

Commonwealth of Virginia Campus Security Officer (CSO) Training Class Request Form

Please place cursor on the first form field, and use the "tab" key to move from field to field. Upon completion, please "save" this form to your computer. Then, email the form as an attachment to Melissa Leigh, Law Enforcement Services Division, Virginia Department of Criminal Justice Services c/o melissa.leigh@dcjs.virginia.gov.

Requested by

NAME (Trainer or Contact Person): _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

Host Information

HOST LOCALITY (college, business): _____

ON SITE CLASSROOM TRAINING DATES: _____

ON SITE DAILY CLASSROOM START TIME: _____

ON SITE DAILY CLASSROOM END TIME: _____

NUMBER OF STUDENTS YOU WILL BE TRAINING: _____

NUMBER OF SEATS AVAILABLE TO OTHER ORGANIZATIONS: _____

On Site Classroom Training Address

FACILITY NAME: _____

STREET, CITY: _____

PHONE: _____

Training materials (curriculum, instructor content, tests/answer keys) are currently provided to instructors in an electronic file format. Test questions *may* be randomly generated from a test bank and new test files *may* be provided upon receipt of your training class request. Upon completion of your classroom training, please forward completed tests as well as a neatly handwritten or typewritten roster of participants to: Melissa Leigh, DCJS, 1100 Bank St., Richmond, VA 23219. Please encourage your students to provide a legible email address on their test documents so that a CSO certificate of completion may be provided.

