



**Commonwealth of Virginia**  
**Virginia Department of Criminal Justice Services**  
**School Security Officer (SSO)**

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**Re-Certification Application**

In order to conform to Virginia State Regulation 6 VAC 20-240, all applications for School Security Officer re-certification shall be received by the Virginia Department of Criminal Justice Services (DCJS) at least 30 days before certification expiration. It is the responsibility of the School Security Officer to ensure re-certification applications are filed with DCJS within this time period.

An applicant for re-certification must complete 16 hours of in-service training during each 2-year period after their initial certification. The in-service training must be School Security Officer related, and must include a legal update along with other relevant topics approved by the DCJS.

SSO Name (First, MI, Last): \_\_\_\_\_

SSO Email Address: \_\_\_\_\_

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

Date of Certification Expiration: \_\_\_\_\_

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The School Security Officer indicated above has completed 16 hours of campus security related training, including legal update, within the 2-year period following date of certification/re-certification. Course content of said training has met with the approval of the Virginia Department of Criminal Justice Services. **Copies of the necessary PIC forms/documentation to show proof of participation are attached.** By submission of this documentation, I, the designated School Security Officer point of contact, do hereby certify that all entries are true and complete. I understand that all information on this application is subject to verification.

Regulation 6 VAC 20-240-50 requires School Security Officers to receive a **legal update** as part of the training requirement toward re-certification.

\_\_\_\_\_ (Please initial) Yes, the officer has received a school safety/security legal update as indicated on the attached credit assignment documentation.

SSO Point of Contact Name: \_\_\_\_\_

SSO Point of Contact Email: \_\_\_\_\_

SSO Point of Contact Phone: \_\_\_\_\_

Date Training Completed: \_\_\_\_\_

Number of Hours Completed: \_\_\_\_\_

Date: \_\_\_\_\_

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**Please submit the completed form with documentation to DCJS**

Virginia Department of Criminal Justice Services, Virginia Center for School and Campus Safety, 1100 Bank Street, Richmond, Virginia 23219

Fax: 804-225-3853 or Email: [schoolsecurity@dcjs.virginia.gov](mailto:schoolsecurity@dcjs.virginia.gov)