

Commonwealth of Virginia

Application for **Re-certification** of Campus Security Officer (CSO)

To Designated Virginia Campus Security Officer Contact Person (CP):

In order to conform to Virginia State Regulation 6 VAC 20-270, applications for re-certification of Campus Security Officers must be received by the Department at least thirty (30) days before certification expiration. It is the responsibility of the campus security officer employer to ensure re-certification applications are filed with the Department.

Applicants for re-certification must complete sixteen (16) hours of in-service training during each two-year period after initial certification. The in-service training must be directly related to the duties of the campus security officer, to include a legal update and other relevant topics approved by the Department.

Please use the tab key to scroll down and complete each field.

Campus Security Officer Name
(including Middle Initial): _____

Employer: _____

*The Campus Security Officer indicated above has completed 16 hours of campus security related training, including legal update, within the 2-year period following date of certification/re-certification. Course content of said training has met with the approval of the Virginia Department of Criminal Justice Services. **Copies of the necessary PIC forms/documentation to show proof of participation are attached.** By submission of this electronic documentation, I, the Designated Campus Security Officer Contact Person, do hereby certify that all entries are true and complete. I understand that all information on this application is subject to verification.*

Regulation 6 VAC 20-270 requires Campus Security Officers to receive a legal update as part of the training requirement toward re-certification.

_____ *(Please initial)* Yes, the officer has received a campus safety/security legal update as indicated on the attached credit assignment documentation.

Name: _____

(Campus Security Officer Contact Person)

Date: _____

Please submit completed application to: Melissa Leigh, Law Enforcement Services Division, Virginia Department of Criminal Justice Services at melissa.leigh@dcjs.virginia.gov.