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|  | **NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY**45299 Research Place • Ashburn, Virginia 20147-2600703 729-4299 • Fax 703 729-4634 |

**Requirements**

**Professional Instructors**

**Background:**

Our academy serves seventeen criminal justice “member” agencies that consist of approximately 3000 sworn officers/deputies. Every of these employees must, after being certified through our Basic Training Program, maintain their certification by attending 40 hours of **approved** training.

The Professional Development Unit offers a wide variety of courses for the officers/deputies to choose from. They most often make their own decision as to what courses to attend based upon their career development needs. We offer both on line and traditional instructor-led classes. We offer a range of classes starting with one day (8-hours long) up to four days (32-hours) in duration. Classes normally start at 7 AM to 3:30 PM. For more information about our academy and/or the type of training we offer, please visit our website and in particular the Professional Development Training Calendar. <http://www.nvcja.org/>

**Requirements:**

Our courses and each trainer, must comply with the Department of Criminal Justice Service (DCJS) training mandates. These mandates require that Academy courses be pre-approved by DCJS, no less than thirty days prior to the scheduled start date. Trainers and paid Vendors, must submit the following training documents to the assigned Professional Development Coordinator a minimum of 45 days prior to the scheduled start date. Failure to provide these materials may result in the cancellation of the course and termination of services.

* A Training Fee Proposal: Vendors must provide an all-inclusive training fee for the course. The all-inclusive fee should include the instructors travel expenses, course development costs, Per Diem, Hotel and any other associated expenses, such as Handout materials unless otherwise agreed upon between both parties.

* Credentials: The provided Biography or Resume must specifically detail the instructor’s credentials / expertise in the topic he/she plans on teaching.
* Experience: The prospective vendor should include previous training opportunities to other Law Enforcement professionals to include personal References and actual Student Course Evaluations, if available.
* Course Description: A detailed narrative description of the course to include a summary of the course objectives. This information is useful when the course is advertised through email correspondence and on the NVCJA Website.
* Number of Students: Please provide the maximum number of students to be enrolled in the class along with the preferred classroom design (layout)
* Lesson Plan: DCJS requires professional instructors to provide a Course Outline (Syllabus) in lieu of a Lesson Plan, however, a detailed lesson plan is preferred for our record keeping mandates.

Acceptance of Proposal:

Upon completion of the vetting process and approval of your Proposal, the assigned NVCJA training coordinator will present you with an Agreement Contract which identifies that the Academy has the right to immediately terminate the agreement for just cause or cancel the class without cause (30) thirty calendar days prior to the start date.

* Just cause would include low student enrollment numbers. When a proposal is initially agreed upon the cost per student or return on investment (ROI) is an important consideration. If the enrollment numbers 30 calendar days from the start date don’t justify the expense the academy is obligated to cancel the class.
* Upon agreement, the vendor will provide the NVCJTA with a completed current W-9 which will be forwarded to the Finance office.
* Upon completion of the class, the Vendor is responsible for providing the NVCJTA with an invoice for services, listing the agreed upon training fee. The Invoice is delivered to the coordinator and the finance office. The vendor will be paid within 30 days upon receipt of the invoice.