

Virginia Sheriffs' Institute Certification Program



Application for Recertification



Completing the Application for Recertification

The requirements for recertification are slightly different from those for initial certification, focusing specifically on the applicant's training and professional development activities during the 4 years after being certified. Each category has specific requirements which must be met to qualify for recertification.

The first step in determining if an applicant is eligible for recertification is the careful review of the program guidebook to ensure understanding of the eligibility requirements, the overall recertification process, and what will be required on the application.

After reviewing the program guidebook, applicants should follow the steps detailed below to complete the application form.

Once the application is completed, the applicant will know if they have sufficient points to continue with the application process, or will have a clearer understanding of what is needed to earn additional points towards becoming recertified.

Note: A minimum total of 100 points is required to be eligible for recertification. Page 10 in the guidebook details the recertification requirements that must be met.

❖ Lapse in Certification

All VSI Certifications begin and end on March 15. Certified sheriffs and deputies who do not meet the recertification requirements, or who do not submit an application for recertification, will lose their certified status.

If certification has lapsed, applicants must meet all the requirements for initial certification in order to become recertified.

Questions regarding the certification program and any of the eligibility or certification standards may be submitted to the following email address:

vsicert@virginiasheriffs.org

Supporting Documentation

Certificates of completion, transcripts and other training records must be submitted with completed applications to verify all training and professional development being claimed. Applicants should submit copies of all required documentation. Applicants should not send original documents as all paper applications and documents will be destroyed after they are digitized.

Eligibility

VSA/VSI Membership

- All applicants must be members of the Virginia Sheriffs' Association (VSA) and must remain a member throughout their certification period.
- Sheriffs seeking recertification must be a member of the Virginia Sheriffs' Institute (VSI) and must remain a member throughout their certification period. Deputies seeking recertification must be a member of a VSI-member sheriff's office and must remain a member throughout their certification period.

Applicants will designate membership status on page 1 of the application.

❖ Life Experience

Public Safety Experience - Change in Status

- If a certified deputy is elected sheriff during their initial certification period, their certification remains valid and transfers to that new position.
- If a certified deputy is appointed as a deputy with another sheriff's office, or there is a change of leadership during their certification period, their certification remains valid.

Note: Any certified sheriff or deputy may only apply for recertification if they meet all the recertification eligibility requirements.

❖ Career Development

C. Training - All training to be claimed towards recertification must have been completed within the 4 years preceding submission of a recertification application and must be related to public safety. One point is awarded for each hour of documented public safety-related training.

- **Required Training** - All sheriffs or deputies applying for recertification must have completed a minimum of 8 hours of training within the preceding 4 years in each of the following topics: Leadership, Ethics, Cultural Diversity, Community Policing and Legal/Employment Law.

Applicants should complete an entry for each of the required training courses for which points are claimed, beginning on page 1 of the application.

Total Required Training Points - Applicants should total the required training points in the designated box on page 2 of the application. Applicants are required to have a minimum of 40 points in this section.

- **Additional In-Service/Other Training Courses** - Applicants will complete an entry for each training course for which points are claimed. As a reminder, basic skills/proficiency training **may not** be claimed for the recertification program.

Note: Though additional training is not part of the training requirements, points claimed in this category may be applied to the total 100 points required for certification.

Applicants will document additional training courses beginning on page 2 of the application.

Total Additional In-Service/Other Training Courses Points - Applicants should total the training points in the designated box on page 3 of the Application.

Grand Total Training Points - Applicants will total required and additional training in the designated boxes on page 3 of the application. Applicants must have a minimum of 40 points in the Training category.

Required Documentation - Applicants must submit copies of all training certificates, DCJS Partial In-Service Credit forms or other training records as verification.

D. Professional Development - Points may be claimed in the following 6 areas of professional development: multi-month and multi-week courses, public safety conferences, the VSA/VSI annual conferences, service as the VSA and/or VSI president, and instruction of public safety training.

All professional development activities being claimed should be relevant to public safety/law enforcement/criminal justice and must have been attended/completed within the 4 years preceding application for certification.

Applicants will complete an entry for all required professional development courses or conferences for which points are to be claimed, beginning on page 3 of the application.

Professional Development Points Total - Applicants should total all points for each type of activity being claimed for professional development in the designated boxes on pages 4 of the application. Applicants must have a minimum of 40 points in the Professional Development category.

Required Documentation - Applicants must submit copies of all certificates of attendance or completion, or other records as verification.

Recertification Points Total - Applicants will total all professional development points and enter those in the designated box on of page 5 of the application.

Recertification Point Total

If the applicant has met the minimum required totals for each category, and has an overall total of **100 points** or more, they may proceed with completing the Application for Recertification.

Virginia Sheriffs' Institute Certification Program
Application for Recertification



SECTION 1. Applicant Information

Last Name		First	M.I.	Date Application Submitted	
Home Address		Apartment/Unit #	City/Town/Village	State VA	Zip Code
Home/Cell Phone		Home Email Address		Current Position <input type="checkbox"/> Sheriff <input type="checkbox"/> Deputy	
Current Sheriff's Office			Current Rank/Title		Last Certification Date
Street Address		City/Town/Village		State VA	Zip Code

VSA/VSI Membership Status

All applicants must be members of the Virginia Sheriffs' Association (VSA) and must remain a member throughout their certification period.
 Sheriffs seeking recertification must be a member of the Virginia Sheriffs' Institute (VSI) and must remain a member throughout their certification period. Deputies seeking recertification must be a member of a VSI-member sheriff's office and must remain a member throughout their certification period.

VSA membership is current Member of VSI sheriff's office

Note: Public Safety Experience (Column A) and Education (Column B) as shown on page 4 of the guidebook are not eligible for points towards recertification.

SECTION 2. Career Development

In-service or other training courses to be applied to recertification must have occurred in the preceding 4 years and must be relevant to public safety. One point is awarded for each hour of documented public safety-related training.

- Training and Professional Development must each total a minimum of **40 points** to qualify for recertification.
- If additional documentation spaces are required, please submit an additional page with your application.

C. Training

Required Training - All sheriffs and deputies applying for recertification must have completed a minimum of 8 hours of training, within the preceding 4 years, in each of the following topics: Leadership, Ethics, Cultural Diversity, Community Policing and Legal/Employment Law.

Course/Program Title	Date(s) of Course	Hours of Training	Points Claimed
Course Topic <input type="checkbox"/> Leadership <input type="checkbox"/> Ethics <input type="checkbox"/> Cultural Diversity <input type="checkbox"/> Community Policing <input type="checkbox"/> Legal/Employment Law			
Course/Program Title	Date(s) of Course	Hours of Training	Points Claimed
Course Topic <input type="checkbox"/> Leadership <input type="checkbox"/> Ethics <input type="checkbox"/> Cultural Diversity <input type="checkbox"/> Community Policing <input type="checkbox"/> Legal/Employment Law			
Course/Program Title	Date(s) of Course	Hours of Training	Points Claimed
Course Topic <input type="checkbox"/> Leadership <input type="checkbox"/> Ethics <input type="checkbox"/> Cultural Diversity <input type="checkbox"/> Community Policing <input type="checkbox"/> Legal/Employment Law			

Applicant Name: _____

Required Training – Continued					
Course/Program Title		Date(s) of Course		Hours of Training	Points Claimed
Course Topic <input type="checkbox"/> Leadership <input type="checkbox"/> Ethics <input type="checkbox"/> Cultural Diversity <input type="checkbox"/> Community Policing <input type="checkbox"/> Legal/Employment Law					
Course/Program Title		Date(s) of Course		Hours of Training	Points Claimed
Course Topic <input type="checkbox"/> Leadership <input type="checkbox"/> Ethics <input type="checkbox"/> Cultural Diversity <input type="checkbox"/> Community Policing <input type="checkbox"/> Legal/Employment Law					
Course/Program Title		Date(s) of Course		Hours of Training	Points Claimed
Course Topic <input type="checkbox"/> Leadership <input type="checkbox"/> Ethics <input type="checkbox"/> Cultural Diversity <input type="checkbox"/> Community Policing <input type="checkbox"/> Legal/Employment Law					
Course/Program Title		Date(s) of Course		Hours of Training	Points Claimed
Course Topic <input type="checkbox"/> Leadership <input type="checkbox"/> Ethics <input type="checkbox"/> Cultural Diversity <input type="checkbox"/> Community Policing <input type="checkbox"/> Legal/Employment Law					
Course/Program Title		Date(s) of Course		Hours of Training	Points Claimed
Course Topic <input type="checkbox"/> Leadership <input type="checkbox"/> Ethics <input type="checkbox"/> Cultural Diversity <input type="checkbox"/> Community Policing <input type="checkbox"/> Legal/Employment Law					
Course/Program Title		Date(s) of Course		Hours of Training	Points Claimed
Course Topic <input type="checkbox"/> Leadership <input type="checkbox"/> Ethics <input type="checkbox"/> Cultural Diversity <input type="checkbox"/> Community Policing <input type="checkbox"/> Legal/Employment Law					
Course/Program Title		Date(s) of Course		Hours of Training	Points Claimed
Course Topic <input type="checkbox"/> Leadership <input type="checkbox"/> Ethics <input type="checkbox"/> Cultural Diversity <input type="checkbox"/> Community Policing <input type="checkbox"/> Legal/Employment Law					
Course/Program Title		Date(s) of Course		Hours of Training	Points Claimed
Course Topic <input type="checkbox"/> Leadership <input type="checkbox"/> Ethics <input type="checkbox"/> Cultural Diversity <input type="checkbox"/> Community Policing <input type="checkbox"/> Legal/Employment Law					
Total Required Training Points					
(8 hours required in each category below, totaling a minimum of 40 points)					
Leadership	Ethics	Cultural Diversity	Community Policing	Legal/Employment Law	
Points Claimed	Points Claimed	Points Claimed	Points Claimed	Points Claimed	Points Claimed

Additional In-Service/Other Training Courses				
Note: Though additional training is not part of the training requirements, points claimed in this category may be applied to the total 150 points required for certification.				
Course Title		Date(s) of Course	Hours of Training	Points Claimed
Course Title		Date(s) of Course	Hours of Training	Points Claimed
Course Title		Date(s) of Course	Hours of Training	Points Claimed
Course Title		Date(s) of Course	Hours of Training	Points Claimed

Applicant Name: _____

Additional In-Service/Other Training Courses – Continued			
Course Title	Date(s) of Course	Hours of Training	Points Claimed
Course Title	Date(s) of Course	Hours of Training	Points Claimed
Course Title	Date(s) of Course	Hours of Training	Points Claimed
Course Title	Date(s) of Course	Hours of Training	Points Claimed
Course Title	Date(s) of Course	Hours of Training	Points Claimed
Course Title	Date(s) of Course	Hours of Training	Points Claimed
Total Additional In-Service/Other Training			Points Claimed

C. Grand Total Training Points - (Add points for <u>Total Required Training</u> and <u>Total Additional In-Service/Other Training</u>)	Total Points Claimed
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D. Professional Development - All professional development activities being claimed should be relevant to public safety and must have been attended/completed within the 4 years preceding application for recertification. (See pages 9 and 10 of the guidebook for qualifying professional development activities.)

Multi-Month Courses (30 pts/course) Multi-Week Courses (15 pts/course)
Public Safety Conferences (5 pts/conference) VSA/VSI Annual Conferences (10 pts/conference)

Public Safety Courses and Conferences		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		

Applicant Name: _____

Public Safety Courses and Conferences - Continued		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Public Safety Courses and Conferences Total Points		Points Claimed

Service as VSA and/or VSI President - Service as the former VSA and/or VSI president must be within the 4 years preceding application for recertification. (10 pts/term)		
Office Held <input type="checkbox"/> VSA President <input type="checkbox"/> VSI President	Dates Held From _____ To _____	Points Claimed
Office Held <input type="checkbox"/> VSA President <input type="checkbox"/> VSI President	Dates Held From _____ To _____	Points Claimed
Service as VSA and/or VSI President Total Points		Points Claimed

Applicant Name: _____

College Coursework - College coursework claimed must be related to public safety, or advancing the applicants job related knowledge/expertise, e.g., required coursework for a degree in criminal justice, public administration, etc.

Course Title	Date(s) of Course	Credit Hours	Points Claimed
College Coursework Total Points			Points Claimed

Instruction of Public Safety Training - Count 1 point per hour of instruction for each In-Service and other Public Safety training taught. **15 points maximum.**

Course Title	Date(s) Instructed	Hours of Instruction	Points Claimed
Instruction of Public Safety Training Total Points			Points Claimed

D. Grand Total Professional Development Points - (Add point totals for Public Safety Courses and Conferences, Service as VSA/VSI President and Instruction of Public Safety Training – 40 Total Point Minimum)

Total Points Claimed

A TOTAL OF 100 POINTS ARE REQUIRED FOR RECERTIFICATION

CAREER DEVELOPMENT			
Column C and D must each have a minimum of 40 points , with a mandatory minimum total of 80 points .			
C	D		
Training	Professional Development		
	+		=
			Total Points (Must equal a minimum of 100 points)

Applicant Name: _____

Applicant Affirmation

- Employment Experience** - I am currently a Virginia sheriff or a full-time sworn deputy with at least 3 years of full-time service with a sheriff's office in the Commonwealth of Virginia.
- Career Development** - I have reviewed the recertification requirements, and I have accumulated the necessary hours of training/professional development courses or conferences within the preceding 4 years. Copies of training certificates or other documents supporting the training listed are attached to this application.
- Supporting Documentation** - I acknowledge that providing adequate supporting documentation is solely my responsibility. I will maintain items such as educational transcripts, training certificates or other submitted documentation for at least 3 years from initial certification and each subsequent recertification. I may be required to produce this documentation if a review becomes necessary.
- Application** - I have completed and signed the recertification application. By doing so, I certify that the information provided is truthful, accurate and complete. I understand that any misrepresentation may result in denial or revocation of certification and the Virginia Sheriffs' Institute Certification designation.
- Payment** - I have paid the \$150 application fee to VSI. I acknowledge that VSI must receive notification of payment in order to process my application.
- Authorization for Use of Name/Image** - I grant VSI and VSI Certification Program partners authorization to use my name and image in marketing and promotional materials.

Applicant's Name (Printed)	Applicant's Signature	Date Signed
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If applicant is a deputy sheriff, the sheriff of that agency must sign this application approving the submission to the Virginia Sheriffs' Institute.		
Sheriff's Name (Printed)	Sheriff's Signature	Date Signed

Payment Information

- **Recertification:** A non-refundable \$150 administrative fee is due at the time of application. Payments may be made online via credit card through the VSI website (<http://certification.vasheriffsinstitute.org/certification/fees-and-payment/>), or by check, made payable to the **Virginia Sheriffs' Institute** and mailed with the completed application package to:

VCPI
 Attn: VSI Certification
 413 Stuart Circle, Suite 200
 Richmond, VA 23220

Application packages must include the following documents:

1. The completed and signed/co-signed (for deputies) Application for Recertification
2. Supporting documentation verifying training and professional development claimed for points

Completed application package may be sent to VCPI via mail, or emailed as a PDF to:

Mail: VCPI
 Attn: VSI Certification
 413 Stuart Circle, Suite 200
 Richmond, VA 23220

Email: vsicert@virginiasheriffs.org

Applicant Name: _____

VSI USE ONLY			
Date Application Received	Date Fee Received	Payment Type <input type="checkbox"/> Credit Card <input type="checkbox"/> Check – Check No.: _____	
Document Checklist <input type="checkbox"/> Application <input type="checkbox"/> Supporting Documentation		<input type="checkbox"/> Authorization for Use of Name/Image	
Application Review Date	Application Reviewed By (Printed Name):		
Application Status <input type="checkbox"/> Approved <input type="checkbox"/> Held for Additional Documentation <input type="checkbox"/> Rejected		Resubmission Deadline	Date Applicant Notified
If Rejected, list reason(s)			
2 nd Review Date	Application Reviewed By (Printed Name):		
Application Status <input type="checkbox"/> Approved <input type="checkbox"/> Rejected		If Rejected, list reason(s)	
		Date Applicant Notified	