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

Training Class Request

REQUESTED BY

Instructor Name (First, MI, Last):

Instructor Phone:

Instructor Email:

Employer/College Point of Contact:

HOST INFORMATION

Host Locality (college or business):

On-Site Classroom Training Dates*:

On-Site Daily Classroom Start Time:

On-Site Daily Classroom End Time:

Number of Students to be Trained:

Number of Seats Available to Other Organizations:

The CSO curriculum requires 2-days (16 hours) of training

ON-SITE CLASSROOM TRAINING LOCATION

Facility Name:

Street, City, State, Zip:

Phone Number:

Email (if applicable):

Training materials (curriculum, instructor content, tests/answer keys, and class roster)
are currently provided to instructors in an electronic file format.

Upon completion of your classroom training, please scan and email the completed tests, as well as your class roster to:

campussecurity@dcjs.virginia.gov

or mail to:

DCJS Virginia Center for School and Campus Safety/CSO Program, 1100 Bank Street, Richmond, Virginia 23219

Please have students provide a legible email address on the class roster so they may receive a digital copy of their Campus Security Officer certificate. A copy of the certificate will also be automatically emailed to the point of contact.