

## PARTIAL IN-SERVICE CREDIT INFORMATIONAL GUIDE

*Sworn law enforcement personnel attend a multitude of training courses outside of their respective agencies as well as their training academy. It is a benefit to the agencies as well as the officers when these courses are approved for in-service credit. The partial in-service credit can be applied to the mandatory 40 hours the officers are required to have every two years, thus limiting the amount of time the officers are taken away from their regular duties in order to attend training.*

*All DCJS programs are encouraged to seek Partial In-service Credit approval of their training sessions that may be attended by law enforcement personnel.*

*The Division of Law Enforcement on behalf of 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.*

### **How to Obtain Partial In-service Credit Approval for Your Courses**

- **Submit all required documentation to Jerri Smith at least 60 days before start of course.**
- **Documentation needed**
  - Name of course director and contact information (email address and phone number),
  - Course date(s), time(s) and location(s),
  - List of instructors and a brief resume of each and
  - Agenda (hour-by-hour account of each course). Please indicate which sections you think merit **legal** and/or **cultural diversity** credit. Staff will take this into consideration when reviewing course information and determine if either credit should be approved.

The Pre-approved Partial In-service Credit (**PIC-3**) form is valid until ***December 31<sup>st</sup>*** of the calendar year in which the application is approved or until a change is made in the course curriculum content, whichever is sooner. **(NOTE: If the same course is to be presented several times throughout calendar year, course sponsor should retain the original copy of the approved PIC-3 for their files. These forms can then be used for the same classes at other dates and locations by typing or writing the information in the appropriate areas of Part II on the forms prior to copying them for distribution during the class.)**

- **Requestor must agree to:**
  - ensure attendance for the entire course for any student requesting credit by maintaining a class roster,
  - maintain a file containing student names and attendance sheets, course curriculum, and test scores where applicable and

- provide students requesting credit with a form (**PIC-3**) certifying attendance at the training course.

Students should take **PIC-3** form to employing agency to have signed by agency administrator. Agency should keep a copy for their records and send completed form to certified training academy to record training hours within *thirty (30) days* of completion of course.

**NOTE:** Please remind attendees that the PIC-3 form *should not* be returned to **DCJS** as it was already pre-approved by our agency.

Requests can be sent electronically to **Jerri Smith**, at [jerri.smith@dcjs.virginia.gov](mailto:jerri.smith@dcjs.virginia.gov) or contact at **804.786.7898 (Desk)**. Requests can also be *faxed to (804) 786-0410*.