

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

