

Commonwealth of Virginia

Application for Certification of School Security Officer

To Designated Virginia School Security Officer Contact Person (VASSOCP): In order to conform to Virginia State Regulation 6 VAC 20-240, applicants for School Security Officer certification must "submit to the department a properly completed and signed application for certification from the localities in a form as provided by the department." **This form is required to be signed and received by the Department (DCJS) before certification as a School Security Officer is issued and compliance with the regulation is complete.**

Applicant Name:

School Division:

Assigned School:

Date of hire:

Complete the following for applicants hired on or after September 1, 2004

In accordance with 6 VAC 20-240-20 *Initial Certification and Training Requirements for School Security Officers*, all applicants for School Security Officer certification, *hired on or after September 1, 2004*, must meet the requirements indicated below. By placing a checkmark in the space provided, the designated school contact person acknowledges the SSO has met the corresponding requirement. Please select all that apply. If not applicable, please indicate with "n/a".

The applicant for certification: (please ✓)

_____ has undergone a background investigation, including a fingerprint-based criminal history record inquiry of both the Central Criminal Records Exchange (CCRE) and the Federal Bureau of Investigation (FBI).

_____ Results of such inquiries were examined by the employing school division.

_____ has a high school education or has passed the General Educational Development exam or has passed the National External Diploma program.

_____ is a minimum of 21 years of age.

_____ possesses a valid driver's license if required by the duties of office to operate a motor vehicle.

_____ has successfully completed basic first aid training.

_____ has complied with compulsory minimum entry-level training requirements.

Complete the following for security personnel hired before September 1, 2004

The above-mentioned applicant for certification:

_____ was in such office prior to September 1, 2004.

_____ has complied with compulsory minimum entry-level training requirements.

I, the undersigned, do hereby certify that all entries on this application are true and complete. I understand that all information on this application is subject to verification.

Name: _____ (Designated School Security Officer Contact Person)
(please print)

Signature: _____ Date: _____

Please submit completed application to: Donna Bowman, Virginia Center for School Safety, Dept. of Criminal Justice Services, 202 N. Ninth St., Richmond VA 23219, FAX: (804) 692-0948, TEL: (804) 371-6506