

NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY

REQUEST FOR IN-SERVICE CREDIT FOR AGENCY TRAINING

In accordance with DCJS regulations and Virginia Administrative Code 6VAc20-30-60, In-service training shall be provided under the authority of a certified academy. The training may be conducted at an offsite facility if the facility is approved and an academy staff member acts as the coordinator. NVCJTA has established a process to facilitate the approval of agency training for In-service credit. Training must be approved in advance in order to be eligible for In-service credit.

At least 30 days prior to the start of the training:

Submit this completed request form to the In-service training manager.

Attach the lesson plan and an hourly schedule for the training.

Professional Instructors will require an accompanying current biography or resume detailing their qualifications to teach the subject matter.

At the conclusion of the training submit to the Academy the following items:

Sign in roster that lists the full name of each participant, printed legibly and initialed or signed by each student.

An evaluation summary completed by an agency representative using the NVCJTA form supplied for that purpose.

If any changes were made to the instruction during the course of the training, submit a revised "as taught" lesson plan.

All fields are required:

Requesting Agency:

Date of Request

Submitted by:

Name:

Email :

Title of Training:

Location and complete address of training:

Start Date:

End Date:

Start time:

End time:

Instructor (Check)

DCJS Instructor-PrimaryInstructor

Professional- Not DCJS Certified

Enter the number of credit hours requested:

Career

Legal

CD

Total