

## Commonwealth of Virginia Virginia Department of Criminal Justice Services

## Application for Exemption from Virginia Compulsory Minimum Training Standards (Form W-2)

Section 9.1-116, Code of Virginia (1950), as amended

Submit within 30 days of employment to:

Department of Criminal Justice Services, 1100 Bank Street, 12th Floor, Richmond, VA 23219

NOTE: Employing Agency and Applicants must complete Parts A, B, D, E, F	on both sides of this application	
A. IDENTIFICATION		
Applicant's Name: (Last, First, Middle Initial)	Social Security Number:	
Title or Rank: Date of Birth:	Employment Date:	
Employing Department:		
B. TYPE OF EXEMPTION (Please check one)		
Law Enforcement Officer	Dispatcher	
Court Security/Process Server	Jailor or Custodial Officer	
Corrections Officer, Department of Corrections		
COMPLETE SECTIONS D, E, F ON PAGE 2		
C. DCJS ACTION (DCJS Use Only)		
1. Approved Upon Conditions:		
Exemption approved upon completion of:		
a. Options:		
b. Options to be completed by:		
b. Options to be completed by:		
c. Field training/On-the-job training required: Yes (form attach		
<ul> <li>c. Field training/On-the-job training required: Yes (form attach</li> <li>d. Certification Examination required: Yes No</li> </ul>		
<ul> <li>c. Field training/On-the-job training required: Yes (form attach</li> <li>d. Certification Examination required: Yes No</li> <li>e. Notification of compliance submitted to this office by: (Form 41 Reporting Roster or letter from Academy Director)</li> </ul>		
<ul> <li>c. Field training/On-the-job training required: Yes (form attach d. Certification Examination required: Yes No</li> <li>e. Notification of compliance submitted to this office by: (Form 41 Reporting Roster or letter from Academy Director)</li> <li>2. Exemption Not Approved:</li> </ul>		
<ul> <li>c. Field training/On-the-job training required: Yes (form attach</li> <li>d. Certification Examination required: Yes No</li> <li>e. Notification of compliance submitted to this office by: (Form 41 Reporting Roster or letter from Academy Director)</li> </ul>		
<ul> <li>c. Field training/On-the-job training required: Yes (form attach d. Certification Examination required: Yes No</li> <li>e. Notification of compliance submitted to this office by: (Form 41 Reporting Roster or letter from Academy Director)</li> <li>2. Exemption Not Approved:</li> </ul>		
<ul> <li>c. Field training/On-the-job training required: Yes (form attach d. Certification Examination required: Yes No</li> <li>e. Notification of compliance submitted to this office by: (Form 41 Reporting Roster or letter from Academy Director)</li> <li>2. Exemption Not Approved:</li> </ul>		

cc: Employing Agency, Applicant, Field Coordinator, DCJS Records

D. FORMER EMPLOYMENT			
List all previous employment as a criminal justice officer/dispatcher start	ting with the most recent.		
EMPLOYER BEGIN DA		POSITION	
E. TRAINING —			
Please list all criminal justice basic (ENTRY-LEVEL) courses completed	i		
NAME OF BASIC COURSE	COMPLETION DATE	ACADEMY ATTENDED	
	1 1		
	1 1		
F. CERTIFICATION			
I certify that the preceding statements are true and correct / /			
Date Signature of Applicant			
I certify that the above statements are correct to the best of my knowledge. Based upon a thorough background investigation, I have determined that this individual has demonstrated sensitivity to cultural diversity issues during previous employment. This individual meets the standards set forth in §9.1-116 of the <i>Code of Virginia</i> . I request an exemption for the compulsory minimum training as designated for the above named employee. $\Box$ Yes $\Box$ No			
A Form 21 or Form 31, as applicable, has been previously submitted or is attached. 🔲 Yes 📃 No			
Date Signature of Agency Administrate	or		
Name of contact person:	E-mail address:		
Phone No. – –	FAX No.		
G. VERIFICATION (DCJS Use Only)			
Employment and training status verified:			
Staff initials and date			
Training: DCJS Records	Out of State		
Logged out and mailed:		Name	
Staff initials and date			

Virginia Department of Criminal Justice Services www.dcjs.virginia.gov