



Commonwealth of Virginia
Virginia Department of Criminal Justice Services
Campus Security Officer (CSO)

Application for Re-Certification

To designated Virginia Campus Security Officer Point of Contact (POC): In order to conform to Virginia State Regulation 6 VAC 20-270, applications for re-certification of Campus Security Officers (CSO) must be received by the Virginia Department of Criminal Justice Services (DCJS) prior to the certification expiration date. **Please submit re-certification paperwork 30–45 days before certification expiration.** It is the responsibility of the campus security officer's point of contact to ensure the re-certification applications are filed with DCJS.

Applicants for re-certification must complete sixteen (16) hours of in-service training during each two-year (2-year) period after initial certification. The in-service training must be directly related to the duties of the campus security officer, to include a legal update and other relevant topics approved by DCJS.

CSO Name (First, MI, Last): _____

CSO Phone: _____ CSO Email: _____

Employer: _____

School/University (if employer is private security company): _____

Date of Hire: _____ Date of Basic Certification Training: _____

The Campus Security Officer indicated above has completed sixteen (16) hours of campus security related training, including legal update, within the two-year (2-year) period following date of certification/re-certification. Course content of said training has met with the approval of the Virginia Department of Criminal Justice Services. **Copies of the necessary PIC forms/documentation to show proof of participation are attached.** By submission of this documentation, I, the designated Campus Security Officer contact person, do hereby certify that all entries are true and complete. I understand that all information on this application is subject to verification.

Regulation 6 VAC 20-270 requires Campus Security Officers to receive a **legal update** as part of the training requirement toward re-certification.

(Please initial) Yes, the officer has received a campus safety/security legal update as indicated on the attached credit assignment documentation.

CSO Point of Contact Name: _____

CSO Point of Contact Title/Position: _____

Date: _____

**Training used for re-certification must have prior approval from DCJS.
Please submit the PIC approval form thirty (30) days prior to training session.**

Please submit the completed form with documentation to DCJS

DCJS Virginia Center for School and Campus Safety/CSO Program, 1100 Bank Street, Richmond, Virginia 23219

Fax: 804-225-3853 or Email: campussecurity@dcjs.virginia.gov
