



## 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 a Wisconsin Technical College System district or its accredited equivalent; OR
2. Have earned at least 60 accredited credits. An accredited credit is defined as a technical diploma level credit (Wisconsin Technical College System Aid Code 10, 20, 30, 31, or 32 courses), associate degree level credit, 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 earned at least 40 accredited credits to enroll in the preparatory law enforcement officer training academy.

Employed law enforcement students must possess a two-year associate degree or 60 accredited credits within their first five (5) years of law enforcement employment.

A maximum of 60 credits may be waived by the Law Enforcement Standards Board (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 email to:**

**Jerry Mullen**  
[Gerald.Mullen@wisdoj.gov](mailto:Gerald.Mullen@wisdoj.gov)

**-or- Mail to:**

**Jerry Mullen, Compliance Officer**  
**Training and Standards Bureau**  
**P.O. Box 7070**  
**Madison, WI 53707-7070**

## Attachment A

### **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 for Completion of the Wisconsin DOC Correctional Officer Academy, or for Completion of the Law Enforcement Academy, Jail, or Secure Juvenile Detention Academy at an Employer-Based Academy**

- 8 college credits may be waived for completion of the Wisconsin Department of Correction's correctional officer academy.
- 20 college credits may be waived for completion of the 720-hour law enforcement officer training academy.
- 17 college credits may be waived for completion of the 520-hour law enforcement officer training academy.
- 5 college credits may be waived for completion of the 200-hour jail officer training academy.
- 4 college credits may be waived for completion of the 160-hour or 184-hour secure juvenile detention officer training academy.

#### **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/>.

#### **College Credits from an Overseas Institution**

College credits from an overseas institution are acceptable to meet the eligibility requirement contingent upon an assessment of the transcript by a professional evaluation service agency recognized by the National Association of Credential Evaluation Services: <https://www.naces.org/members>.

#### **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).

## **Attachment B**

### **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 shall submit a Joint Services Transcript (JST).
- Individuals who have completed CLEP (College Level Equivalency Program) or DSST examinations shall provide score reports.
- Individuals requesting a waiver of college credits for completion of the Wisconsin DOC Correctional Officer Academy shall submit a copy of their course completion certificate.
- Individuals requesting a waiver of college credits for completion of the law enforcement, jail, and/or secure juvenile detention academy at an employer-based academy shall submit a copy of their academy completion certificate.
- Individuals requesting a waiver of college credits achieved at an overseas institution of higher learning shall provide an assessment of their transcript(s) by a professional evaluation service agency recognized by the National Association of Credential Evaluation Services (NACES).