



**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

**Jack D. Peck Jr.**  
Director

Administrators, Chiefs and Sheriffs,

There have been changes to Specification-22 and I wanted to cover them with you as well as the current waiver process.

Your waiver applicant must now complete a Polygraph Test and Psychological Exam before submission of the application packet.

We need the applicant's out-of-state curriculum with goals and objectives. We are frequently receiving syllabuses without goals and objectives.

We will not process a BLETP Waiver or any paperwork regarding a request for a BLETP Waiver unless it is turned into the Academy in a completed packet form.

Your point of contact for submitting paperwork and the related process will be Amber Cartier, and her email address is [Amber.Cartier@Maine.Gov](mailto:Amber.Cartier@Maine.Gov).

We will need the following forms and documentation:

1. Application for Waiver of Basic Law Enforcement Training Program with Out of State training curriculum and certifications.
2. Phase I on-line application/Phase I completion certificate
3. Notice of Employment
4. MCJA Background
5. Motor Vehicle Form
6. Official Certification
7. MCJA Firearms Qualification Form signed by the following:
  - a. Firearms Instructor
  - b. Waiver Applicant
  - c. Chief Executive Law Enforcement Officer



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8. Polygraph Examination with the following parameters:
  - a. Polygraph Examination completed within the last 2 years
  - b. Conducted by a State of Maine licensed polygraph examiner.
  
9. Psychological Examination with the following parameters:
  - a. Psychological Examination completed within the last 2 years
  - b. Conducted by a State of Maine licensed psychologist or licensed psychological examiner.
  
10. Written proof of completion of the previous 2 years of Mandatory Training including the hands-on MARC training.

Once we receive the completed BLETP Waiver Packet, Office Associate Cartier will review these items and determine if they are complete, signed and correct, she will then notify me. I will then conduct a curriculum analysis/document review. Once completed, I will contact your agency, and we can discuss setting up testing

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

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

**Darin Gilbert**



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**Maine Criminal Justice Academy**  
**15 Oak Grove Road**  
**Vassalboro, Me 04989**  
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