Good Morning,

The partial in-service credit approval process is outlined in the Virginia Administrative Code - 6VAC20-30-50. This regulation governs DCJS’ involvement in the approval process.  We are interested in your suggestions on how to improve this regulation so feedback is welcome. Until changes do occur, we will continue to follow the regulation.

*6VAC20-30-50. How compulsory in-service training standards may be attained.*

*B. Partial in-service credit.*

*2. Course. The director may approve job-related training courses offered by training providers that have not been certified as criminal justice academies as meeting the requirements to receive partial in-service credit. Requests for such approval shall be submitted 60 days prior to the commencement of the course on forms provided by the department. Courses meeting the minimum criteria may be approved for one year or until the course content is revised, whichever occurs first. The sponsoring provider shall document attendance. It shall be the responsibility of the officer receiving training to ensure that documentation of attendance is submitted to a certified training academy for tracking and subsequent submission to the department. The sponsoring agency shall also certify to the agency administrator that the officer successfully completed the course. The department shall only consider for approval requests from providers where there is an indication that criminal justice officers from Virginia have attended or will attend the course for which approval is requested.*

*This subdivision shall not apply to any criminal justice agency or certified training academy in this Commonwealth.*

All training conducted at a criminal justice agency or academy must be approved through the agencies’ academy of record.   DCJS will consider for pre-approval, training conducted by an outside entity (not affiliated with a criminal justice agency or academy) at an outside venue (not affiliated with a criminal justice agency or academy) – such as a conference or seminar; which is the purpose of the PIC-3.  An exception to this would be training offered statewide typically conducted by a state agency.

The Library of Virginia Records Retention Schedule GS-29 & GS-129 requires academies to maintain class files and student files for 50 years. Outside entity providers are not held to these standards.  To that end, the outside entity provider sponsoring training is responsible for documenting attendance and completion and many have not kept the documentation over the years.  Academies maintain training records for all training held at their academies.  Agencies should get training approved through their academies of record, otherwise it is departmental training (no in-service credit awarded) and record keeping would be a departmental issue.

If your academy is hosting training that has been pre-approved through DCJS, we ask the academy to keep copies of the training outline and roster in their files to ensure proper documentation.

The PIC-1 process is in place only for training where there is no avenue for pre-approval, such as an out of state training conference.