



Recognition of Prior Training and Experience (RPTE) Program Out-of-State Licensed/Certified Officer Request for Funding and Reimbursement

The Michigan Commission on Law Enforcement Standards (MCOLES) has received an appropriation to assist out-of-state law enforcement officers licensed or certified in their state with the costs associated with attending the MCOLES Recognition of Prior Training and Experience program. This program is to gain eligibility to be hired and licensed as a law enforcement officer in Michigan. To be eligible officers must be currently licensed/certified in their state or have separated from employment as a licensed/certified officer no earlier than July 2022.

**** This is not the RPTE application, which also needs to be submitted to MCOLES for review and approval. The RPTE program application and instructions can be found at <https://www.michigan.gov/mcoles/standard-training/waiver>. ****

Funding for this program is available for RPTE sessions attended prior to September 30, 2026. Funding is not retroactive to a previously attended RPTE session.

Allowable Expenses

The \$150.00 application fee is waived. Expenses that qualify for reimbursement include:

- Program and tuition costs paid to the RPTE site for attendance at a session. This is currently **\$1,050.00** for the full weeklong program. A two-day test only option is available for **\$405.00**. The full program is recommended for out-of-state officers as it includes sections on Michigan-specific statutes.
- Travel, lodging, and meal costs, up to the State of Michigan published travel rates and criteria.
 - Travel
 - If traveling by air: All travelers are required to book the most cost-effective flight available to meet their itinerary needs. Any traveler convenience or comfort seating options are your responsibility and not an authorized expense. Car rental is eligible, which may include the day before and following the program.
 - If traveling by car: The mileage rate is **\$0.440** per mile.
 - Lodging: **\$85.00** per night and may include the night prior to and following the program.
 - Meals: Breakfast and lunch **\$9.75** each, dinner **\$22.00**. All meals must follow State of Michigan criteria for reimbursement.
- The Michigan law enforcement officer licensing exam is **\$84.00**.

Instructions

Submit the request for funding form on the following page along with your RPTE program application. Use estimated costs for the initial request, subject to the above criteria. Following completion of the program, submit actual expenses on the same form and travel to mssp-mcoles-grants@michigan.gov. Actual receipts must be maintained and provided to MCOLES with the return form.

To receive payment you must create an account in the State of Michigan SIGMA Vendor Self Service (VSS) portal at <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>.



<input type="checkbox"/> Initial (estimated) Request <input type="checkbox"/> Return (actual) Request
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**Recognition of Prior Training and Experience (RPTE) Program
Out-of-State Licensed/Certified Officer
Request for Funding and Reimbursement**

Applicant Name:	State of Licensure/Certification:
Address (Street, City, State, ZIP):	Phone:
Email Address:	SIGMA Vendor/Customer Code [†] : VS

Category	Amount
Program and Tuition Costs	\$
Airfare	\$
Car Rental	\$
Mileage (\$0.440 per mile)	\$
Lodging (\$85.00 per night)	\$
Meals (Breakfast & Lunch \$9.75 each, Dinner \$22.00)	\$
Licensing Exam (\$84.00)	\$
Total Expenditures	\$

RPTE Program Attended (Kirtland or Macomb)*:	Program Dates:
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* Include program information on return request only. Attendance at a program is subject to RPTE application review and approval by MCOLES and program availability.

***** Receipts for expenses incurred for attendance at the RPTE program must be attached to the return request or they will not be reimbursed. *****

Submit initial request with your RPTE Application materials. Submit the return request with attachments to mssp-mcoles-grants@michigan.gov.

[†] To receive payment you must create an account in the State of Michigan SIGMA Vendor Self Service (VSS) portal at <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>.