

## **SSO PARTIAL IN-SERVICE TRAINING CREDIT POLICY - FEB 2005**

Virginia Dept. of Criminal Justice Services: Virginia Center For School Safety

### **POLICY GUIDELINES FOR ISSUANCE OF PARTIAL IN-SERVICE CREDIT**

#### **I. Course Eligibility**

- A. It is the intent of the Virginia Center for School Safety to recognize and encourage quality training.
- B. To carry out state-mandated regulations (6 VAC 20-240) pertaining to the in-service credit/recertification of all school security personnel within the Commonwealth's public school system, the VCSS will consider requests from school divisions and relative entities to have school safety/security-related training courses declared eligible for partial in-service credit.
- C. The Department may approve training courses offered by school divisions, agencies, institutions, or private firms as meeting the requirements to receive partial in-service credit. In addition, the VCSS, from time to time and where practicable, may also offer courses for purposes of partial in-service credit.

#### **II. Division Protocol**

##### **A. Course Requests.**

- 1. School Divisions and relative entities may request Partial In-Service Credit Course Eligibility. Requests must be submitted at least sixty (60) days prior to the training session, unless an extraordinary circumstance requires and allows for prior approval in a period less than 60-days.
- 2. All requests must be received on VCSS form PIC0205, which is available from VCSS on request. All forms must be complete and all required attachments included. Incomplete forms will not be processed.
- 3. Upon approval, partial in-service credit will be valid until December 31 of the calendar year in which the application is approved or until a change is made in the course curriculum content, whichever is sooner.

##### **B. Course Administrative Requirements.**

- 1. The school division/relative entity must agree to verify attendance for the entire course for any student requesting credit.
- 2. The school division must agree to maintain a file containing student names, attendance sheets and course curriculum. Files must be maintained for a period of three years from the ending date of the course.

3. The school division/relative entity must agree to provide students requesting credit with a form certifying attendance at the training course. Upon course approval, form VCSS PIC0205 is available from the VCSS.
4. The school division/relative entity must agree to have both the training sessions and related files open for inspection by VCSS representatives.

C. Course Outcome .

By way of the form VCSS PIC0205, the course instructor certifies to the school division Designated Contact Person the number of hours completed by the student. The Designated Contact Person shall ensure that any remaining in-service requirements are completed and will then report completion of in-service training requirements to the VCSS via the VCSS-provided "Application for Recertification" Form.

### **III . Individual Protocol**

A. Course Requests.

1. Individuals may make requests for partial in-service credit. It is the intent of the VCSS to consider individual requests for partial in-service credit for attendance at school safety/security-related training programs conducted by training professionals other than the VCSS and the Commonwealth's public school divisions. Approval of partial in-service credit shall be considered in accordance with the provisions of the rules, based upon a review of the curriculum and the course content.
2. It is recommended that requests for partial in-service credit be submitted prior to attendance at any training program. (By obtaining prior approval, most problems are eliminated and necessary signatures and information can be obtained while on site at the training session.) For purposes of validated prior VCSS-approval, a request should be submitted 60 days in advance.
3. All requests must be received on form VCSS PIC0205 which is available from VCSS on request. All requests must be complete and all required attachments included. Incomplete forms will not be processed. Required attachments include, but are not limited to, a copy of the course curriculum. The course curriculum shall list the subject(s), location(s), dates, times and instructor for each subject.

B . Criteria for approval.

1. Potential in-service training courses will be subject to the review and satisfactory approval of the Manager, Virginia Center for School Safety.
2. In-service credit will not be approved for any program that is not relevant to safety and security within the school environment.

3. In-service training credit will not be approved for any program that does not equal at least four hours (240 minutes) in duration.
4. Any approved partial in-service credit shall not exceed the total number of hours required for completion of the applicable compulsory in-service training standard.

C. Course Administrative Requirements.

1. The individual will provide satisfactory supporting documentation of course attendance to the Contact Person/employing School Division, in addition to the VCSS course approval notice (form PIC0205).
2. The school division must maintain a file containing the student name and course curriculum for a period of three years from the ending date of the course.
3. The school division must agree to have this file open for inspection by VCSS representatives.

D. Course Outcome

By way of the VCSS form PIC0205, the course instructor certifies to the school division Designated Contact Person the number of hours completed by the student. The Designated Contact Person shall ensure that any remaining in-service requirements are completed and will then report completion of in-service training requirements to the VCSS via the VCSS-provided "Application for Recertification" Form.

**IV. Conferences/Conventions**

- A. Requests for approval of conference/convention partial in-service credit must be received by DCJS prior to the commencement of the conference/ convention.
- B . DCJS shall routinely provide partial in-service credit for the Virginia School Safety Conference.
- C . Conferences/conventions other than the Virginia School Safety Conference, shall be considered on a case-by-case basis. The criteria shall follow that as indicated above for individual course requests.