



**Partial Training Exemption Application for ENTRY-LEVEL TRAINING – FEE \$25.00**

**IMPORTANT INFORMATION**

- For **Eligibility Requirements** please refer to the Regulations Relating to Private Security Services [6 VAC 20-171-450](#). Entry Level Training Exemptions.
- **This form is for *partial* ENTRY-LEVEL training credit only. If approved** you will receive a letter outlining the remaining training requirements and you will need to attend the training at a school certified through DCJS.
- **The following categories are not eligible for training exemption:** 05E Armed Security Officer Arrest Authority, 40E Bail Bondsman, or 12E Compliance Agent.
- Please note that processing of this application may take an average of **30 days** from the date it is received by the department.
- **Only ONE (1) category of training may be requested per application** with the exception of firearms training which may be included with a registration category on this application.

**Training Category Requested** *(check only one)*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Private Investigator           | <input type="checkbox"/> Central Station Dispatcher                 | <input type="checkbox"/> Locksmith               |
| <input type="checkbox"/> Personal Protection Specialist | <input type="checkbox"/> Electronic Security Technician **          | <input type="checkbox"/> Security Canine Handler |
| <input type="checkbox"/> Alarm Respondent               | <input type="checkbox"/> Electronic Security Sales Representative** | <input type="checkbox"/> Detector Canine Handler |
| <input type="checkbox"/> Security Officer/Courier       | <input type="checkbox"/> Private Security Firearms Instructor*      | <input type="checkbox"/> Bail Enforcement Agent  |
| <input type="checkbox"/> Private Security Instructor    | <input type="checkbox"/> Special Conservator of the Peace           | <input type="checkbox"/> Armored Car Personnel   |

\*You must already be certified as a PSS Instructor to be a Firearms Instructor  
 \*\* These categories are only to applicants qualifying with Private Security Services Experience & Training basis

**Firearms Selection**

- Handgun     
  Shotgun\*     
  Advanced Handgun\*

\*The entry-level handgun training is a prerequisite for these endorsements.

**Applicant Information**

DCJS ID Number: 99-	Last Name:	First Name:	MI:
Mailing Address (Street/Apt.#):		City, State, Zip:	
Email Address:			
Home Phone: (    )	Business Phone: (    )	Fax: (    )	

**Required Documentation – Please attach the applicable documentation with application**

**Law Enforcement Training & Experience**

- (1) Official documentation demonstrating successful completion of law enforcement basic training.
- (2) Documentation demonstrating a minimum of five (5) consecutive years of service as a law enforcement officer. This employment experience must not have ended longer than five (5) years prior to application date.

**Private Security Training**

Official documentation demonstrating successful completion of a **pre-approved** private security training program, in the category you seek exemption. (Not applicable for SCOP or Bail Enforcement Agents)

**Private Security Experience**

Documentation demonstrating a minimum of five (5) consecutive years of private security employment in the category for which you seek exemption and in a jurisdiction that regulates your category. This experience must not have ended longer than five (5) years prior to application date.

**Firearms**

- (1) Documentation of classroom training that meets or exceeds the requirements set forth in the Regulations Relating to Private Security.
- (2) Signed, dated range sheet form a Virginia Criminal Justice Academy, Corrections Department, or Private Security Training school that was completed within the previous 12 months.

**Instructor**

Official documentation supporting the successful completion of a course within the last three (3) years that meets or exceeds the standards established by DCJS. **FIREARMS:** In addition to instructor requirements; supporting documentation of a course specifically designed for law-enforcement or private security and the required documentation for firearms.

**Affirmation**

I, the undersigned, certify that all information contained on this application is true and correct to the best of my knowledge and I have not omitted any pertinent information. I understand that any misrepresentation, falsification or omission of pertinent information may be cause for denial and may result in criminal charges.

Signature Required: \_\_\_\_\_

Date: \_\_\_\_\_  
mm/dd/yy

***All fees are non-refundable. Applications received without payment will be returned.***

Submit a check or money order payable to the TREASURER OF VIRGINIA,  
**or** pay by credit card using the [Credit Card form](#) available at [www.dcjs.virginia.gov/forms/privatesecurity/pss\\_cc.pdf](http://www.dcjs.virginia.gov/forms/privatesecurity/pss_cc.pdf)  
— this form must be included with your application package when paying by credit card.