



## 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:** Submit the application form DJ-LE-331 (page 2) along with all supporting materials to the email address provided on the form. See **Attachment A** for examples of the kinds of materials to be submitted.
- Step 3:** Your application will be reviewed by Training and Standards Bureau, 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 email of LESB decisions.
- Attachments:** Application Form (DJ-LE-331)  
Attachment A - Prior Learning Assessment Methods & How to Document a College Credit Waiver Request



## COLLEGE CREDIT WAIVER APPLICATION

<b>Applicant Last Name:</b>
<b>Applicant First Name:</b>
<b>Applicant Middle Initial:</b>
<b>Applicant Social Security Number:</b>
<b>Applicant Phone Number:</b>
<b>E-mail Address:</b>
<b>Law Enforcement Employer (if applicable):</b>
<b>Requested Number of Credits to be Waived:</b>
<b>Prior Learning Assessment Method (ACE Military Evaluation, Completion of 720-hour Law Enforcement Academy at an employer-based training academy, etc.):</b>

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

Submit this form and all supporting documents via email attachment to:

Dana Vike  
[Dana.Vike@wisdoj.gov](mailto:Dana.Vike@wisdoj.gov)

## 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*.

A Joint Service Transcript (JST) must be submitted to request a waiver of college credits. Additional information regarding the JST may be found here: <https://jst.doded.mil>

#### Credit for Completion of the Law Enforcement Academy, Jail, or Secure Juvenile Detention Academy or the Wisconsin DOC Correctional Officer Academy

- **20 college credits may be waived for completion of the 720-hour law enforcement officer training academy** (A waiver should only be requested for the law enforcement academy if the law enforcement academy is completed at a non-degree granting institution).
- **5 college credits may be waived for completion of the 200-hour jail officer training academy** (A waiver should only be requested for the jail academy if the training is completed at a non-degree granting institution or a technical college that does not award technical diploma level credits for jail academy training).
- **4 college credits may be waived for completion of the 160-hour or 184-hour secure juvenile detention officer training academy** (A waiver should only be requested for the secure juvenile detention academy if the training is completed at a non-degree granting institution or a technical college that does not award technical diploma level credits for secure juvenile detention officer academy training).
- **8 college credits may be waived for completion of the Wisconsin Department of Correction's correctional officer academy.**

#### 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>.

### 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 requesting a waiver of college credits for completion of the law enforcement, jail, and/or secure juvenile detention academy shall submit a copy of their academy completion certificate.
- 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 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).