reassigned; etc.). Include life-time employment history (paid or volunteer) with any law enforcement agency. Use a separate sheet of paper if necessary.			
Employer Name	Address	Position Held	Dates From To
Supervisor to Contact	Telephone Number	Reason for Leaving	
Employer Name	Address	Position Held	Dates From To
Supervisor to Contact	Telephone Number	Reason for Leaving	
Employer Name	Address	Position Held	Dates From To
Supervisor to Contact	Telephone Number	Reason for Leaving	
Employer Name	Address	Position Held	Dates From To
Supervisor to Contact	Telephone Number	Reason for Leaving	

MILITARY SERVICE	
Applicants with prior military service should submit a copy of their DD Form 214 with their application to the academy or with their application to the MCOLES Recognition of Prior Training and Experience program.	
Have you ever served in the armed forces, National Guard, or military reserves?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes", have you ever been the subject of any judicial or non-judicial disciplinary action, or discharged for less than honorable service?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes", please give the details (include branch of service, when, where, and the circumstances):	

MOTOR VEHICLE OPERATION	
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Please list all traffic citations (exclude parking violations) you have received: (Attach a separate sheet if necessary)

APPROXIMATE DATE	NATURE OF VIOLATION (Initial Cause for Stop, Charge or Citation)	TICKETED Y/N	JURISDICTION/AGENCY WHERE VIOLATION OCCURRED	DISPOSITION (Final Disposition - Fine, Points, Probation, Other)

Do you currently have active violation points on your driver's license?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes", how many points do you have?	_____ pts

Has your driver's license ever been denied, suspended or revoked in this state or any other state, the District of Columbia, a possession or territory of the U.S., or Canada?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If "Yes", please provide the details (what, when, where, and why):
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Do you currently have any <i>restrictions</i> placed on your driver's license?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If "Yes", please explain (nature of restriction and why):

Have you been involved, as a driver at fault, in a motor vehicle accident?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If "Yes", please provide the following information:

APPROXIMATE DATE	LOCATION	INVESTIGATING POLICE AGENCY	INDICATE INJURIES

LEGAL HISTORY

Please provide the following information if you have ever been

- interviewed by a police agency as a suspect in, or questioned about, any criminal offense (misdemeanor or felony);
- been arrested or charged with any criminal offense (misdemeanor or felony);
- convicted of any criminal offense (misdemeanor or felony) including: expungements or conviction set asides (MCL780.621); Holmes Youthful Trainee Act dispositions (MCL762.11); or drug court dispositions (MCL333.7411).

Criminal offenses and charges include, but not limited to: conservation law violations; appearance tickets; or criminal traffic violations. (NOTE: Include any diversion programs, delayed or deferred sentencing. Do not include traffic offenses that are treated as civil infractions, see Motor Vehicle Operation above). Attach a separate sheet if necessary.

APPROXIMATE DATE	POLICE AGENCY OR JURISDICTION	INITIAL CHARGE/VIOLATION OR REASON FOR QUESTIONING	FINAL DISPOSITION (Conviction, dismissal, fines, probation, jail, etc.)

Have you ever had a felony conviction “expunged” or “set aside”? Yes No

If “Yes,” please provide the details (nature of crime, county where expunged, and when):

Have you ever been placed on court probation as an adult, or been on parole? Yes No

If “Yes,” please provide the details (when, where, why):

Have you ever been on bail, or personal recognizance, or other release conditions from a court-ordered custody? If “Yes,” explain here: Yes No

Have you ever been required to appear before a juvenile court? Yes No

If “Yes,” please provide the details (when, where, why) and final disposition:

Are you now or have you ever been a plaintiff or defendant in any civil court action? Yes No

If “Yes,” please provide the details (when, where, why):

Have you ever been a respondent to a restraining or personal protection order in this state or any other state or tribal court? A respondent is the person enjoined or prohibited from certain behaviors or actions. Yes No

If “Yes,” please provide dates, court of jurisdiction, and circumstances of the order and final disposition. Use a separate sheet of paper if necessary.

FINANCIAL HISTORY

The basic training academy or MCOLES may require you to submit a current financial or credit history statement to verify the information provided below.

- Have you ever filed for or declared bankruptcy? Yes No
- Have any of your bills ever been turned over to a collection agency? Yes No
- Have you ever been evicted for non-payment of rent? Yes No
- Have you ever had a credit card canceled by the company for unpaid balances? Yes No
- Have you ever had purchased goods repossessed? Yes No

If you answered "Yes" to any of the above questions, please give the details (when, firms/businesses involved, and the circumstances and final disposition):

EDUCATION HISTORY

Please list your educational achievements here. A high school diploma or GED is required for enrollment into an MCOLES approved academy and for licensing. College degrees are evidence of meeting the high school requirement.

High School	Location	Diploma or GED?	Date
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
College	Location	Degree / Credit Hours	Date
Vocational/Trade School/Other	Location	Degree or Certificate	Date

Have you ever been suspended or expelled from any high school or post-secondary school? Yes No
 (Post-secondary schools include colleges, universities, graduate schools, business and vocational schools.)

Have you ever been subject to formal discipline procedures, short of suspension or expulsion from school for unacceptable behavior at any high school or post-secondary school? Yes No

If "Yes" to either of the above questions, please explain (include school, date, and circumstances):

Have you ever been denied admission to, withdrew from, or dismissed from, a police training academy or criminal justice academic program? Yes No

If "Yes", please explain (include school/academy, date, and circumstances):

MCOLES STANDARDS AND ELIGIBILITY		
<p>The MCOLES representative must determine if you meet the MCOLES standards and are able to perform the essential job functions of a law enforcement officer. Please answer the following questions. If you have any questions about this information, please contact the Standards Compliance Section (517) 322-1417.</p>		
<p>Have you read and fully understand the current Michigan Commission on Law Enforcement Standards' Minimum Selection and Employment Standards to qualify for law enforcement licensing, and do you attest that you comply with these provisions?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Have you ever failed to submit to, or tested positive on a drug screen test for employment or licensing?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If "Yes," provide details here.</p>		
<p>Have you ever sought and received a written determination from the Michigan Commission on Law Enforcement Standards regarding any situation which may affect compliance with the minimum selection and employment standards?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>To your knowledge, have you ever been investigated by the Michigan Commission on Law Enforcement Standards for an alleged standards violation, or to determine whether you could meet the selection and employment standards?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If "Yes," please provide details here and copies of previous written determination.</p>		
<p>Have you ever been removed from, or withdrawn from, an employment application process for any position with a law enforcement agency or with a law enforcement training academy in this state or any other state?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If "Yes," please provide details here.</p>		
<p>Have you ever had your law enforcement license or certification in Michigan, or any other state, territory or tribe, denied, suspended, revoked, or restricted by administrative action or stipulation?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If "Yes," please provide details here.</p>		
<p>Have you ever been convicted of a crime that is a misdemeanor under either Federal or State law that has as an element the use or attempted use of physical force, or the threatened use of a deadly weapon against a current or former spouse, parent, guardian or person with who you cohabitated or have cohabitated or with whom you have a child in common or against any person similarly situated to a spouse, parent or guardian (commonly known as domestic violence)?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If "Yes," please provide details here. A determination must be made whether you are eligible to possess a firearm under federal law.</p>		
<p>Have you ever been notified by the Michigan State Police that you are subject to restrictions on the purchase of a pistol pursuant to MCL 28.422b?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Any previous employment with any law enforcement /public safety agency (police, corrections, fire, etc.) held, either in Michigan or elsewhere, was in accordance with the Federal Fair Labor Standards Act (paid minimum wages for all hours worked).</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

Affidavit of _____

AUTHORITY: 1965 PA 203

When filling out this Personal History Statement please keep in mind that:

1. completion is mandatory,
2. all statements are subject to verification, and
3. deliberately making false statements, committing fraud, or failing to disclose requested information are grounds for denying your enrollment into or dismissing you from the training program, including the Recognition of Prior Training and Experience program. Further sanctions by the Commission may be imposed including a two-year ineligibility from applying for enrollment in any training program, or permanently denying your application. Subsequent license revocation may also be imposed for making a material false statement or committing fraud in the application process. (R 28.14602 – 28.14609)

Candidate's Signature	Date
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PLEASE WAIT TO SIGN BELOW IN THE PRESENCE OF A NOTARY

STATE OF _____)
) ss.
 COUNTY OF _____)

Applicant's Social Security Number: _____

Employing Agency or Training Center: _____

Now comes _____ and being first duly sworn certifies as follows:
 Print Candidate's Name

I agree that the information I have provided above in this Personal History Statement is true, accurate and complete and this document constitutes an official statement within the purview of Michigan statutes and is subject to verification by any employing agency and/or the Michigan Commission on Law Enforcement Standards, and that a failure to fully disclose information required by this affidavit constitutes misrepresentation or fraud as prohibited by MCL 28.609b(1)(d), and, if so, shall constitute grounds for revocation of license as a law enforcement officer in Michigan pursuant to MCL 28.609b(1)(d).

Candidate's Name (print) _____

Candidate's Signature: _____

The foregoing affidavit was acknowledged before me this _____ (Date), by _____

(Name of Person) who is personally known to me or who has produced _____ (Type of identification) as identification and who did (did not) take an oath.

Signature of Notary _____

Commission in _____ County

Acting in _____ County

Commission Expires _____

(Notary's Stamp/Seal)