



MINNESOTA CHIEFS OF POLICE ASSOCIATION

DEDICATED TO THE IDEALS OF PROFESSIONAL POLICING

CHIEF LAW ENFORCEMENT OFFICER (CLEO) CERTIFICATION RENEWAL APPLICATION

CLEO Certification RENEWAL through the Minnesota Chiefs of Police Association (MCPA) is acquired through a combination of academic achievement; continuing education/professional development as a student and/or instructor; the publication or posting of articles relevant to law enforcement and service to a community organization or law enforcement association.

Individuals who are CLEO Certified or deemed "Eligible for Certification" must renew their applications every three years. *Certification will expire at the same time as your POST License and must be renewed.*

MCPA staff will notify individuals 3-6 months in advance of their renewal date. The process of renewal will be:

1. Applicant completes and submits renewal application and all supporting documentation
2. MCPA's Professional Development Committee (PDC) reviews application
3. If applicable, MCPA staff notifies applicant of any additional information/documentation to submit
4. PDC sends approval/denial letter
5. If approved, PDC sends revised certificate

It's important to note that CLEO Certification is intended to be a continuing education program that best prepares law enforcement leaders for the ever evolving challenges they face. Thus, in order to obtain certification renewal, CLEOs and command staff should be regularly engaged and active in on-going educational opportunities, community events, leadership programs and volunteer efforts.

Unlike the initial certification application that reviewed 5 years of history, the renewal process will only do a 3-year look back on an applicant's accomplishments from his or her date of certification.

Tier A: Certified Practitioner (160 points), Tier B: Executive Practitioner (210 points), Tier C: Master Practitioner (265 points)

In order to begin the renewal process, please complete this application, compile the supporting documentation as per the instructions and submit as one digital pdf file by emailing it to info@mnchiefs.org or uploading it directly to the MCPA website at mnchiefs.org.

You can either pay the non-refundable renewal processing fee of \$25 with a credit card on the MCPA website at (insert direct link) or mail a check for \$25 payable to the Minnesota Chiefs of Police Association to:

Minnesota Chiefs of Police Association
CLEO Certification Program (RENEWAL)
803 Old Highway 8 NW
New Brighton, MN 55112



GENERAL RENEWAL INSTRUCTIONS

Like the Certification application, the renewal application is also divided into five categories. Each section is designed to guide you to determine your point total for each section as well as a grand total.

Please compile the required documentation into sections to correspond to the category.

All sections should be completed to ensure you receive proper points and credit.

****NOTE: All the information and documentation you provide to support your renewal application, must not date back more than 3 years for categories 2-5.**

Category 2 Instructions

To determine your point total, please list the courses that you have attended during the last three years within the Core Competency areas, using Appendix A. Then calculate the point value for each course according to the type of training.

POST Approved	credit x 1
MCPA ETI POST Approved	credit x 1.5
Regional Accredited School	credit x 1

The minimum point total is 50 and the maximum is 100. All points are subject to review and approval by the MCPA's PDC.

NOTE: Attendance at the MCPA's ADVANCED CLEO and Command Academy fulfills all requirements in Category 2

Category 3 Instructions

CLEO Certification will be renewed for CLEOs who are currently employed as CLEOs. Licensed Peace Officers who are not employed as a CLEO can seek renewal, and, if meeting all of the qualifications, will receive a revised Letter of Eligibility. If they become employed as a CLEO, they will receive full Certification at their qualifying tier. Like full Certification, CLEO Eligibility is good for three years and will expire at the same time as a POST license.

Category 4 Instructions

List community service organizations or associations in which you are actively involved. Use the rubric below to determine the points earned. The minimum point total is 10 and the maximum is 40.

Your involvement during the past three years	1-40 hours	41-60 hours	61 + hours
Charitable community organization volunteer (e.g. Lions Club, religious, arts or education foundation)	2 points	3 points	4 points
Charitable community organization or professional association committee member (e.g. Lions Club, religious, arts or education foundation, MN Chiefs, IACP, MSA)	4 points	5 points	6 points
Charitable community organization or professional association leadership/board member (e.g. religious, arts or education foundation, MN Chiefs, IACP, MSA)	6 points	8 points	10 points



Volunteer participation within the scope of your position (e.g. Shop with-a-cop; and you are one of the cops)	2 points	3 points	4 points
Committee/organizational participation within the scope of your position (e.g. Shop with-a-cop; and you helped to coordinate the event)	4 points	5 points	6 points
Leadership/Board participation within the scope of your position (e.g. Shop with-a-cop; and you help organize the event or oversaw program fund distribution; Department liaison to a Community Council)	6 points	8 points	10 points

Type of Mentoring	Points
MCPA Informal Mentor	5 points
MCPA Formal Mentor	10 points
IACP Formal Mentor	15 points

Category 5 Instructions

List your professional contributions for each of the subsection areas. To maintain Masters Certification, you must have a minimum of 5 points in this category.

For subsection B, qualifying articles must go through an editorial process outside of your agency and can be published in a hard-copy publication or posted on a digital platform, such as a website.

Points earned will be used to determine total points for any Tier level. Use the rubric to determine the points earned for subsection C.

Final Steps

After completing all sections, transfer the points to the Program Total Points section.

Organize all the supporting material in corresponding category sections. Scan the application and supporting material in black and white to create a digital pdf file and submit it to info@mnchiefs.org or upload it to the MCPA website at (link here).

Please keep all original documentation for audit purposes.



APPLICANT INFORMATION

Date: _____ MN POST Number: _____ Expires: _____

First Name: _____ Last Name: _____

Agency: _____ Rank: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Payment option (please place an "X"):

Check

Credit Card

Stipend (provided by Minnesota Chiefs of Police Foundation)



CATEGORY 1: FORMAL ACADEMIC ACHIEVEMENT

Prerequisite for Certification - Subsection A for Tier A, Subsection B for Tier B, Subsection C or D for Tier C

Have you attained an additional degree or attended legacy training since you last applied for CLEO Certification? If so, please indicate which of the following:

Maximum number of points for Category 1 is 200 points. (Attach a copy of diploma or degree certificate)

- | | | |
|---|-------|---------------|
| A. Associate of Arts or Science | _____ | 50 pts |
| B. Bachelor of Arts or Science | _____ | 100 pts |
| C. Master of Arts, Science, MBA, MPA, etc. | _____ | 150 pts |
| D. Doctorate: PhD/J.D. | _____ | 200 pts |
| E. Legacy Training (FBI, SPI, PERF or similar) | _____ | 25 pts |
| Category 1: Formal Academic Achievement Total Points | _____ | points |

CATEGORY 2: CONTINUING EDUCATION

The ADVANCED CLEO and Command Academy will provide an applicant with the necessary continuing education points in this category.

Executive Level Training approved by MCPA and MN POST are calculated on a point per eligible POST approved credit. Eligible education and training must be part of the CLEO Certification core-curriculum.

Category 2 minimum number of points is 50, the maximum number is 100. (Attach a list of the trainings, course POST number and hours using - Appendix A)

Attended ADVANCED CLEO and Command Academy Date:

- | | | |
|---|------------------------------------|---------------------|
| A. MN POST eligible credits or equivalent | _____ x 1 point per POST credit | _____ points |
| B. MCPA ETI POST credits | _____ x 1.5 points per POST credit | _____ points |
| C. Regionally Accredited school credit (in Core Curriculum areas) | _____ x 1 points per POST credit | _____ points |
| D. Other credits/hours approved by panel | _____ x 1 per credit | _____ points |
| Category 2: Continuing Education Total Points | | _____ points |



CATEGORY 3: YEARS OF EXPERIENCE AS A CLEO

Currently employed as a CLEO is a prerequisite for FULL Certification. Applicants not currently employed as a CLEO would qualify for renewal under the category "Eligible for Certification." They would become fully certified upon obtaining a CLEO position.

Maximum number of points for Category 150.

- A. 0-3 Years as CLEO _____ 50 points
- B. 3-6 Years as CLEO _____ 100 points
- C. 6+ Years as CLEO _____ 150 points

Category 3: Years of Experience as a CLEO Total Points _____ points

CATEGORY 4: COMMUNITY SERVICE / ASSOCIATION INVOLVEMENT

Points are attained for service as an active member of a charitable Community Organization/Association. Points are determined using rubric (page 6) to a maximum of XXXX points per organization. Category 4 has a minimum of 10 points and maximum of 40 points. (Attach supporting documentation or affidavit - Appendix B).

- A. Name of Organization _____
Role /Position _____ points
- B. Name of Organization _____
Role /Position _____ points
- C. Name of Organization _____
Role /Position _____ points
- D. Name of Organization _____
Role /Position _____ points

Category 4: Community Service Total Points _____ points



CATEGORY 5: PROFESSIONAL CONTRIBUTIONS

For the Masters Certification you must have a minimum of 5 points in this category

Category 5 maximum is 20 points.

A. Service as a Training Instructor for eligible law enforcement courses that address Public Safety Leadership or CLEO Certification core-curriculum. (Attach supporting documentation, including course name, date and location)

_____ X 1 point per POST credit _____ points

B. Author of Professional Law Enforcement Published Articles. (Attach copy of article, date published and publication. This can include online articles.)

Local/State/Regional _____ X 5 points _____ points

Publication/website

National Publication/website _____ X 10 points _____ points

Mentoring (use mentoring rubric) _____ points

Category 5: Other Professional Contributions Total Points _____ points

CLEO CERTIFICATION PROGRAM TOTAL POINTS

Category 1: Formal Academic Achievement	_____	Total points
Category 2: Continuing Education	_____	Total points
Category 3: Years of Experience as a CLEO	_____	Total points
Category 4: Community Service	_____	Total points
Category 5: Professional Contributions	_____	Total points
Total Points for all Categories:	_____	Total points

CLEO Certification RENEWAL Tier you are seeking: A (Certified) B (Executive) C (Master)

Your tier level is determined by the review committee based on required criteria



PROFESSIONAL REFERENCES

ADMINISTRATIVE AFFIRMATION BY MANAGER/ADMINISTRATOR/MAYOR/BOARD CHAIR

I affirm that the applicant _____ is an employee in good standing and is employed as a Peace Officer for our Government Entity. I recommend the applicant for CLEO Certification/Eligible for CLEO Certification renewal by the Minnesota Chiefs of Police Association.

Name: _____ Title: _____ Government Entity: _____

Signature _____ Date: _____

Applicant's Agreement

I affirm that I have not been, nor am I presently, the subject of a criminal investigation or any other activity that could bring discredit and embarrassment to the law enforcement community. I affirm that this application and supporting material is truthful and correct. I hereby agree to adhere to the Minnesota Chiefs of Police Association's Mission Statement and Values; support the Professional Standards of the Association; and work toward the professionalism of law enforcement in the State of Minnesota. I further agree to the continuing education requirements of CLEO Certification and will, to the best of my ability, continually strive to maintain my CLEO Certification.

I further understand that my application must be reviewed to determine that my qualifications and submitted materials meet the high standards required by the Minnesota Chiefs of Police Association CLEO Certification Program. I also understand that additional information and/or documentation may be requested, and that until I submit those requested items my application will not be furthered in the review process.

Signature _____ Date: _____

Please type your name below exactly as you would want it to appear on the certificate if you are approved.



CLEO CERTIFICATION CORE CURRICULUM
“What a CLEO should know to succeed”

Organizational Management

Leadership, including but not limited to:
 Communication
 Problem Solving
 Decision-Making
 Risk management
 Policy development
 Mandates
 Marketing/branding
 Legal issues
 Strategic planning
 Shared services
 Media
 Customer service
 Change management
 Emergency Management

Personnel Management

Organizational & individual development
 Internal affairs
 Data practices
 Hiring & firing
 Performance management & review
 Discipline
 Training
 Labor management relations

Personal Development

Time management
 Personal leadership
 Political awareness
 Mentoring
 Lobbying the legislature, council or board

Finance & Budgets

Financial analysis
 Public accounting
 Grant management
 Volunteers
 Budget preparation and presentation
 Cost-benefit analysis
 Shared services
 Budget oversight, responsibility and accountability

Technology

PSAP – Public Safety Answering Point – ex. 911
 Electronic records management
 Emerging technologies
 Crime mapping & analysis
 Radio interoperability
 Predictive policing
 Private sector analytics

Ethics

Ethical leadership
 Diversity & multi-cultural awareness
 Legal vs. moral decision-making
 Modeling ethical behavior
 Spiritual awareness

Electives

Jail Administration
 Court Services
 Civil Process
 911-PSAP
 Media Relations
 Instructor Development
 Shared Services
 Military Reintegration

Appendix A

Continuing Education Points Calculation Sheet

(NOTE: The ADVANCED CLEO and Command Academy provides the necessary requirements for renewal in Category 2)

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Post Number or Training Sponsor	Course Name	Date	Credits	Points



Appendix B

Affidavit of Participation

I, the undersigned affiant, hereby verifies the participation of _____ as an active member of the following organization _____ and has been so during the last three years. During that time he/she has h

eld the following positions or roles:

Position/Role

Date Range

I have personal knowledge of the facts stated herein and they are true and correct.

Spelled Name of Affiant

Title

Signature _____

Date: _____

