

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 training:

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

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

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.

An evaluation summary completed by an agency representative using the NVCTJA 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: _____ PHONE: _____ E-MAIL: _____

TITLE OF TRAINING: _____

LOCATION OF TRAINING: _____

START DATE: _____ END DATE: _____

START AND END HOURS: _____

INSTRUCTOR (Check) ☐ DCJS INSTRUCTOR
☐ PROFESSIONAL, NOT DCJS CERTIFIED

ENTER THE NUMBER OF CREDIT HOURS REQUESTED

☐ TOTAL HOURS
☐ CAREER
☐ LEGAL
☐ CULTURAL DIVERSITY