

# Virginia Sheriffs' Institute Certification Program



## Application for Initial Certification

SUBJECT TO CHANGE FOR 2018-19 APPLICATION



## Completing the Application for Initial Certification

The first step in determining if an applicant is eligible for certification is the careful review of the program guidebook to ensure understanding of the eligibility requirements, the overall certification 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 certified.

**Note:** A minimum total of 150 points is required to be eligible for initial certification. Page 3 in the guidebook details the initial certification requirements that must be met.

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

[vsicert@virginiasheriffs.org](mailto:vsicert@virginiasheriffs.org)

## Supporting Documentation

Degrees or diplomas, 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 - Applicants will designate membership status on page 1 of the application.

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

## ❖ Life Experience

A. Public Safety Experience - Applicants will determine how many years of service as a full-time sheriff or deputy in Virginia they will claim towards certification. Applicants will check the appropriate box and enter the corresponding points in the designated box on page 1 of the application.

B. Education - Applicants will determine what level of education they will claim towards certification, check the appropriate box, and then enter the corresponding points in the designated box on page 2 of the application. Points in this section are awarded for the highest degree claimed and are not cumulative.

Applicants must submit a copy of the diploma or degree that documents the claimed education points.

## ❖ Career Development

C. Training - All training to be claimed towards certification must have been completed within the 4 years preceding submission of an application for certification 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 certification 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 2 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 certification program. Applicants will document additional training courses on page 4 of the application.

**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.

**Total Additional In-Service/Other Training Courses Points** - Applicants should total the training points in the designated box on page 4 of the application.

**Grand Total Training Points** - Applicants will total required and additional training in the designated boxes on page 4 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 4 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 6 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.

**Initial Certification Points Total** - Applicants will total all professional development points and enter those in the designated box at the bottom of page 6 of the application.

### **Initial Certification Point Total**

If the applicant has met the minimum required totals for each category, and has an overall total of **150 points** or more, they may proceed with completing the Application for Initial Certification.

**Application for Initial Certification****SECTION 1. Applicant Information**

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

**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 certification must be a member of the Virginia Sheriffs' Institute (VSI) and must remain a member throughout their certification period. Deputies seeking certification 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

**SECTION 2. Life Experience**

**A. Public Safety Experience** - Only duly elected or appointed sheriffs, or full-time deputies, with at least 3 years of sworn public safety service with any sheriff's office in the Commonwealth of Virginia may apply for certification. List current or prior service as a sheriff and/or full-time deputy in Virginia.

Current Sheriff's Office		Current Rank/Title		Years of Service	
Street Address	City/Town/Village	State <b>VA</b>	Zip Code		
Previous Sheriff's Office		Previous Rank/Title		Years of Service	
Street Address	City/Town/Village	State <b>VA</b>	Zip Code		
Previous Sheriff's Office		Previous Rank/Title		Years of Service	
Street Address	City/Town/Village	State <b>VA</b>	Zip Code		
Previous Sheriff's Office		Previous Rank/Title		Years of Service	
Street Address	City/Town/Village	State <b>VA</b>	Zip Code		
Total years of service as a sheriff or full-time deputy with any sheriff's office in the Commonwealth of Virginia					Total Years

**A. Public Safety Experience Points** - Select the highest number of qualifying years of service as documented above. Points in this section are not cumulative.

- ☐ 3 to 10 years of service – 10 points  
☐ 11 to 19 years of service – 15 points  
☐ 20 to 29 years of service – 30 points  
☐ 30 or more years of service – 40 points

Points Claimed

**Enter Points Claimed for Public Safety Experience in Column A on Page 6 →**

Applicant Name: \_\_\_\_\_

**B. Education** - List secondary and post-secondary education below. Any degree claimed must be awarded by an accredited institution of higher education in order to qualify. Degrees do not have to be specific to criminal justice/law enforcement.

<input type="checkbox"/>	High School Diploma/GED	Name of School	City, State
	Graduation Date		
<input type="checkbox"/>	Associate Degree	Institution	City, State
	Concentration/Major	Graduation Date	
<input type="checkbox"/>	Bachelor's Degree	Institution	City, State
	Concentration/Major	Graduation Date	
<input type="checkbox"/>	Master's/Terminal Degree	Institution	City, State
	Concentration/Major	Graduation Date	

**B. Education Points** - Select the highest earned diploma/degree. Points in this section are not cumulative. Degrees being claimed must be awarded by an accredited institution of higher education in order to qualify. Degrees do not have to be specific to criminal justice/law enforcement.

- ☐ H.S. Diploma/GED - 10 points  
☐ Associate Degree - 15 points  
☐ Bachelor's Degree - 30 points  
☐ Master's Degree/Terminal Degree (Ph.D., J.D., etc.) - 40 points

**Enter Points Claimed for Education in Column B on Page 6 →**

Points Claimed

### SECTION 3. Career Development

In-service or other training courses to be applied to certification 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 certification.

If additional documentation spaces are required, please submit an additional page with your application.

### C. Training

**Required Training** - All sheriffs and deputies applying for certification 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			

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					
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					
<b>Total Required Training Points</b> (8 hours required in each category below, totaling a minimum of 40 points)					
<b>Leadership</b>	<b>Ethics</b>	<b>Cultural Diversity</b>	<b>Community Policing</b>	<b>Legal/Employment Law</b>	
Points Claimed	Points Claimed	Points Claimed	Points Claimed	Points Claimed	Points Claimed

Applicant Name: \_\_\_\_\_

### Additional In-Service/Other Training Courses

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
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
<b>Total Additional In-Service/Other Training</b>			Points Claimed

**C. Grand Total Training Points** - (Add points for Total Required Training and Total Additional In-Service/Other Training)

**Total Points Claimed**

**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 certification. (See page 9 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		

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		
<b>Public Safety Courses and Conferences Total Points</b>		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 of initial certification. (10 pts/term)		
Office Held <input type="checkbox"/> <u>VSA President</u> <input type="checkbox"/> <u>VSI President</u>	Dates Held From _____ To _____	Points Claimed
Office Held <input type="checkbox"/> <u>VSA President</u> <input type="checkbox"/> <u>VSI President</u>	Dates Held From _____ To _____	Points Claimed
<b>Service as VSA and/or VSI President Total Points</b>		Points Claimed



Applicant Name: \_\_\_\_\_

**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
Course Title	Date(s) Instructed	Hours of Instruction	Points Claimed
Course Title	Date(s) Instructed	Hours of Instruction	Points Claimed
Course Title	Date(s) Instructed	Hours of Instruction	Points Claimed
Course Title	Date(s) Instructed	Hours of Instruction	Points Claimed
Course Title	Date(s) Instructed	Hours of Instruction	Points Claimed
Course Title	Date(s) Instructed	Hours of Instruction	Points Claimed
<b>Instruction of Public Safety Training Total Points</b>			Points Claimed

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

**Total Points Claimed**

**A TOTAL OF 150 POINTS ARE REQUIRED FOR INITIAL CERTIFICATION**

<b>LIFE EXPERIENCE</b> Point totals for Columns A and B must equal a minimum of <b>40 points</b> .		<b>TRAINING/PROFESSIONAL DEVELOPMENT</b> Column C and D must each have a minimum of <b>40 points</b> , with a mandatory minimum total of <b>80 points</b> .		<b>Total Points</b> (Must equal a minimum of 150 points)
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	
<b>Public Safety Experience</b>	<b>Education</b>	<b>Training</b>	<b>Professional Development</b>	
	+	+	+	=

Applicant Name: \_\_\_\_\_

## Applicant Affirmation

- ☐ **Employment Experience** - I am currently a Virginia sheriff or a full-time deputy with at least 3 years of full-time service with a sheriff's office in the Commonwealth of Virginia. All other service listed and used for the purpose of certification is full-time, sworn law enforcement service with a sheriff's office in the Commonwealth of Virginia.
- ☐ **Education** - I have reviewed the certification requirements, and I have accumulated the necessary hours of education. I have earned the diploma or degree listed in this application. All post-secondary degrees must be awarded by an accredited institution of higher education. A copy of the diploma/degree is attached to this application.
- ☐ **Training & Professional Development** - I have reviewed the certification 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 is 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 certification 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 \$250 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 office must sign this application approving the submission to the Virginia Sheriffs' Institute.		
Sheriff's Name (Printed)	Sheriff's Signature	Date Signed

## Payment Information

- **Initial Certification:** A non-refundable \$250 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

Applicant Name: \_\_\_\_\_

Application packages must include the following documents:

1. The completed and signed/co-signed (for deputies) Application for Initial Certification
2. Supporting documentation verifying education and training/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](mailto:vsicert@virginiasheriffs.org)

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 <sup>nd</sup> 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	