



**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 Manager,
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 31 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/private security point of contact to be submitted with their re-certification paperwork.

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



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Application for CSO Partial In-Service Credit (Course Pre-approval)

***Please note this application is for CSO PIC credit only**

Course Sponsor <i>Name and address of the College/University/Security Company/Agency holding the training</i>	
Name:	
Address:	
Course Coordinator/Director <i>This person is the on-site contact person for the training responsible for ensuring attendance for the entire course for any student requesting credit (by maintaining a class roster).</i>	
Name:	
Email:	
Phone:	
Name of Course <i>Attach a timed agenda/lesson plan</i>	
Name:	
Course Dates, Times, and Locations	
Date:	
Time:	
Location:	
List of Instructors <i>Attach a brief biography of each</i>	
Instructors:	