



**Commonwealth of Virginia
Virginia Department of Criminal Justice Services**

**Out-of-State Conference Training Partial In-Service Credit
(Form PIC-2)**

Name of Officer: _____ SS#: XXX-XX-
(Last) (First) (M.I.) (last four digits)

Agency: _____
(Agency Telephone #)

Requested by: _____ Director
(Signature of Agency Administrator) (Title)

Email address of agency contact: _____

PART A: COURSE INFORMATION

Conference Title: _____

Conference Dates From: _____ To: _____

Conference Location: _____

Conference Sponsor: _____

Typed or Printed Name of Course Coordinator

Signature of Course Coordinator

Email Address

Phone Number

Date

Upon completion of Part A, submit this form and a curriculum that includes the date, hour-by-hour agenda, instructor bios and description of the training, no later than 60 days following the last day of the course to DCJS, picforms@dcjs.virginia.gov

PART B: FOR DCJS USE ONLY

Approved for: ☐ Law Enforcement ☐ Department of Corrections
☐ Jailor/Custodial Officer ☐ Court Security/Process Server

Hours Approved: Legal: _____ Career Development: _____ Cultural Diversity _____ Total: _____

DCJS Staff Signature

Date

1. The PIC-2 Out-of-State Training Conference form must be signed by **each** instructor or course coordinator of the training attesting that the officer was present for the duration of each block of training.
2. The completed and signed PIC-2 form must include supporting documentation of the training to include:
 - Hour-by-hour conference agenda with current date (must be laid out in hour blocks for credit approval)
 - Brief biography of the instructors,
 - Brief description of each training block;
 - Agency administrator or designee must sign the request;
3. The PIC-2 form and the supporting documentation must be submitted to DCJS to the email address: picforms@dcjs.virginia.gov no later than 60 days following the last date of training. **If all documentation is not submitted, no partial in-service credit will be approved.**
4. List courses attended and have the course coordinator or instructor sign verifying attendance.

[illegible]