



Virginia Department of Criminal Justice Services Human Trafficking Hotel Training



A Collaboration to Eradicate
Human Trafficking in Virginia

GUIDELINES FOR COURSE APPROVAL

Thank you for submitting your course on human trafficking to be used by hotel proprietors throughout the Commonwealth of Virginia. Please review the following information prior to submitting the application form.

1. Please complete the application in its entirety. Incomplete applications will delay the approval process. The Virginia Department of Criminal Justice Services (DCJS) will evaluate submissions within 60 days after the complete applications and materials are received.
2. Please email the completed application, course file(s), pertinent links (if applicable), and other materials to hoteltraining@dcjs.virginia.gov.
3. Applicants are required to have courses approved by DCJS each time that the course is revised or updated. *Courses do not need to be approved annually, unless changes to that course have been made.*
4. Applicants have the option to allow other hotel proprietors to utilize their approved course.
5. The Virginia Department of Criminal Justice Services (DCJS) shall not charge for courses that are developed by DCJS.
6. Private organizations may request compensation for the use of their courses. Please contact the organization directly to access these courses, if desired.
7. A directory of approved courses and organization contact information will be provided on the human trafficking page of the [DCJS website \(www.dcjs.virginia.gov\)](http://www.dcjs.virginia.gov).
8. In-Person Training: Trainers must submit documentation after each in-person training to report the date, location, attendees, trainer, and curriculum that was used. This is collected by DCJS and tracked by the Virginia Department of Health (VDH), per *Virginia Code § 35.1-15.1(B)*.
9. The reporting and documentation process will be provided to applicants when course approval is sent.

For additional questions or concerns, please contact:

Angella Alvernaz (angella.alvernaz@dcjs.virginia.gov) or

McKayla Burnett (mckayla.burnett@dcjs.virginia.gov)



Virginia Department of Criminal Justice Services Human Trafficking Hotel Training



A Collaboration to Eradicate
Human Trafficking in Virginia

COURSE APPROVAL FORM

Please allow 60 days for approval decisions on all applications.

SECTION 1 – Applicant Name and Hotel Location

Applicant Name: _____

Position Title: _____

Email: _____

Daytime Phone: _____

Hotel Name: _____

Hotel Address: _____

City: _____ State: _____ Zip Code: _____

Hotel Website: _____

SECTION 2 – Course Information

Title of Course: _____

Course Type: E-Learning Course* In-Person Course** Hybrid Length of Training (hrs): _____

Language options***: _____

** Online modules must be a minimum of 30 minutes and not longer than 45 minute per module
** In-Person training should be 90 minutes to 2 hours
*** Hotels must submit a copy of the presentation in every language that is spoken by staff members.*

SECTION 3 – Required Attachments

Omission of any attachments or information will delay the processing of this application.

a. In-Person Training:

- Presentation: Full presentation submitted in PowerPoint format or via a Cloud-based link.
- Handouts: Provide a copy of any handouts that will be distributed.
- Course Agenda: Include time(s) of each block, block title, presenter name, and presenter position title.

Time(s) of Block: _____

Block Title: _____

Presenter Name: _____

Presenter _____

Position Title: _____

Time(s) of Block: _____

Block Title: _____

Presenter Name: _____

Presenter _____

Position Title: _____

- b. E-Learning Course Access (Non-DCJS Learning Management System):
- URL for LMS: _____
 - Username: _____
 - Password: _____

- c. Hybrid or Other Format: _____
- Explain presentation format:

- Submit the presentation, handouts, and course agenda.

SECTION 4 – Approved Courses on the DCJS Website

All approved courses will be listed on the DCJS website. The name of the company and course title will be listed. Applicants may give permission for their course to be used by other hotel proprietors, if desired. Please answer the following:

- a. Would you like the contact information for a specific point of contact to be listed on the DCJS website? If so, please provide:
- Full Name: _____
 - Email: _____
- b. Would you like a hyperlink to the course webpage to be listed for other hotel proprietors to access? If so, please provide:
- URL for course webpage: _____
- c. May other hotel proprietors utilize your course to train their employees? Yes No
- Course is offered to other hotel proprietors free of charge Yes No
 - Hotel proprietors may purchase this course from the listed private organization Yes No

SECTION 5 – Submission

This form must be completed in its entirety and submitted with the required documents to hoteltraining@dcjs.virginia.gov. Per *Virginia Code § 35.1-15.1(B)*, DCJS will review the course and submitted documents and will provide a response within 60 days of the submission of such training course for approval.

Applicant Name (Printed): _____

Applicant Signature: _____

Date Signed: _____

DCJS APPROVAL (Office Use Only)

Reviewer Name: _____

Date Reviewed: _____

Approved: Yes No

Changes Needed:

Reviewer Signature: _____