



**The Department of Criminal Justice Services
 Certified Criminal Justice Training Academy Recertification
 Checklist and Report**

Academy: _____ **Date:** _____

Academy Director: _____

Initial Assessment Date: _____

First Reassessment Date: _____

Second Reassessment Date: _____

Academy Status: _____

Hearing Date: _____

Academy Status: _____

Executive Board Hearing Date: _____

Academy Status: _____

**Academy Certified to Train for the Following
 Functions:**

YES	NO	Function
		Law Enforcement Entry-level
		Law Enforcement In-Service
		Jail Entry-level/In-Service
		Court Security/Civil Process Entry-level/In-Service
		Correctional Officer Entry-level/In-Service
		Dispatcher Entry-level/In-Service
		Instructor Certification/In-Service

NOTE: In order to conduct training in an area marked "No" above, the academy must be certified for that particular type of training prior to its presentation.

I have reviewed the contents of this checklist and certify that all information is correct to the best of my knowledge.

Date

Academy Director's Signature

This academy meets all requirements for recertification.

Date

DCJS Representative Signature

Having met all recertification requirements, the next scheduled recertification date is before June 30, 20 ____.

Initial Assessment: *List all items that do not comply with standards.*

Date

DCJS Representative Signature

First Reassessment: *List all items that continue to be out of compliance with standards.*

Date

DCJS Representative Signature

Second Reassessment: *List all items that continue to be out of compliance with standards.*

Date

DCJS Representative Signature

If the certified training academy does not meet once or more recertification standards:

1. The academy director will receive written notification of the recertification standards which have not been met along with a department drafted corrective action plan and the date when a reassessment will be conducted within five business days from the last date of assessment.
2. The certified training academy will be given time to correct the situation, not to exceed 60 days.
3. The department staff shall reassess the certified training academy. If the certified training academy does not meet one or more of the certification standards upon reassessment, the department will provide written notification of the standards not met during reassessment to the academy director and agency administrator, or board chairman of the certified training academy. The certified academy will have a maximum of 30 days to comply with all certification standards.
4. A second reassessment will be conducted no later than 30 days following the first reassessment. If the certified training academy is still not in compliance with all certification standards at the time of the second reassessment, the director shall suspend the academies certification in accordance with 6VAC20-90-100 and conduct a hearing within 30 days to determine the status of the academies certification.

Academy Recertification Standards – Check **C** if in compliance and **N** if not in compliance. Please list applicable academy directive number for all marked **C**. For all marked other than **C**, provide written explanation.

C	N	Administration Standards
		1. The strategic plan has been reviewed annually and updated where necessary since the academy was certified/recertified?
		a. Has the strategic plan been approved and signed by the agency administrator or in the case of regional academies, approved by the Academy Board Chairman and distributed to all members of the executive/governing board of the academy?
		b. For regional academies only. There is a process which allows all participating agencies to address questions and concerns regarding the strategic plan.
		c. The academy has a current strategic plan that provides for:
		1. Administration
		2. Academy Personnel
		3. Academy Staff Training
		4. Training Planned In-Service and Basic Programs
		5. Equipment
		6. Facility enhancement
		7. Annual reviews and updating where necessary
		Guidance: The academy’s strategic plan needs to clearly address anticipated goals, and the objectives and a plan to meet those goals. Annual review and updating is essential to having a plan which benefits the academy. Independent academy agency administrators and regional academy boards should be the reviewing and approving authority.
		2. The academy has a written directive which requires that time and attendance is recorded for In-service, Entry-level, Instructor Development and Instructor Recertification.
		Guidance: The academy needs to utilize a process, be it a check sheet, a form or some other reasonable method to record time and attendance, as well as a method for making up mandatory training missed during basic and instructor training.

	3. The academy has written directive which establishes procedures allowing outside agencies and non-members to be trained.
	Guidance: Both regional and independent academies should have clearly written instructions to include tuition if any for outside and non – member agencies attending the academy.
	4. The academy conducts pass/fail entry-level testing and re-testing so that it measures the performance outcome.
	Guidance: In order to meet the DCJS entry level Performance outcome a student file from each discipline for which the academy is certified must be checked to ensure all compulsory minimum training standards have been tested. Use a matrix for each discipline.
	5. A written directive requires that academy test utilize a set format.
	Guidance: Examples of test formats include multiple choices, true or false or fill in the blank questions. Instructors shall teach to the assigned lesson plan and not to the mandated Training Criteria test question.
	6. A written directive describes how student files on all entry-level students are maintained to show compliance with DCJS training objective criteria.
	Guidance: The academy maintains a file on all entry-level students, either by computer systems or hard copy, which documents that all DCJS Training Objectives have been successfully completed.
	7. Administrative files are maintained on each class conducted by the academy.
	Guidance: These files will include the following and can be maintained by computer systems or by means of a hard copy

	a. Curriculum/schedule
	b. Attendance records
	c. Discipline records
	d. Counseling records
	e. Tests
	f. Test answer sheets
	g. Course evaluation or summary
	8. The academy has a written directive which requires safety rules for high risk skills training and these rules are distributed prior to the training.
	Guidance: The academy needs to provide some type of proof of compliance that safety rules are distributed to students either by computer systems or by hard copy, the method of distribution is up to the academy.
	9. The academy has current general and professional liability insurance.
	Guidance: The insurance should protect the academy from actions directly related to training that could lead to civil action.
	10. A written directive requires the academy to have a health screening process for students participating in entry-level training (excluding dispatch), and that the health care provider conducted the screening based on the physical requirements and stress associated with entry-level training and that these screenings are conducted within twelve months prior to the training.
	Guidance: Compliance with this standard may be different for independent and regional academies. In most cases the regional academies will rely on the student's agency to provide the screening, while independent academies may provide their own screening. Regardless, the academy should provide the physical requirements to health care providers conducting the screening so they can determine if individuals who will be participating in entry-level training can do so without restrictions. Regional academies can provide the physical forms to each agency and the employing agency will ensure that the physician is informed of the physical requirements prior to signing.

	11. An annual review, and if necessary, is conducted of regional academies charters in accordance with 6VAC20-90.
	12. The academy has a written directive identifying the allowable number of students in a class.
	Guidance: If the academy has more than the mandated classroom capacity, an exemption from DCJS must be on file with the academy.
	13. The academy has a written directive which controls the dissemination of student information and files.
	Guidance: Strict guidelines for the dissemination of student records should be essential to member agencies for regional academies and department personnel for independent academies. Training records should be considered sensitive and released only on a need to know basis. The directive needs to address releasing information under the privacy and the freedom of information acts.
	14. The academy reports all mandated training within 60 days.
	Guidance: This is to be reported to DCJS in the format that they require; example is a Form 41.
	Personnel Standards
	1. The academy has written directives regarding:
	a. Selection and retention criteria
	b. Performance evaluations
	c. Salary
	d. Benefits
	e. Written position descriptions for each job within the academy

	<p>Guidance: The benefits of sound human resource policies and well-structured position descriptions should improve the quality of employees selected by the academy and lower the rate of turnover and disciplinary problems.</p>
	<p>2. The academy has written directive which establishes academy standards of conduct and disciplinary procedures for staff.</p>
	<p>Guidance: Prohibited behavior should be clearly stated in the academy directive. Emphasis should be placed on complying with all laws, regulations and academy directives as well as instructions/orders given by supervisors. And procedures for implementing disciplinary actions at all levels of supervision need to be in place.</p>
	<p>Facility Standards</p>
	<p>1. Training instruction is conducted in facilities that meet all pertinent fire, health, and building regulations.</p>
	<p>Guidance: Proof that the academy is in compliance with all pertinent fire, health, and building regulations. An example could be a current completed OSHA check sheet.</p>
	<p>2. DCJS required classroom worksheets showing any changes in the physical characteristics of academy classrooms, to include the driver training facility and firearms range since that last DCJS certification audit are on file.</p>
	<p>Guidance: An Academy Recertification Classroom worksheet showing compliance with equipment, lighting and resource requirements has been completed and signed by a DCJS Field Coordinator or other DCJS representative should be on file and available for inspection for any changes in the physical characteristics of academy classrooms, driver training facility or firearms range since the last DCJS certification audit.</p>
	<p>3. The academy has standard first aid equipment available at each site.</p>
	<p>4. The academy has a learning resource center/library available to students and instructors.</p>
	<p>Guidance: The academy maintains a learning resource center/library that has resources appropriate for subjects taught, provided either through computer systems or hard copies. Whatever method chosen by the academy should allow students and instructors access to materials such as the code of Virginia and supplementary reading materials representing varying viewpoints.</p>

	5. If the academy provides housing for students, written directives addresses housing procedures to include access to emergency medical treatment.
	Guidance: Those academies housing students must provide clear procedures for accessing emergency medical treatment during and after normal hours of operation.
	Instruction Standards
	1. The academy maintains a record of all training classes it conducts to include:
	a. Training curriculum as taught;
	b. A DCJS form 41 training roster;
	c. Lesson plans;
	d. Instructor names;
	e. Dates of instruction;
	f. Attendance roster;
	g. Written test results if required.
	Guidance: Compliance can be provided either through computer systems or hard copies.
	2. The academy has a written directive requiring lesson plans for all courses taught and that those lesson plans are reviewed and approved at least annually and are maintained on file with the academy. Backup copies must be maintained for lesson plans filed electronically.
	a. Written directive requiring lesson plans;
	b. Lesson plans reviewed and approved annually;
	c. Lesson plans on file;
	d. Backup copies of lesson plans, if filed electronically.
	3. All mandated training sessions taught at the academy must be taught by instructors in accordance with 6VAC20-80.
	4. The academy has a written directive which requires written student evaluations of instructors and quality control checks of instructors, randomly, by academy staff

	a. Student evaluations of instructors
	b. Staff evaluations of instructors, randomly
	Guidance: The academy assigns staff to document quality control monitoring of instructors randomly that may include; proper lesson plans to include performance objectives, test results and audio visual aids use; that the instructor is controlling the class and holding the students attention; and the class room environment is acceptable.
	5. This academy ensures as required by DCJS mandates that all instructor apprenticeships are completed while conducting approved training.
Satellite Standards	
	1. A satellite facility means a temporary facility, located away from the certified academy facility, which the certified academy uses exclusively to conduct in-service training.
	2. The academy is responsible for inspecting and providing completed Satellite Facilities worksheets for all academy-designated Satellite Facilities.
	a. Satellite facilities must be inspected by the academy to ensure they meet the requirements for satellite facilities before any credit can be awarded for mandated training which is conducted in such a facility.
	1) The academy shall complete the Satellite Facility Worksheet for each satellite facility.
	2) The Satellite Facility Worksheet shall be maintained by the academy.
	b. The academy shall periodically monitor all satellite facilities, not less than once per calendar year, to ensure that all training conducted conforms to DCJS requirements. The academy shall maintain written reports documenting such monitoring.
	c. A Satellite Facility Worksheet Form is approved and signed by the agency administrator responsible for the satellite facility. Attach a list of all satellite facility locations and date of last training audit by academy staff.
Additional Notes:	
Check this box if additional notes () or documents () are attached.	