

## Commonwealth of Virginia Virginia Department of Criminal Justice Services

## Out-of-State Conference Training Partial In-Service Credit (Form PIC-2)

Name of Officer: _				SS#·	
Traine of Officer.	(Last)	(First)	(M.I.)	OO#	(last four digits)
Agency:					(Agency Telephone #)
Requested by:					
For all and discount of an	, 0	of Agency Administrator	,		(Title)
Email address of ac	gency contact:				
PART A: COURSE	INFORMATION				
Conference Title: _					
Conference Dates	From:	_ To:			
Conference Location	on:				
Conference Sponso	or:				
Typed or Printed Name of Course Coordinator					Phone Number
Signature of Course Coordinator					Date
	Email Address				
hour-by-ho	mpletion of Part A ur agenda, instruc llowing the last da	tor bios and de	escription of the	training, no l	ater than 60 days
PART B: FOR	DCJS USE ONLY				
Approved for:	☐ Law Enforcement ☐ Department of C			ent of Correcti	ons
	☐ Jailor/Custod	lial Officer	☐ Court Sec	curity/Process	Server
Hours Approved:	Legal: Car	eer Developme	nt: Cultur	al Diversity —	Total:
	DCJS Staff Signature				Date

- 1. The PIC-2 Out-of-State Training Conference form must be signed by **each** instructor or course coordinator of the training attesting that the officer was present for the duration of each block of training.
- 2. The completed and signed PIC-2 form must include supporting documentation of the training to include:
  - Hour-by-hour conference agenda with current date (must be laid out in hour blocks for credit approval)
  - Brief biography of the instructors,
  - Brief description of each training block;
  - Agency administer or designee must sign the request;
- 3. The PIC-2 form and the supporting documentation must be submitted to DCJS to the email address: <a href="mailto:picforms@dcjs.virginia.gov">picforms@dcjs.virginia.gov</a> no later than 60 days following the last date of training. If all documentation is not submitted, no partial in-service credit will be approved.
- 4. List courses attended and have the course coordinator or instructor sign verifying attendance.

Name of Class Attended	Signature of Course Coordinator or Instructor