

Massachusetts Department of Higher Education

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Noe Ortega
Commissioner
Chris Gabrieli
Board Chair

MEMORANDUM

TO: Administrators of the Police Career Incentive Pay Program

FROM: Clantha McCurdy, Senior Deputy Commissioner, Access and Student Financial Assistance

DATE: August 19, 2024

SUBJECT: **2024 PROGRAM PROCEDURES AND MATERIALS**

We are pleased to provide instructions for the 2024-2025 Certification process for the Police Career Incentive Pay Program (PCIPP). The Department of Higher Education (DHE) invites applications from municipalities who continue to use the PCIPP standards to determine eligibility for education incentives that are paid by their town, although the Commonwealth no longer provides matching funds for the program. Submissions are not required by the DHE if your municipality has developed and implemented its own educational incentive program with standards different from the PCIPP.

The deadline for completing this process is November 1, 2024.

Access the PCIPP website for more information: <http://www.mass.edu/osfa/initiatives/pcippresources.asp>

CERTIFICATION INSTRUCTIONS

Attachment A – FY 2025 PCIPP Application

All officers requesting initial approval or an upgrade must complete Attachment A (copy enclosed; you may print additional copies from our website) and submit official transcripts from each institution in which credit was earned towards the degree, as well as a copy of the diploma or a letter from the institution's Registrar certifying the degree. Please only submit **official, original** transcripts. We cannot accept copies or unofficial transcripts. Please note:

- Candidates applying for benefits at the 25% level with an earned Juris Doctorate degree must also submit documentation that they have passed the Massachusetts bar exam.
- New candidates must have been employed as a **regular full-time police officer prior to July 1, 2009, and must have started their degree program prior to October 1, 2009**. This is an eligibility requirement mandated by the FY10 Appropriation Language.
- Previously certified officers are required to submit Attachment A and their most recent degree and transcript. It is not necessary to submit transcripts that are already on file.
- Officers certified through another department who may have recently transferred do not need to reapply for benefits. Administrators should email Stephannie Barboza at sbarboza@dhe.mass.edu, with the start date and previous department for each new hire and we will facilitate the transfer.
- Only degrees in Criminal Justice or Law Enforcement from approved institutions are eligible. The list of eligible degree programs is available on our website: www.mass.edu/osfa/initiatives/pcippeligibleprograms.asp
- An email will be sent to notify you when any submitted applications are approved.

If you have questions regarding prior changes in the legislative language or require assistance to navigate the website, please do not hesitate to contact me at: cmccurdy@dhe.mass.edu.

Thank you for your cooperation.