COMMONWEALTH OF VIRGINIA
Department Of Criminal Justice Services
Division of Law Enforcement

PROCEDURE FOR PARTIAL IN-SERVICE COURSE (PIC-3) APPROVAL

1. Requests should be submitted for course approval at least **sixty (60) days** prior to training session to:

    Sharon Gray, Field Services Manager, DCJS Division of Law Enforcement:

    - Email: sharon.gray@dcjs.virginia.gov
    - Fax: (757) 567-5690
    - Mail: Sharon Gray
                 Virginia Department of Criminal Justice Services
                 Division of Law Enforcement
                 1100 Bank Street, 12th Floor
                 Richmond, VA 23219

    In-service training credit **will not be approved** for any program that does not equal at least **two contact hours (100 minutes)** in duration; excluding introductions, welcoming remarks or any other administrative time.

    Submissions must include:
    - Name of sponsoring agency and mailing address
    - Name of 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)

2. Upon approval, a Pre-approved Partial In-service Credit form (PIC-3) will be issued and valid for courses conducted through December 31st of the calendar 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 form PIC-3 certifying attendance at the training course.

6. Students should submit the PIC-3 form to their employing agency to have signed by their agency administrator. The agency should keep a copy for their records and submit the completed form to their reporting academy **within sixty (60) days of completion of the course** for recording purposes.

For questions, you may contact Sharon Gray at (757) 567-5690.