



COLLEGE CREDIT WAIVER APPLICATION

An applicant for employment as a law enforcement officer or tribal law enforcement officer in the state of Wisconsin who is first hired on or after February 1, 1993, must:

1. Possess a two-year associate degree from an accredited college or university; OR
2. Have earned at least 60 associate degree level credits or higher. Only colleges and universities that are accredited by an accrediting agency or association that is acknowledged by the United States Secretary of Education are acceptable to the Law Enforcement Standards Board (LESB) as a source of college credit.

Pre-Service law enforcement students must have a two-year associate degree or 60 associate degree level credits or higher prior to entering into preparatory law enforcement officer training. Employed law enforcement students must meet this requirement within five (5) full years of the date of initial employment.

A maximum of 30 credits may be waived by the LESB. To request a waiver of college credits, please **read this entire application packet and follow the instructions outlined below.**

INSTRUCTIONS FOR COMPLETING A WAIVER APPLICATION

- Step 1:** Determine which of the prior learning assessment methods you will use to request a waiver. See Attachment A for a description of prior learning assessments.
- Step 2:** Compose a cover letter detailing your request for a waiver of college credits. Include information on the prior learning assessment method/s that you would like to utilize in your request for a waiver of college credits and assemble documentation to support your request. See Attachment B for examples of the kinds of materials that you should submit.
- Step 3:** Submit the application form (DJ-LE-331), your cover letter and all supporting materials.
- Step 4:** Your application will be reviewed by Training and Standards Bureau staff and a recommendation will be made to the LESB. The LESB will act on waiver recommendations at its regularly scheduled quarterly meetings. Applicants will be notified via mail of LESB decisions on college credit waivers.

- Attachments:** Application Form (DJ-LE-331)
A - Prior Learning Assessment Methods
B - How to Document a Credit Waiver Request



COLLEGE CREDIT WAIVER APPLICATION

Name: _____

Mailing Address:

(Important: Notify the Training and Standards Bureau of any changes in address)

Street Name & Apartment Number or PO Box

City, State, & Zip Code

Cell Phone: _____

Email Address: _____

Law Enforcement Employer (if applicable): _____

Signature

Date

Attach all pertinent documents from Attachments A and B and mail to:

**Training and Standards Bureau
Wisconsin Department of Justice
P.O. Box 7070
Madison, WI 53707-7070**

PRIOR LEARNING ASSESSMENT METHODS RECOGNIZED IN EVALUATING COLLEGE CREDIT WAIVERS

ACE Military Evaluation Program

College credits may be granted for military service school courses and skills if the awarding of credit is recommended in the current edition of the American Council on Education (ACE) publication, a *Guide to the Evaluation of Educational Experiences in the Armed Services*.

The old AARTS and SMART have merged into the Joint Service Transcript (JST) which is what the LESB will review and evaluate when making a decision regarding how many credits to waive for prior military service. Additional information regarding the JST may be found here: <https://jst.doded.mil>

Credit by Examination

CLEP

The most widely recognized credit by examination program is the College-Level Examination Program, known as CLEP. CLEP examinations cover material taught in courses that most students take as requirements in the first two years of college. Many CLEP examinations are designed to correspond to one-semester courses; some, however correspond to full-year or two-year courses. Each CLEP examination is 90 minutes in length.

Go to the CLEP website for more information on CLEP examinations and for testing locations:
<http://clep.collegeboard.org/>.

DSST (formerly known as DANTES)

The DSST program is an extensive series of 38 examinations in college subject areas that are comparable to the final or end-of-course examinations in undergraduate courses. ACE recommends 3 semester hours of credit per test.

Go to the DSST website for more information on DSST examinations and for testing locations:
<http://www.getcollegecredit.com/>.

Credit for Prior Learning or Advanced Standing

Offered by many colleges (including technical colleges) and universities, students complete a portfolio documenting their previous work, life and military experiences that are comparable in content and level with specific courses at the college or university. The portfolio is then reviewed by college or university faculty who determine course and credit equivalents. To locate a portfolio development program, consult the registration offices at colleges and universities in your community. A good source of information about portfolio assessment, and prior learning assessment in general, is [Earn College Credit for What You Know](#), by Lois Lamdin.

Credit for Completion of Preparatory Training

Preparatory law enforcement, jail and secure detention officer training courses are technical diploma level courses, unless the training is integrated into an associate degree or bachelor's degree program.

Individuals who have completed preparatory training may request that the LESB waive associate degree level credits for their successful completion of preparatory training. The LESB may waive up to 20 associate degree level college credits for successful completion of the 720-hours of preparatory training; 17 associate degree level college credits for the successful completion of the 520-hours of preparatory training; 10 associate degree level college credits for the successful completion of the 400-hours of preparatory training; 3 associate degree level college credits for the successful completion of the 120-hours of jail or secure juvenile detention preparatory training; and 4 associate degree level college credits for the successful completion of the 160-hours of jail or secure juvenile detention preparatory training. Training must be successfully completed prior to requesting a waiver of credits; and the Training and Standards Bureau must have a transcript on file from the training school where preparatory training was completed.

Other Prior Learning Assessment Methods

The LESB will consider credit recommendations via other prior learning assessment methods on a case-by-case basis. Examples include: College Board Advanced Placement Examinations, Excelsior College Examinations (ECE), and the American Council on Education Program on Non-Collegiate Sponsored Instruction (ACE/PONSI).

HOW TO DOCUMENT A COLLEGE CREDIT WAIVER REQUEST

In addition to the College Credit Application Form (DJ-LE-331) on page 2:

- Military personnel and veterans should submit a Joint Services Transcript (JST).
- Individuals who have completed CLEP (College Level Equivalency Program) or DSST examinations should provide score reports.
- Individuals who have gone through a portfolio process at a college or university should submit an official transcript from the college or university documenting associate degree level college credits or higher awarded by the college or university.
- Individuals requesting a waiver of associate degree level college credits for the successful completion of preparatory law enforcement, jail and/or secure juvenile detention officer training should include a letter requesting a waiver of college credits for completion of preparatory training. The Training and Standards Bureau will already have a transcript showing completion of training on file.