VIRGINIA SHERIFFS' INSTITUTE CERTIFICATION PROGRAM

Application for Recertification

Updated June 2021

The Virginia Sheriffs' Institute Certification Program recognizes the professional development of Virginia's sheriffs and deputies.

Completing the Application 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 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. Career Development

A. 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 Recertification. 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.

B. 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 fourth 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, total College Coursework points, and total Instruction of Public Safety Training points and enter the sum in the designated box on the form.

Section 3. Cumulative Career Development Points

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

A. Training

B. Professional Development

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

Section 4. 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.

Compiling Supporting Documentation

A key element of the VSI Certification program is the documentation applicants submit verifying their training and professional development accomplishments claimed toward certification. Applicants must submit documentation demonstrating the completion of each training course, conference attended, or other professional development activity included in the application. Documentation should verify attendance, as well as subject matter, if appropriate. Acceptable forms of documentation required for each section are detailed accordingly throughout the Program Guidebook.

Applicants must complete a Supporting Documentation Certification Form for each training or professional development activity included in the application. A copy of this form is included at the end of the application.

Completing the Supporting Documentation Certification Forms

In the first section of this form, applicants select a section of the application –Training and/or Professional Development – for which they are organizing documentation. Next, the applicant indicates the event title and date and moves to the second section.

In the second section of this form, applicants list the type of documentation they are providing to verify their career development activity. In the event that the applicant cannot provide complete or sufficient documentation to support the career development activity, the applicant writes a personal statement to supplement the supporting documentation.

As a final step, the applicant signs each form to affirm that the documentation provided for each training course or professional development activity is truthful, accurate, and complete.

Submitting the Payment & Application for Recertification

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	
Type of Application	*Fee*
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@virginiasheriffs.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@virginiasheriffs.org.

Virginia Sheriffs' Institute Certification Program
APPLICATION FOR RECERTIFICATION

SECTION 1. Applicant Information

Last Name	First Name		M.I.	Date Application Submitted

Home Address	Apartment/Unit #	City/Town/Village	State **VA**	Zip Code

Home/Cell Phone	Email Address	Current Position ❑ Sheriff ❑ Deputy

Current Sheriff's Office	Current Rank/Title	Last Certification Date

Sheriff's Office Address	City/Town/Village	State **VA**	Zip Code

SECTION 2. Career Development

Training courses and professional development activities applied to certification must have occurred in the 4 years preceding the application submission date 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.

A. 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	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed

	Points Claimed
Total LEADERSHIP Points Claimed	Points Claimed

ETHICS Required Training

Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Total ETHICS Points Claimed				Points Claimed

CULTURAL DIVERSITY Required Training

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

Course/Program Title	Date(s) of Course	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	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title	Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Total COMMUNITY POLICING Points Claimed				Points Claimed

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

Course/Program Title		Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course/Program Title		Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
	Total LEGAL/EMPLOYMENT LAW Points Claimed				Points Claimed

Summary of Total <u>Required Training</u> **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 Title		Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course Title		Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course Title		Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course Title		Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course Title		Date(s) of Course	Course Length/Hrs	Hours Claimed	Points Claimed
Course Title		Date(s) of Course	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 7 ➔ | **Total Points Claimed**

B. 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.

Multi-Month Courses (30 pts/course)
Multi-Week Courses (15 pts/course)
College Coursework (5 pts/credit hour)

Public Safety Conferences (5 pts/conference)
VSA/VSI Annual Conferences (10 pts/conference)

Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type ❏Multi-Month Course ❏Multi-Week Course ❏College Course ❏Public Safety Conference ❏VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type ❏Multi-Month Course ❏Multi-Week Course ❏College Course ❏Public Safety Conference ❏VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type ❏Multi-Month Course ❏Multi-Week Course ❏College Course ❏Public Safety Conference ❏VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type ❏Multi-Month Course ❏Multi-Week Course ❏College Course ❏Public Safety Conference ❏VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type ❏Multi-Month Course ❏Multi-Week Course ❏College Course ❏Public Safety Conference ❏VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type ❏Multi-Month Course ❏Multi-Week Course ❏College Course ❏Public Safety Conference ❏VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type ❏Multi-Month Course ❏Multi-Week Course ❏College Course ❏Public Safety Conference ❏VSA/VSI Annual Conference		
Course/Conference Title	Date(s)	Points Claimed
Course/Conference Type ❏Multi-Month Course ❏Multi-Week Course ❏College Course ❏Public Safety Conference ❏VSA/VSI Annual Conference		
Total Public Safety Courses and Conferences Points		Points Claimed

Applicant Name: _____

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 ❑ VSA President ❑ VSI President	Dates Held From To	Points Claimed
Office Held ❑ VSA President ❑ VSI President	Dates Held 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, with a 15-point maximum for this section.				
Course Title	Date(s) Instructed	Course Length/Hrs	Hours Claimed	Points Claimed
Course Title	Date(s) Instructed	Course Length/Hrs	Hours Claimed	Points Claimed
Course Title	Date(s) Instructed	Course Length/Hrs	Hours Claimed	Points Claimed
Course Title	Date(s) Instructed	Course Length/Hrs	Hours Claimed	Points Claimed
Course Title	Date(s) Instructed	Course Length/Hrs	Hours Claimed	Points Claimed
Course Title	Date(s) Instructed	Course Length/Hrs	Hours Claimed	Points Claimed
Course Title	Date(s) Instructed	Course Length/Hrs	Hours Claimed	Points Claimed
Course Title	Date(s) Instructed	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 Total Public Safety Courses and Conferences, Total Service as VSA and/or VSI President Points, and Total Instruction of Public Safety Training Points. Minimum total is 40 points. **Enter Points Claimed for Professional Development in Box D on Page 7 →**	**Total Points Claimed**

Section 3. Cumulative Career Development Points			
Enter the total points recorded in each section of the application in the boxes below. The cumulative sum of the two boxes must be equal to or greater than 100 points to be eligible for recertification.			

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

Section 4: 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.

❑ **Career 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, along with Supporting Documentation Certification Forms, 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

Virginia Sheriffs' Institute Certification Program
Supporting Documentation Certification Form

Please use this form to accompany each supporting documentation item you are submitting to verify your education, training, and professional development. You must verify both attendance and subject matter for all training programs and professional development events in Sections 2A and 2B of the application. Please see the VSI Certification Program Guidebook for details on acceptable forms of supporting documentation.

You will complete this form multiple times. You must complete this form for each training program or professional development activity that you list in Section 2A and 2B.

This form supports the following training program or professional development event I am claiming on my VSI Certification application:

	Training	Training Date
❑ **Section 2A Training**		
	Check all categories that apply: ❑ Leadership ❑ Ethics ❑ Cultural Diversity ❑ Community Policing ❑ Legal/Employment Law ❑ Additional Training	
	Event	Event Date
❑ **Section 2B Professional Development**		
	Check only one: ❑ Multi-Month Course ❑ Multi-Week Course ❑ Public Safety Conference ❑ College Coursework ❑ VSA/VSI Annual Conference ❑ Instruction of Public Safety Training	

List below the type of documentation you are providing to support this career development activity. In the event that you cannot provide complete or sufficient documentation to support this career development activity, please explain below.

I have included the following documentation to verify this training program and/or professional development event:

My documentation for this career development activity is insufficient or incomplete, and I am submitting the following personal statement to supplement the required supporting documents:

The supporting documentation I have provided for this event or activity is truthful, accurate, and complete. I understand that insufficient or incomplete documentation may result in denial of my application for Virginia Sheriffs' Institute certification. I understand that any misrepresentation may result in denial or revocation of certification and the Virginia Sheriffs' Institute Certification designation.

Applicant Signature	Date

Applicant Name: _____

VSI USE ONLY			
Date Application Received	Date Fee Received	Payment Type ❑ Credit Card ❑ Check – Check No.: _____	

Document Checklist
❑ Application ❑ Supporting Documentation

❑ **Authorization for Use of Name/Image**

Application Review Date	Application Reviewed By (Printed Name):		

Application Status
❑ Approved ❑ Held for Additional Documentation ❑ Rejected

	Resubmission Deadline	Date Applicant Notified

If Rejected, list reason(s)

2nd Review Date	Application Reviewed By (Printed Name):		

Application Status
❑ Approved ❑ Rejected

If Rejected, list reason(s)

Date Applicant Notified