



Janet T. Mills
Governor

STATE OF MAINE
Department of Public Safety
MAINE CRIMINAL JUSTICE ACADEMY
15 Oak Grove Road
Vassalboro, Maine 04989



Michael J. Sauschuck
Commissioner

Lincoln E. Ryder
Director

September 25, 2026

Administrators, Chiefs and Sheriffs:

There have been updated changes to Specification-22: Waiver of the Basic Law Enforcement Training Program and I wanted to reach out to cover them with you. I also wanted to provide you an overview of the waiver process.

There has been a change to the timeline regarding Polygraph and Psychological Examinations. As always, they must be completed when you submit the waiver applicant packet.

Also, as a reminder we need the applicant's out-of-state curriculum with goals and objectives. We are still frequently getting just the syllabuses without goals and objectives.

Academy Staff will begin BLETP waiver processing when a completed packet is submitted. Please do not submit incomplete packets as it will delay processing.

I will be your point of contact until we have an Office Associate assigned to process the waivers. You can reach me by email at BLETP.MCJA@Maine.Gov.

We will need the following forms and documentation:

1. Application for the Waiver of the Basic Law Enforcement Training Program with the applicant's out-of-state curriculum. The curriculum should include hours of training and instructional goals and performance objectives to facilitate comparison to the BLETP curriculum. A record of all in-service training for the applicant should be included as well as it can be considered in the comparison for the waiver.
2. Phase I online application and proof of Phase I completion (with the exception of testing)
3. Notice of Employment Form
4. MCJA Background Form
5. Motor Vehicle Form
6. Official Certification Form



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7. MCJA Firearms Qualification Form signed by the following:

- a. Firearm Instructor
- b. Waiver Applicant
- c. Chief Executive Law Enforcement Officer

8. Polygraph Examination with the following parameters:

- a. Polygraph Examination completed within the last year.
- b. Conducted by a polygraph examiner who is either licensed in the State of Maine or has been previously approved by the Board.
- c. The polygraph exam is valid for 1 year prior to the start date of any training program requiring the test pursuant to Chapter 3: Entrance Standards, except that if the certificate holder is currently and continually employed by a law enforcement agency with no break in service, it continues to be valid as an entrance standard.
- d. Additionally, the polygraph exam is valid for 1 year prior to an application for a Basic Law Enforcement Training Program or Law Enforcement Pre-Service waiver, except that if the certificate holder is currently and continually employed by a law enforcement agency with no break in service, it continues to be valid as an entrance standard.



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9. Psychological Examination with the following parameters:

- a. Psychological Examination completed with the last year.
- b. Conducted by a licensed psychologist or licensed psychological examiner with experience in psychological screening in the field of law enforcement.
- c. The psychological exam is valid for 1 year prior to the start date of any training program requiring the test pursuant to Chapter 3: Entrance Standards, except that if the certificate holder is currently and continually employed by a law enforcement agency with no break in service, it continues to be valid as an entrance standard.
- d. Additionally, the psychological exam is valid for 1 year prior to an application for a Basic Law Enforcement Training Program or Law Enforcement Pre-Service waiver, except that if the certificate holder is currently and continually employed by a law enforcement agency with no break in service, it continues to be valid as an entrance standard.

10. Written proof of completion of the previous 2 years of Mandatory Training including the hands-on MARC training. Proof can be in the following forms:

- a. A memo from the MARC Instructor who completed the training with the Applicant and the blocks covered.
- b. An email from the MARC Instructor who completed the training with the Applicant and the blocks covered.
- c. A training roster with MARC Instructor's name and the Applicants name and the blocks covered.



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Once we have received the complete BLETP Waiver Packet, it will be reviewed by Academy Staff to ensure the packet contains all necessary documentation and is complete. Following this, the curriculum analysis and comparison will be conducted. Once complete, Academy Staff will contact the agency contact and schedule testing.

No testing will occur until items 1-10 are submitted in a completed packet and approved.

If you have any questions regarding the waiver process or any components of this correspondence and this process, please feel free to reach out.

Darin Gilbert

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