



Commonwealth of Virginia  
Virginia Department of Criminal Justice Services

**Out-of-State Training Partial In-Service Credit (Form PIC-1)**

Name of Officer: \_\_\_\_\_ SS#: \_\_\_\_\_  
(Last) (First) (M.I.) (last four digits)

Agency: \_\_\_\_\_  
(Agency Telephone #) (Agency Fax #)

Requested by: \_\_\_\_\_  
(Signature of Agency Administrator) (Title)

**PART A: COURSE INFORMATION**

Course Title: \_\_\_\_\_

Course Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  Check box if hosting State POST credit approval verification is attached

Course Location: \_\_\_\_\_

Course Sponsor: \_\_\_\_\_

\_\_\_\_\_  
*Typed or Printed Name of Course Coordinator* *Phone Number*

\_\_\_\_\_  
*Signature of Course Coordinator* *Date*

**Upon completion of PART A, submit this form and a curriculum that includes the date, hour-by-hour agenda, instructor bios and description of the training, no later than 60 days following the last day of the course to DCJS, [picforms@dcjs.virginia.gov](mailto:picforms@dcjs.virginia.gov)**

**PART B: FOR DCJS USE ONLY**

Approved for:  Law Enforcement  Department of Corrections  
 Jailor/Custodial Officer  Court Security/Process Server

Hours Approved: Legal: \_\_\_\_\_ Career Development: \_\_\_\_\_ Cultural Diversity: \_\_\_\_\_ Total: \_\_\_\_\_

\_\_\_\_\_  
*DCJS Staff Signature* *Date*

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 states' criminal justice credentialing agency, i.e. Police 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 administer 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 the email address: <mailto:picforms@dcjs.virginia.gov> no later than 60 days following the last date of training. **If all documentation is not submitted, no partial in-service credit will be approved.**
6. For Out-of-State Conferences, officers must use the PIC-2 Out-of-State Conference Training form found at [www.dcjs.virginia.gov](http://www.dcjs.virginia.gov).