

**COMMONWEALTH OF PENNSYLVANIA
MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION
APPLICATION FOR CERTIFICATION UNDER THE MUNICIPAL
POLICE OFFICERS' EDUCATION AND TRAINING PROGRAM
OR WAIVER OF TRAINING**

FOR COMMISSION USE ONLY

Admission No.

NOTE: THIS APPLICATION, IF APPROVED, ESTABLISHES ELIGIBILITY OF THE APPLICANT TO ENROLL IN THE MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING PROGRAM CONDUCTED AT A SCHOOL OR TRAINING FACILITY CERTIFIED BY THE MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION, OR TO RECEIVE A WAIVER OF TRAINING.

Applications can be submitted online. To obtain authorization for your department, visit our website at www.mpoetc.state.pa.us, click on forms, click on Municipal Police Department Authorities, and click on Department Authorities Form. Print and complete the registration form and submit it to the Commission.

Check one:

- THIS APPLICATION IS BEING SUBMITTED FOR APPROVAL FOR AN APPLICANT TO ATTEND A CERTIFIED POLICE ACADEMY.
- THIS APPLICATION IS BEING SUBMITTED FOR A WAIVER OF TRAINING FOR AN APPLICANT WHO HAS ALREADY COMPLETED THE POLICE TRAINING COURSE.

THIS SECTION IS TO BE COMPLETED FOR APPLICANTS WHO HAVE NOT COMPLETED BASIC ACADEMY TRAINING ONLY.

What was the applicant's performance in the following physical events:
(Please indicate the percentile)

BENCH PRESS	300 METER RUN	1.5 MILE RUN	SIT UPS
%	%	%	%

Did the applicant successfully read at the 9th grade reading level or above on the Nelson Denny reading test?

- YES NO

What was the applicant's reading grade level? .

1. SOCIAL SECURITY NUMBER	2. LAST NAME			FIRST	MIDDLE	SUFFIX
3. DATE OF BIRTH (MO/DAY/YR)	4. GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		5. U.S. CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		6. APPLICANT POSSESSES: HIGH SCHOOL DIPLOMA <input type="checkbox"/> GED <input type="checkbox"/>	
7. DRIVER'S LICENSE NO./STATE	8. NAME OF POLICE DEPARTMENT				POLICE DEPARTMENT TELEPHONE NUMBER - -	
9. ADDRESS OF POLICE DEPARTMENT (STREET)			CITY	COUNTY	STATE	ZIP CODE
10. POLICE DEPARTMENT'S EMAIL ADDRESS		11. NAME OF HEAD OF POLICE DEPT.		12. DATE APPLICANT EMPLOYED (MO/DAY/YR)	13. FEDERAL I.D. NO. OF MUNICIPALITY	

14. DID THE APPLICANT HAVE **ANY OTHER** PHYSICAL EXAMINATIONS **IN CONJUNCTION WITH AN APPLICATION FOR POLICE EMPLOYMENT** WITHIN THE PAST YEAR? (DO NOT INCLUDE THE PHYSICAL EXAMINATION YOU TOOK TO ENTER THE ACADEMY.) YES NO
- DID THE APPLICANT HAVE **ANY OTHER** PSYCHOLOGICAL EVALUATIONS **IN CONJUNCTION WITH AN APPLICATION FOR POLICE EMPLOYMENT** WITHIN THE PAST YEAR? (DO NOT INCLUDE THE PSYCHOLOGICAL EXAMINATION YOU TOOK TO ENTER THE ACADEMY.) YES NO

IF YES TO EITHER QUESTION ABOVE, A COPY OF THE EXAMINATION(S) MUST ACCOMPANY THIS APPLICATION FOR CERTIFICATION.
A YES ANSWER DOES **NOT** EXCLUDE THE APPLICANT FROM ALSO UNDERGOING THE REQUIRED PHYSICAL EXAMINATION AND PSYCHOLOGICAL EVALUATION FOR THE APPLYING DEPARTMENT AND SUBMITTING THE **ORIGINAL** PHYSICAL AND PSYCHOLOGICAL FORM.

15. THE MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION REQUIRES A THOROUGH BACKGROUND INVESTIGATION INCLUDING:
- A CRIMINAL HISTORY CHECK INCLUDING THE SUBMISSION OF FINGERPRINTS TO THE CENTRAL REPOSITORY FOR THE COMMONWEALTH AND TO THE FEDERAL BUREAU OF INVESTIGATION.
 - A CHECK OF THE APPLICANT'S CREDIT HISTORY.
 - PERSONAL INTERVIEWS WERE CONDUCTED WITH AT LEAST THREE PEOPLE THAT HAVE PERSONAL KNOWLEDGE OF THE APPLICANT BUT ARE NOT RELATED TO THE APPLICANT.
 - INTERVIEWS OF THE APPLICANT'S EMPLOYERS, IF ANY, FOR THE PAST FIVE YEARS TO DETERMINE THE APPLICANT'S WORK HISTORY.
 - A CHECK OF THE APPLICANT'S DRIVING RECORD VERIFYING THAT THE APPLICANT HAS A VALID DRIVER'S LICENSE.

THE BACKGROUND INVESTIGATION WAS COMPLETED ON:

MONTH	DAY	YEAR
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16. PREVIOUS POLICE EMPLOYMENT (IF ANY) - LIST ALL POLICE DEPARTMENTS WITH WHICH YOU WERE EMPLOYED (INCLUDE PART-TIME AND BEGIN WITH THE MOST RECENT).			
TERM OF EMPLOYMENT FROM: / / TO: / /	NAME AND ADDRESS OF DEPARTMENT	HIGHEST RANK HELD	REASON FOR LEAVING

17. TRAINING - ON THE BASIS OF THE EQUIVALENT TRAINING INDICATED BELOW, IT IS REQUESTED THAT THE REQUIRED MINIMUM TRAINING UNDER THE ACT BE WAIVED. ATTACH COPY OF DIPLOMA AND GRADES FROM THE SCHOOL.			
PERIOD ATTENDED MO/DAY/YR	NAME OF TRAINING AGENCY	COURSE DESCRIPTION	NO. OF HOURS
FROM: / / TO: / /			
FROM: / / TO: / /			

18. **FIREARMS QUALIFICATION**
 DATE OF QUALIFICATION WITH DUTY WEAPON: ____/____/____
 INSTRUCTOR'S NAME: _____ AGENCY INSTRUCTOR CERTIFIED BY: _____
 IF IT HAS BEEN LESS THAN ONE YEAR SINCE THE APPLICANT GRADUATED FROM BASIC TRAINING AND THE APPLICANT WILL USE THE SAME WEAPON ON DUTY THAT WAS USED FOR QUALIFICATION IN BASIC TRAINING, PLEASE CHECK HERE

19. **RESPONSES TO THE FOLLOWING QUESTIONS WILL DETERMINE AN INDIVIDUAL'S ELIGIBILITY TO CARRY A FIREARM UNDER STATE OR FEDERAL LAW. THIS PORTION OF THE APPLICATION MUST BE COMPLETED AND SIGNED BY THE APPLICANT.**

A. HAVE YOU EVER BEEN ARRESTED OR CHARGED WITH A VIOLATION OF THE LAW? YES NO
 IF YES, EXPLAIN BELOW AND INDICATE ALL ARRESTS AND CITATIONS INCLUDING TRAFFIC VIOLATIONS AND DISPOSITIONS. (CITATIONS FOR ILLEGAL PARKING MAY BE OMITTED.)

DATE	LOCATION	CHARGE	DISPOSITION

B. HAVE YOU EVER BEEN CONVICTED OF A CRIME ENUMERATED IN THE PENNSYLVANIA UNIFORM FIREARMS ACT, SECTION 6105(b)? (CRIMES LISTED UNDER SECTION 6105 APPEAR ON THE NEXT PAGE.) YES NO

C. HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE UNDER THE ACT OF APRIL 14, 1972 (P.L. 233, NO. 64) KNOWN AS THE CONTROLLED SUBSTANCE, DRUG, DEVICE AND COSMETIC ACT THAT MAY BE PUNISHABLE BY A TERM OF IMPRISONMENT EXCEEDING TWO YEARS? YES NO

D. ARE YOU AN INDIVIDUAL WHO HAS BEEN ADJUDICATED BY ANY COURT FOR CONDUCT WHICH, IF COMMITTED BY AN ADULT, WOULD CONSTITUTE ONE OF THE CRIMES CODE SECTIONS PRECEDED BY AN ASTERISK (*) ON THE FOLLOWING PAGE IN SECTION 6105(b)? YES NO

a. ARE YOU AN INDIVIDUAL WHO HAS BEEN ADJUDICATED DELINQUENT BY ANY COURT, AS A RESULT OF CONDUCT WHICH WOULD CONSTITUTE AN OFFENSE ENUMERATED UNDER SECTION 6105(b) OF THE PENNSYLVANIA UNIFORM FIREARMS ACT? YES NO

b. HAS IT BEEN 15 YEARS SINCE THE DELINQUENT ADJUDICATION? YES NO

c. ARE YOU 30 YEARS OF AGE OR OLDER? YES NO

E. ARE YOU A UNITED STATES CITIZEN? IF NO, ENTER IMMIGRATION IDENTIFICATION NO. _____ YES NO

F. ARE YOU SUBJECT TO AN ACTIVE PROTECTION FROM ABUSE ORDER WHICH PROVIDES FOR THE CONFISCATION OF FIREARMS DURING THE PERIOD OF TIME THE ORDER IS IN EFFECT? YES NO

G. HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR CRIME OF DOMESTIC VIOLENCE? (THE CONVICTION MUST BE FOR MISDEMEANOR-GRADED OFFENSE AND HAVE, AS AN ELEMENT, THE USE OR ATTEMPTED USE OF PHYSICAL FORCE, OR THE THREATENED USE OF A DEADLY WEAPON, COMMITTED BY A CURRENT OR FORMER SPOUSE, PARENT, OR GUARDIAN OF THE VICTIM, BY A PERSON WITH WHOM THE VICTIM SHARES A CHILD IN COMMON, BY A PERSON WHO IS COHABITING WITH OR HAS COHABITED WITH THE VICTIM AS A SPOUSE, PARENT, OR GUARDIAN, OR BY A PERSON SIMILARLY SITUATED TO A SPOUSE, PARENT, OR GUARDIAN OF THE VICTIM.) YES NO

H. ARE YOU A FUGITIVE FROM JUSTICE? YES NO

I. HAVE YOU EVER BEEN ADJUDICATED AS AN INCOMPETENT OR BEEN INVOLUNTARILY COMMITTED TO A MENTAL INSTITUTION FOR INPATIENT CARE AND TREATMENT UNDER SECTION 302, 303, OR 304 OF THE PENNSYLVANIA MENTAL HEALTH PROCEDURES ACT (THE ACT OF JULY 9, 1976, P.L. 817, NO. 143)? YES NO

§ 6105(a):

PROHIBITS PERSONS CONVICTED OF ANY OF THE FOLLOWING OFFENSES UNDER TITLE 18, CRIMES CODE, FROM POSSESSING, USING, CONTROLLING, TRANSFERRING, MANUFACTURING, OR OBTAINING A LICENSE TO POSSESS, USE, CONTROL, TRANSFER OR MANUFACTURE A FIREARM IN THE COMMONWEALTH OF PENNSYLVANIA. A CONVICTION INCLUDES A FINDING OF GUILTY OR THE ENTERING OF A PLEA OF GUILTY OR NOLO CONTENDERE, WHETHER OR NOT JUDGEMENT HAS BEEN IMPOSED, AS DETERMINED BY THE LAW OF THE JURISDICTION IN WHICH THE PROSECUTION WAS HELD. THE TERM DOES NOT INCLUDE A CONVICTION WHICH HAS BEEN EXPUNGED OR OVERTURNED OR FOR WHICH AN INDIVIDUAL HAS BEEN PARDONED UNLESS THE PARDON EXPRESSLY PROVIDES THAT THE INDIVIDUAL MAY NOT POSSESS OR TRANSPORT FIREARMS.

§ 6105(b):

- | | |
|---|--|
| § 908 PROHIBITED OFFENSIVE WEAPONS. | *§ 3701 ROBBERY. |
| § 911 CORRUPT ORGANIZATIONS. | § 3702 ROBBERY OF MOTOR VEHICLE. |
| § 912 POSSESSION OF WEAPON ON SCHOOL PROPERTY. | § 3921 THEFT BY UNLAWFUL TAKING OR DISPOSITION, UPON CONVICTION OF THE SECOND FELONY OFFENSE. |
| *§ 2502 MURDER. | *§ 3923 THEFT BY EXTORTION, WHEN THE OFFENSE IS ACCOMPANIED BY THREATS OF VIOLENCE. |
| *§ 2503 VOLUNTARY MANSLAUGHTER. | § 3925 RECEIVING STOLEN PROPERTY, UPON CONVICTION OF THE SECOND FELONY OFFENSE. |
| § 2504 INVOLUNTARY MANSLAUGHTER, IF THE OFFENSE IS BASED ON THE RECKLESS USE OF A FIREARM. | § 4912 IMPERSONATING A PUBLIC SERVANT, IF THE PERSON IS IMPERSONATING A LAW ENFORCEMENT OFFICER. |
| *§ 2702 AGGRAVATED ASSAULT. | § 4952 INTIMIDATION OF WITNESSES OR VICTIMS. |
| *§ 2703 ASSAULT BY PRISONER. | § 4953 RETALIATION AGAINST WITNESS OR VICTIM. |
| *§ 2704 ASSAULT BY LIFE PRISONER. | § 5121 ESCAPE. |
| § 2709 HARASSMENT AND STALKING, IF THE OFFENSE RELATES TO STALKING. | § 5122 WEAPONS OR IMPLEMENTS FOR ESCAPE. |
| *§ 2901 KIDNAPPING. | § 5501 RIOT, IF THE OFFENSE RELATES TO A FIREARM OR OTHER DEADLY WEAPON. |
| § 2902 UNLAWFUL RESTRAINT. | § 5515 PROHIBITING OF PARAMILITARY TRAINING. |
| § 2910 LURING A CHILD INTO A MOTOR VEHICLE. | § 6110.1 POSSESSION OF FIREARM BY MINOR. |
| *§ 3121 RAPE. | § 6301 CORRUPTION OF MINORS. |
| *§ 3123 INVOLUNTARY DEVIATE SEXUAL INTERCOURSE. | § 6302 SALE OR LEASE OF WEAPONS AND EXPLOSIVES. |
| § 3125 AGGRAVATED INDECENT ASSAULT. | |
| *§ 3301 ARSON AND RELATED OFFENSES. | |
| § 3302 CAUSING OR RISKING CATASTROPHE. | |
| *§ 3502 BURGLARY. | |
| § 3503 CRIMINAL TRESPASS, IF THE OFFENSE IS GRADED A FELONY OF THE SECOND DEGREE OR HIGHER. | |
- ANY OFFENSE EQUIVALENT TO ANY OF THE ABOVE-ENUMERATED OFFENSES UNDER THE PRIOR LAWS OF THIS COMMONWEALTH, OR ANY OFFENSE EQUIVALENT TO ANY OF THE ABOVE-ENUMERATED OFFENSES UNDER THE STATUTES OF ANY OTHER STATE OR OF THE UNITED STATES.

- WARNING TO POLICE OFFICERS AND OFFICIALS -
DO NOT SIGN AND SUBMIT THIS FORM IF ANY OF THE INFORMATION
WHICH YOU HAVE PROVIDED IS NOT TRUE AND CORRECT

CERTIFICATION

WE CERTIFY THAT THIS FORM CONTAINS NO MISREPRESENTATION OR FALSIFICATIONS, OMISSIONS, OR CONCEALMENT OF MATERIAL FACT AND THAT THE INFORMATION GIVEN IS TRUE AND COMPLETE TO THE BEST OF OUR KNOWLEDGE AND BELIEF AND THAT WE ARE SIGNING THIS DOCUMENT WITH THE FULL UNDERSTANDING THAT ANY FALSE INFORMATION OR STATEMENT WILL SUBJECT US TO THE CRIMINAL PENALTIES OF TITLE 18, CRIMES CODE, SECTION 4904, RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES, AND WILL RESULT IN PERMANENT DISQUALIFICATION OF THE POLICE OFFICER TO POSSESS A MUNICIPAL POLICE CERTIFICATION BY THE MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION.

by: _____
PRINT NAME AND TITLE OF POLICE CHIEF

SIGNATURE - POLICE OFFICER

DATE

SIGNATURE - POLICE CHIEF

DATE

PRINT NAME OF HEAD OF POLITICAL SUBDIVISION

SIGNATURE - HEAD OF POLITICAL SUBDIVISION

DATE

PLEASE NOTE THAT ALL SIGNATURES MUST BE ORIGINAL AND MUST BE DATED

COMMONWEALTH OF PENNSYLVANIA
MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION
8002 Bretz Drive, Harrisburg, Pennsylvania 17112-9748
1-800-342-0858 or 717-346-4086

APPLICATION FOR POLICE OFFICER CERTIFICATION

THIS APPLICATION CAN BE SUBMITTED ONLINE AT WWW.MPOETC.STATE.PA.US

To obtain authorization for your department, visit our website at www.mpoetc.state.pa.us, click on Forms, click on Municipal Police Department Authorities, and click on Department Authorities Form. Print and complete the registration form and submit it to the Commission. (You may also want to review the form titled Steps for Department Authorization.)

WHEN TO COMPLETE

The application packet must be completed when a police department subject to the Act is applying to enroll a police officer in a recruit training program, or requesting a waiver of the mandatory basic training requirement.

ELIGIBILITY

To receive certification pursuant to the Municipal Police Training Act, an applicant must be 18 years of age and possess either a high school diploma or GED. He or she must be "a full-time or part-time employee, assigned to criminal or traffic law enforcement duties of a city, borough, town, township police department, railroad or street railway police department, campus or university police department as used in the Administrative Code of 1929, deputy sheriff of a county of the second class, the Capitol Police, Harrisburg International Airport Police, an airport authority police department, security officer of a first class city housing authority, or a police officer of a second class city housing authority."

TO QUALIFY FOR A FULL WAIVER OF THE BASIC TRAINING PROGRAM, ONE OF THE FOLLOWING CONDITIONS MUST BE SATISFIED:

1. The applicant must have been employed before June 18, 1974, as a full-time police officer in the Commonwealth of Pennsylvania and not required to obtain certification from the Commission. Additionally, the applicant must have five years of full-time police experience in a Pennsylvania municipal police department, and must successfully pass the state certification examination.
2. The applicant must have successfully completed a Pennsylvania basic police training course approved by the Commission, and upon hire, pass the State required Certification Examination. A copy of the diploma and grade sheet shall be supplied with the certification.
3. The applicant was a full-time officer in another state and met the training requirements of the state agency establishing police training standards. The applicant can be granted a waiver after successfully passing the state certification examination. **Only documentation of full-time police employment will be considered for waivers of training.** This documentation must be provided prior to scheduling the examination, and must include the dates of employment and an indication of whether the officer was employed full-time or part-time. Training must be documented through the inclusion of copies of certificates or diplomas with this application. Certification documentation must be obtained from the state agency granting such certification in the other state. A diploma from a police academy cannot be used in place of documentation evidencing state certification.

All applicants must provide documentation of current First Aid Certification and CPR Certification. All applicants must provide proof of firearm qualification with duty weapon(s) to be carried while working for the employing department(s). Qualification must have taken place within 12 months prior to the date of this application.

CRIMINAL DISQUALIFICATION STANDARD

The statutory standard for criminal disqualification is as follows:

Any applicant who has been convicted of any state or federal offense that can be punishable by more than one year imprisonment will be denied certification. In Pennsylvania, this includes all misdemeanors of the second degree, first degree, and all felonies. Conviction of a crime enumerated in the Pa. Uniform Firearms Act of 1995, or 18 Pa.C.S., Chapter 61 will result in denial of certification. An Accelerated Rehabilitative Disposition is not considered a conviction and does not bar an application from certification; however, it must be reported on the application.

(OVER)

PHYSICAL EXAMINATION STANDARD

Each applicant is required to meet the minimum standards as described in Section 6 of the physical examination form. At the discretion of the employing agency, the results of a physical examination can be used for up to six months.

PSYCHOLOGICAL EVALUATION STANDARD

Each applicant must be administered any form of the M.M.P.I., at a minimum, as well as a clinical interview. Other testing methods shall be employed at the discretion of the examining psychologist. At the discretion of the employing agency, the results of a psychological examination can be used for up to six months.

TO BE ELIGIBLE FOR CERTIFICATION, ALL APPLICANTS MUST SATISFY THE CRIMINAL, PHYSICAL, AND PSYCHOLOGICAL STANDARDS ESTABLISHED BY THE COMMISSION.

GENERAL

1. All information submitted on this application is subject to verification. Submission of a fraudulent application shall result in denial or revocation.
2. Forms must be typewritten and must be original. If more space is needed for any block, use a blank sheet of 8½" x 11" paper, identify the block number and enter the additional information.

APPLICATIONS WILL BE RETURNED FOR BLOCKS WHICH ARE NOT COMPLETED CORRECTLY. REVIEW THE "CHECKLIST" BELOW TO ENSURE ALL NECESSARY ENCLOSURES HAVE BEEN INCLUDED.

CHECKLIST

ALL APPLICATIONS FOR WAIVER OF TRAINING MUST BE ACCOMPANIED BY THE FOLLOWING:

- 1 PSP Applicant Fingerprint Card or submission of fingerprints via Livescan. (PAPSP0100)
- 1 FBI Applicant Fingerprint Card or submission of fingerprints via Livescan. (PAPSP0100)
- Completed original psychological examination form.
- Completed original physical examination form.
- Photocopy of valid CPR card.
- Photocopy of valid first aid card.
- Photocopy of diploma from recruit training school.
- Photocopy of grades from recruit training school.
- Application for Certification Examination, if applicable.

ALL APPLICATIONS FOR ADMISSION TO BASIC TRAINING MUST BE ACCOMPANIED BY THE FOLLOWING:

- 1 PSP Applicant Fingerprint Card or submission of fingerprints via Livescan. (PAPSP0100)
- 1 FBI Applicant Fingerprint Card or submission of fingerprints via Livescan. (PAPSP0100)
- Completed original psychological examination form.
- Completed original physical examination form.
- Completed original resolution.