



Virginia Department of Criminal Justice Services

School Security Officer (SSO)

Initial Certification – Training Class Request

In order to conform to Virginia State Regulation 6VAC 20-240, it is the responsibility of the certified SSO instructor or their designated point of contact to submit a completed training class request form no later than 30 calendar days before the beginning of each training session. At the conclusion of training, it is the responsibility of the certified SSO instructor or their designated point of contact to submit an original training roster listing testing scores for each student. The roster shall be sent within seven (7) calendar days following the training completion date.

The instructor shall permit the Virginia Department of Criminal Justice Services (DCJS) to inspect and observe any training session. All information should be as accurate as possible at the time of submission.

REQUESTED BY

School Division: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

SESSION LOCATION

Dates of Class: \_\_\_\_\_ Times: \_\_\_\_\_

Location: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of in-house seats: \_\_\_\_\_ Number of seats available to outside divisions (N/A or 0 if none): \_\_\_\_\_

Instructor(s): \_\_\_\_\_

Notes: \_\_\_\_\_

SESSION INFORMATION

Please provide the estimated dates and times you will be conducting the 16-hour SSO Initial Certification Training.

*Estimated dates each module will be taught  
(i.e., 3/1/2025)*

*Estimated time each module will be taught  
(i.e., 7:00 am – 10:00 am)*

Module 1 Date: \_\_\_\_\_ Time Range: \_\_\_\_\_

Module 2 Date: \_\_\_\_\_ Time Range: \_\_\_\_\_

Module 3 Date: \_\_\_\_\_ Time Range: \_\_\_\_\_

Module 4 Date: \_\_\_\_\_ Time Range: \_\_\_\_\_

Module 5 Date: \_\_\_\_\_ Time Range: \_\_\_\_\_

Please email this form to [schoolsecurity@dcjs.virginia.gov](mailto:schoolsecurity@dcjs.virginia.gov)  
no less than 30 calendar days prior to the scheduled start date.

Once approved, a Certificate of Attendance will be sent to the requestee and all listed Points of Contact on file.