



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

Procedure for Partial In-Service Course (PIC) Approval

1. Requests should be submitted for course approval at least **thirty (30) days** prior to training session to:
**Marc Dawkins, Campus Safety and Law Enforcement Training Supervisor,
DCJS Virginia Center for School and Campus Safety:**

- Email: campussecurity@dcjs.virginia.gov
- Fax: 804-225-3853
- Mail: Marc Dawkins
DCJS Virginia Center for School and Campus Safety/CSO Program
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

Submissions must include:

- Name of sponsoring agency and mailing address
 - Name of course, course director/coordinator, and contact information (email address and phone number)
 - Course date(s), time(s), and location(s)
 - List of instructors and brief resume of each
 - Hourly agenda (hour-by-hour account of each course to include breaks and lunches)
 - Lesson plan
2. Upon approval, a Pre-approved Partial In-service Credit form (PIC) will be issued and valid for courses conducted through December 31st of the year in which the application is approved.
 3. Requestor must agree to ensure attendance for the entire course for any student requesting credit (by maintaining a class roster).
 4. The requestor must agree to maintain a file containing student names, attendance sheets, the course curriculum and test scores, if applicable.
 5. Requestor must agree to provide students requesting credit with a PIC form certifying attendance at the training course.
 6. Students should submit the PIC form to their employing school/university point of contact to be submitted with their re-certification paperwork.

For additional information, please contact Marc Dawkins at 804-205-9877.