



Commonwealth of Virginia  
Virginia Department of Criminal Justice Services

## Request for Training Extension II (Form TE-2)

Please submit this form to your Regional Field Coordinator

Name: (Last, First, Middle Initial)		TRACER Officer ID # (DOC Use State ID #):
Agency/Department:		
<b>The following are the only circumstances provided in the rules for which extensions can be granted. Please check one:</b>		
<input type="checkbox"/> Injury	<input type="checkbox"/> Administrative leave involving the determination of worker's compensation, full-time educational leave or disability retirement issues, or suspension pending investigation or adjudication of a crime.	
<input type="checkbox"/> Illness	<input type="checkbox"/> Other (90 days maximum – please attached a <b>detailed</b> explanation for this request.)	
<input type="checkbox"/> Medical Condition		
<input type="checkbox"/> Military Service		
<input type="checkbox"/> Special Duty Assignment, required and performed in the public interest.		
<b>Identify the function(s) for which extension is being granted:</b>		
<input type="checkbox"/> General Instructorship Recertification	<input type="checkbox"/> Instructor Apprenticeship (Type: _____)	
<input type="checkbox"/> Firearms Instructorship Recertification	<input type="checkbox"/> Speed Measurement Operator Recertification	
<input type="checkbox"/> Defensive Tactics Instructorship Recertification	<input type="checkbox"/> Annual Firearms Qualification	
<input type="checkbox"/> Driver Training Instructorship Recertification	<input type="checkbox"/> Field Training Officer	
<input type="checkbox"/> Speed Measurement Instructorship Recertification		
Requested Extension Date: _____	Signature of Agency Administrator _____	
	Printed Name of Agency Administrator _____	
<b>***** DCJS USE ONLY *****</b>		
Approved Extension Date: _____	<input type="checkbox"/> Approved w/conditions:	<input type="checkbox"/> Not in compliance with rules
Virginia Department of Criminal Justice Services Representative: _____		Date: _____