



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

Partial In-Service Course Pre-Approval (Form PIC-3A)

*A PIC cannot be awarded for training conducted on site of a local
criminal justice agency or academy (6VAC20-30-50)*

Course Sponsor:

Name: _____

Address: _____

Directions:

1. Sponsor must agree to ensure attendance for the entire course for any student requesting credit (by maintaining a class roster).
2. The sponsor must agree to maintain a file containing student names, attendance sheets, the course curriculum and test scores, if applicable pursuant to the Library of Virginia Records Retention Schedule (50 years for law enforcement training records).
3. Sponsor must agree to provide students requesting credit with a form PIC-3 certifying attendance at the training course.
4. Approval Requirements:
 - a. Lesson plan in a semi-manuscript format
 - i. Lesson plan format is consistent throughout the lesson plan
 1. Lesson plans must have an Introduction, Body and Conclusion
 2. Grammar, spelling and punctuation is correct
 3. Plan indicates time frame for the completion of each segment
 4. Copies of training aids included in the lesson plan package
 5. Course schedule and agenda are included
 6. Target audience is specified
 - ii. Objectives
 1. Lesson plan includes a clearly articulated instructional goal
 2. Training objectives/outcomes are clearly written (action, condition and standard) and are measurable
 3. Course credit hours are indicated and practical
 4. Lesson plan includes essential information that supports each of the objectives/outcomes
 5. Information presented in the lesson plan is correct and complies with normal and standard operating procedures
 - iii. References
 1. At least 3 current references are used in the lesson plan (three years – present)
 2. References are cited correctly
 3. Copyright compliance is demonstrated
 - b. Instructor Biography
 - c. Testing (optional)
 - i. Evaluation materials and grading criteria are included
 - ii. Test is rigorous
 - iii. Practical skills tests are included
 - d. Course Evaluation
 - i. Participants are given an opportunity to evaluate the training
 - ii. Certificates are awarded to participants completing the training
 - iii. Course records are archived

Course Coordinator

This person is the on-sight contact person for the training responsible for ensuring attendance for the entire course for any student requesting credit (by maintaining a class roster).

Name: _____ **E-Mail:** _____ **Phone #:** _____

Course Dates, Times and Locations

*(Indicate sections you think merit **legal** and/or **cultural diversity** credit on the attached agenda)*

Course Dates: _____ **Times:** _____ **Locations:** _____

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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.

Name of Course (attach lesson plan and training aids)

Course: _____

List of Instructors *(attach brief biography of each)*

All law enforcement officers who instruct must be certified DCJS instructors for all classes submitted for DCJS in-service credit.

Instructor Name: _____

Instructor Name: _____

Instructor Name: _____

Instructor Name: _____

Instructor Name: _____

(See attached Lesson Plans)