



**Commonwealth of Virginia  
Virginia Department of Criminal Justice Services**

## **Partial In-Service Course (PIC) Information Sheet**

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### **PIC-1 Out of State Training**

A PIC-1 Out-of-State Training form is used to request partial in-service credit for relevant training received out-of-state.

1. The training must be approved for partial in-service credit in the hosting state by that state's criminal justice credentialing agency, i.e. Police/Peace Officer Standards and Training (POST); Department of Criminal Justice Services or approved through IADLEST.
  - a) Officers should ensure training has the required approval prior to registering or attending training.
  - b) Training not approved through the hosting states' criminal justice credentialing agency may be approved for partial in-service credit on a case-by-case basis, such as nationally recognized training i.e. Southern Police Institute; FBI Academy; etc.
  - c) If there are questions on whether the training will be approved for partial in-service credit, please contact DCJS prior to registering or attending out-of-state training.
2. The PIC-1 form must be signed by the course coordinator of the training attesting that the officer was present for the duration of the training.
3. Following the training, the PIC-1 form must be signed by the agency administrator or designee.
4. The completed and signed PIC-1 form must include supporting documentation of the training to include:
  - a) An hour-by-hour agenda of the training (must be laid out in hour blocks for credit approval)
  - b) Brief biography of the instructors,
  - c) A brief description of the training
  - d) The agency administrator or designee must sign the request
  - e) Verification that the training was approved for partial in-service credit by the hosting state POST.
5. The PIC-1 form and the supporting documentation must be submitted to DCJS to [picforms@dcjs.virginia.gov](mailto:picforms@dcjs.virginia.gov) no later than 60 days following the last date of training. If all documentation is not submitted with the 60 days, no partial in-service credit will be approved.

### **PIC-2 Out of State Conference Training**

The PIC-2 Out-of-State Training Conference partial in-service credit form is used for relevant conference training received out of state.

1. The PIC-2 Out-of-State Training Conference form must be signed by each instructor or course coordinator of the training attesting that the officer was present for the duration of each block of training.

2. The completed and signed PIC-2 form must include supporting documentation of the training to include:
  - a) An hour-by-hour conference agenda (must be laid out in hour blocks for credit approval)
  - b) Brief biography of the instructors,
  - c) A brief description of each training block;
  - d) The agency administrator or designee must sign the request;
3. The PIC-2 form and the supporting documentation must be submitted to DCJS to [picforms@dcjs.virginia.gov](mailto:picforms@dcjs.virginia.gov) no later than 60 days following the last date of training. If all documentation is not submitted within the 60 days, no partial in-service credit will be approved.

### **PIC-3 Pre-Approved Training and Conferences**

1. A PIC-3 form is used for trainings held outside of a certified criminal justice academy or agency that has been pre-approved for partial in-service credit. This process is for known conferences and for state agencies that provide training for law enforcement officers.

This approval process does not apply to training sponsored by criminal justice agencies or academies. Such training should be approved through a certified criminal justice academy for any partial in-service credit.

2. Training providers eligible for PIC-3 approval must complete an application for approval which can be found on the DCJS website.
3. In addition to the application, the provider must submit:
  - a) An hour-by-hour agenda of the training,
  - b) Brief biography of the instructors,
  - c) Lesson plans or a brief description of the training
  - d) Training aids (handouts, PowerPoint presentation)
  - e) Exemption to FOIA (if applicable)
4. All items listed above must be submitted as a single packet to DCJS to [picforms@dcjs.virginia.gov](mailto:picforms@dcjs.virginia.gov) sixty (60) days prior to the first date of training.

Partial packets lacking any of the above will not be considered for approval.

5. Training providers agree to provide a copy of the PIC-3 approval to all student officers who complete the training.
6. Individual officers must ensure the approval form is submitted to their academy of record.