



**INITIAL INSTRUCTOR CERTIFICATION APPLICATION – \$50.00 plus \$10.00 per category**

**IMPORTANT INFORMATION**

- A Fingerprint Application, Fingerprint Card, and \$50.00 non-refundable fee is required for registration pursuant to § 9.1-145.A of the *Code of Virginia*. Please ensure that an Instructor Application is submitted within 120 days of submitting the fingerprint application. Note: a criminal history records check may take up to 45 days to process.
- A DCJS instructor development course training must be completed within the 3 years prior to your application for certification, or submit a partial training exemption application for an instructor development course that meets or exceeds standards established by the DCJS. For additional information, please go online at [www.dcjs.virginia/pss](http://www.dcjs.virginia/pss).
- Third Party Documentation verifying the types and dates or experience must be attached to this application. To be eligible the experience must be either:
  - Three (3) years managerial/supervisory experience in a private security services business, a federal, military police, state, or local law enforcement agency or in related field
  - OR
  - Five (5) years general experience in private security or a related field
  - OR
  - One (1) year experience as an instructor or teacher at an accredited educational institution or agency in the subject matter for which certification is requested or in a related field
  - AND**
  - Have a minimum of 2 years previous work experience for those subjects in which certification is requested.
- If requesting to become a certified firearms instructor, a range qualification completed with a **Virginia** Criminal Justice Agency, Academy, Correctional Department or Certified Private Security School is required. The qualification must be with a semi-automatic handgun, revolver, AND shotgun at 85% or better.
 

If requesting to provide patrol rifle training, a range qualification completed with a **Virginia** Criminal Justice Agency, Academy, Correctional Department or Certified Private Security School is required. The qualification must be at 85% or better.
- The initial instructor certification fee **includes one** category of training. A separate fee of **\$10.00** will be charged for each additional category of training as identified in 6VAC20-171-100. B. 4. of the Regulations Relating to Private Security Services.

**Applicant Information**

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

**Employment Information**

School Name:	DCJS School ID Number:
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**Training Information**Has a Partial Training Exemption Application been submitted?  Yes  NoHas a General Instructor Entry-Level Training Enrollment application been submitted?  Yes  No**Instruction Category(s) Requested** (check each that apply)

- Security Officers/Couriers/Alarm respondent (armed and unarmed) to include Arrest Authority. (01, 05)
- Private Investigators. (02)
- Locksmiths, Electronic Security Personnel to include Central Station Dispatchers. (25, 30, 35, 38, 39)
- Armored car Personnel. (03)
- Personal Protection Specialist. (32)
- Detector Canine Handlers (4ED), Security Canine Handlers. (4ES)
- Special Conservators of the Peace pursuant to § 9.1-150 of the *Code of Virginia*. (06)
- Bail Bondsmen pursuant to § 9.1-185 of the *Code of Virginia*. Bail Enforcement Agents pursuant to § 9.1-186 of the *Code of Virginia*. (40, 44)
- Firearms. (Check all that apply)
  - Entry Level Handgun (07)
  - Security Officer Handgun (75)
  - Shotgun (08)
  - Advanced Handgun (09)
  - Patrol Rifle (10)

**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. I understand that I am responsible for maintaining full compliance with *Virginia Code* Sections 9.1-138 through 9.1-150 and the Regulations Relating to Private Security Services 6 VAC 20-171.

Signature Required: \_\_\_\_\_ Date: \_\_\_\_\_  
mm/dd/yy**Applications are valid for 12 months from the date of submittal.*****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.