

Virginia Sheriffs' Institute Certification Program



Application for Initial Certification



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 is required to apply.

If it is determined that the requirements are met, applicants should compile applicable supporting documentation as detailed in the guidebook and follow the guidance below to complete the application form.

Questions regarding the certification program and any of the eligibility or certification standards may be submitted to vsicert@virginiasheriffs.org.

Section 1. Applicant Information

In this section, applicants provide contact information as requested on the form and indicate current position as a Sheriff or a Deputy.

Section 2. Life Experience

A. Public Safety Experience

In the first part of this section, applicants list current full-time employment with a Virginia sheriff's office, including rank/title, years of service and address. If applicable, applicants list details of previous full-time employment with other Virginia sheriff's offices, including previous rank/title, years of service and address. Applicants total the years of service employed full-time with a Virginia sheriff's office and enter the total years in the designated box on page 1 of the application. In the second part of this section, applicants check the box that corresponds with the total years of service being claimed and enter the point value associated with their total years of service in the designated box on the form.

B. Education

In the first part of this section, applicants check the box beside the highest level of education they choose to claim and list the corresponding details as requested on the form. Applicants do not need to list entire educational history. In the second part of this section, applicants check the box that corresponds with the highest level of education being claimed and enter the associated point value. Points in this section correspond to the highest degree claimed and are not cumulative.

Section 3. Career Development

C. Training

In the first part of this section, applicants list details about the specific training courses/activities they choose to claim for each Required Training topic (Leadership, Ethics, Cultural Diversity, Community Policing and Legal/Employment Law) in the designated parts of the form. Applicants complete a separate entry for each individual training course/activity for which points are being claimed. For each entry, applicants indicate the total length of the course/activity in hours, the hours being claimed for the Required Training topic, and the corresponding point value, with one hour of a training course/activity equating to one point. For each Required Training topic, applicants add the points claimed for each training course/activity and enter the total sum in the designated box on the form. Once the total point sums of each Required Training topic have been calculated and entered, applicants record those five totals in the Summary of Total Required Training Points box.

In the second part of this section, applicants list details about the specific training courses/activities they choose to claim as Additional Training toward the overall point requirement for VSI Certification.

Applicants complete a separate entry for each individual training course/activity for which points are being claimed. Applicants do not need to list entire training history. For each entry, applicants indicate the total length of the course/activity in hours, the hours being claimed, and the corresponding point value with one hour of a training course/activity equating to one point. Applicants add the points claimed for each training course/activity and enter the total sum in the designated box on the form.

As a final step for this section, applicants add the total Required Training points and the total Additional Training points and enter the sum in the designated box on the form.

D. Professional Development

In the first part of this section, applicants list details about the Public Safety Courses and Conferences they choose to claim toward the Professional Development point requirement. Applicants complete a separate entry for each individual activity for which points are being claimed, and designate the type of activity by checking the corresponding box. The type of activity dictates the point value for each specific entry, as detailed in the guidebook and on the application form. Applicants add the points claimed for each Public Safety Course and Conference activity and enter the total sum in the designated box on the form.

In the second part of this section, applicants indicate Service as VSA and/or VSI president, if applicable, listing each term being claimed on a separate line. Applicants add the points claimed for each presidential term and enter the total sum in the designated box on the form.

In the third part of this section, applicants list details about the Instruction of Public Safety Training courses they choose to claim toward the Professional Development point requirement. Applicants complete a separate entry for each individual instructional activity for which points are being claimed. For each entry, applicants indicate the total hours of instruction, the hours being claimed, and the corresponding point value, with one instructional hour equating to one point. Applicants add the points claimed for each instructional activity and enter the total sum in the designated box on the form.

As a final step for this section, applicants add the total Public Safety Course and Conference points, total Service as VSA and/or VSI President points, and total Instruction of Public Safety Training points and enter the sum in the designated box on the form.

Section 4. Cumulative Life Experience & Career Development Points

In this section, applicants enter the total points recorded in each of the following parts of the application:

- A. Public Safety Experience
- B. Education
- C. Training
- D. Professional Development

As a final step for this section, applicants add the four totals and enter the sum in the designated box on the form. This cumulative total must be equal to or greater than the minimum required points for initial certification.

Section 5. Applicant Affirmation

In this section, applicants affirm the completion of each required part of the VSI Certification Program process and sign the application. Applicants who are deputies must also obtain the signature of their sheriff in this section.

Submitting the Payment & Application for Initial Certification

Fees & Payment

A non-refundable administration fee is required at the time of application for initial certification or recertification. Fees vary by application type, based on membership status in VSA and VSI, as shown below.

Fees	
<i>Type of Application</i>	<i>Fee</i>
Initial Certification (VSA and VSI member)	\$250
Initial Certification (non-VSA and/or non-VSI member)	\$500
Recertification (VSA and VSI member)	\$150
Recertification (non-VSA and/or non-VSI member)	\$300

Applicants are considered VSA and VSI members if membership is obtained by March 31st of the calendar year in which the application is submitted. For example, to apply at the member rate during the application window of October 1 – December 31, 2018, the applicant must be a member of both VSI and VSA by March 31, 2018.

Payments are accepted only during the application submission period (October 1 – December 31). Payments may be made by credit card at the VSI Certification website (<http://certification.vasheriffsinstitute.org/>) or by check, made payable to the Virginia Sheriffs' Institute and mailed with the application to:

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

Separate payments are required for each application submitted. No cash or phone payments will be accepted.

Application Submission

Applications for certification or recertification are accepted October 1 through December 31 every year. Completed applications and supporting documentation may be submitted via email or mail to VSI's program partner VCPI.

Email: vsicert@virginia sheriffs.org

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

Questions regarding the certification program and any of the eligibility or certification standards may be submitted to vsicert@virginia sheriffs.org.

Application for Initial Certification



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		Email Address			Current Position <input type="checkbox"/> Sheriff <input type="checkbox"/> Deputy	

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 VA	Zip Code
Previous Sheriff's Office		Current Rank/Title		Years of Service	
Street Address		City/Town/Village		State VA	Zip Code
Previous Sheriff's Office		Current Rank/Title		Years of Service	
Street Address		City/Town/Village		State VA	Zip Code
Previous Sheriff's Office		Current Rank/Title		Years of Service	
Street Address		City/Town/Village		State VA	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

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

Enter Points Claimed for Public Safety Experience in Box A on Page 8 →

Points Claimed

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	

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

Points Claimed

Enter Points Claimed for Education in Box B on Page 8 →

SECTION 3. Career Development

Training courses and professional development activities applied to certification must have occurred in the 4 years preceding the application submission and be relevant to public safety. Sections C (Training) and D (Professional Development) must each total a minimum of 40 points. If additional documentation spaces are required, please submit an additional page with your application.

C. Training – List details about the specific training courses/activities in the sections below.

Required Training – All sheriffs and deputies applying for certification must have completed a minimum of 8 hours of training, in each of the following topics: Leadership, Ethics, Cultural Diversity, Community Policing and Legal/Employment Law, within the 4 years preceding the application submission date. One point is awarded for each hour of documented training. List trainings, by topic, in the sections below.

LEADERSHIP Required Training

Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed

Applicant Name: _____

Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Total LEADERSHIP Points Claimed				Points Claimed

ETHICS Required Training				
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Total ETHICS Points Claimed				Points Claimed

Applicant Name: _____

CULTURAL DIVERSITY Required Training				
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Total CULTURAL DIVERSITY Points Claimed				Points Claimed

COMMUNITY POLICING Required Training				
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed

Applicant Name: _____

Total COMMUNITY POLICING Points Claimed	Points Claimed
--	----------------

LEGAL/EMPLOYMENT LAW Required Training				
Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Total LEGAL/EMPLOYMENT LAW Points Claimed				Points Claimed

Summary of Total Required Training Points – 8 hours required in each category below, with a minimum total of 40 points.					
Leadership	Ethics	Cultural Diversity	Community Policing	Legal/Employment Law	Sum of Points Claimed
Points Claimed	Points Claimed	Points Claimed	Points Claimed	Points Claimed	Points Claimed

Additional 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/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed

Applicant Name: _____

Course/Program Title	Date(s) of Course (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed

Total Additional Training Points	Points Claimed
---	----------------

Grand Total Training Points – Enter the sum of <u>Total Required Training Points</u> and <u>Total Additional Training Points</u> . Enter Points Claimed for Training in Box C on Page 8 →	Total Points Claimed
--	-----------------------------

D. Professional Development – Applicants must have at least 40 points of public safety related professional development activities, occurring within the 4 years preceding the application submission date. Refer to the guidebook for more information about each type of activity that can be claimed in this section.

Public Safety Courses and Conferences – List activities using the categories and point designations below.

<u>Multi-Month Courses</u> (30 pts/course)	<u>Public Safety Conferences</u> (5 pts/conference)
<u>Multi-Week Courses</u> (15 pts/course)	<u>VSA/VSI Annual Conferences</u> (10 pts/conference)
<u>College Coursework</u> (5 pts/credit hour)	

Course/Conference Title	Date(s) (MM/DD/YYYY)	Points Claimed
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> College Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> College Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> College Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> College Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		

Applicant Name: _____

Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> College Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Course/Conference Title	Date(s) (MM/DD/YYYY)	Points Claimed
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> College Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Course/Conference Title	Date(s) (MM/DD/YYYY)	Points Claimed
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> College Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Course/Conference Title	Date(s) (MM/DD/YYYY)	Points Claimed
Course/Conference Type <input type="checkbox"/> Multi-Month Course <input type="checkbox"/> Multi-Week Course <input type="checkbox"/> College Course <input type="checkbox"/> Public Safety Conference <input type="checkbox"/> VSA/VSI Annual Conference		
Total Public Safety Courses and Conferences 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 the application submission date. (10 pts/term)		
Office Held <input type="checkbox"/> <u>VSA President</u> <input type="checkbox"/> <u>VSI President</u>	Dates Held (MM/DD/YYYY) From _____ To _____	Points Claimed
Office Held <input type="checkbox"/> <u>VSA President</u> <input type="checkbox"/> <u>VSI President</u>	Dates Held (MM/DD/YYYY) From _____ To _____	Points Claimed
Total Service as VSA and/or VSI President Points		Points Claimed

Instruction of Public Safety Training – Count 1 point per hour of instruction for each Public Safety training taught in the 4 years preceding the application submission date, with a 15-point maximum for this section.				
Course Title	Date(s) Instructed (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course Title	Date(s) Instructed (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course Title	Date(s) Instructed (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course Title	Date(s) Instructed (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course Title	Date(s) Instructed (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course Title	Date(s) Instructed (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed

Applicant Name: _____

Course Title	Date(s) Instructed (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Course Title	Date(s) Instructed (MM/DD/YYYY)	Course Length/Hrs	Hours Claimed	Points Claimed
Total Instruction of Public Safety Training Points				Points Claimed

Grand Total Professional Development Points – Enter the sum of the <u>Total Public Safety Courses and Conferences</u> , <u>Total Service as VSA and/or VSI President Points</u> , and <u>Total Instruction of Public Safety Training Points</u> . Minimum total is 40 points. Enter Points Claimed for Professional Development in Box D on Page 8 →	Total Points Claimed
---	-----------------------------

Section 4. Cumulative Life Experience & Career Development Points Enter the total points recorded in each section of the application in the boxes below. The cumulative sum of the four boxes must be equal to or greater than 150 points to be eligible for certification.					
LIFE EXPERIENCE Point totals for A and B must equal a minimum of 40 points .		TRAINING/PROFESSIONAL DEVELOPMENT C and D must each have a minimum of 40 points , with a mandatory minimum total of 80 points .			Total Points (Must equal a minimum of 150 points)
Public Safety Experience	Education	Training	Professional Development		
A	B	C	D		
+	+	+	=		

Section 5: Applicant Affirmation

By checking the boxes below, I affirm the completion of each required part of the application process.

- 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 activities within the 4 years preceding the application submission date. Copies of applicable supporting documentation accompany 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 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
----------------------------	-----------------------	-------------

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

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