



Partial Training Exemption Application for ENTRY-LEVEL TRAINING – FEE \$25.00

IMPORTANT INFORMATION

- For **Eligibility Requirements** please refer to the Regulations Relating to Private Security Services [6 VAC 20-171-450](#). Entry Level Training Exemptions.
- **This form is for *partial* ENTRY-LEVEL training credit only. If approved** you will receive a letter outlining the remaining training requirements and you will need to attend the training at a school certified through DCJS.
- **The following categories are not eligible for training exemption:** 05E Armed Security Officer Arrest Authority, 40E Bail Bondsman, or 12E Compliance Agent.
- Please note that processing of this application may take an average of **30 days** from the date it is received by the department.
- **Only ONE (1) category of training may be requested per application** with the exception of firearms training which may be included with a registration category on this application.

Training Category Requested (check only one)

- | | | |
|---|---|--|
| <input type="checkbox"/> Private Investigator | <input type="checkbox"/> Central Station Dispatcher | <input type="checkbox"/> Locksmith |
| <input type="checkbox"/> Personal Protection Specialist | <input type="checkbox"/> Electronic Security Technician ** | <input type="checkbox"/> Security Canine Handler |
| <input type="checkbox"/> Alarm Respondent | <input type="checkbox"/> Electronic Security Sales Representative** | <input type="checkbox"/> Detector Canine Handler |
| <input type="checkbox"/> Security Officer/Courier | <input type="checkbox"/> Private Security Firearms Instructor* | <input type="checkbox"/> Bail Enforcement Agent |
| <input type="checkbox"/> Private Security Instructor | <input type="checkbox"/> Special Conservator of the Peace | <input type="checkbox"/> Armored Car Personnel |

*You must already be certified as a PSS Instructor to be a Firearms Instructor

** These categories are only to applicants qualifying with Private Security Services Experience & Training basis

Firearms Selection

- Handgun Shotgun* Advanced Handgun*

*The entry-level handgun training is a prerequisite for these endorsements.

Applicant Information

DCJS ID Number: 99-	Last Name:	First Name:	MI:
Mailing Address (Street/Apt.#):		City, State, Zip:	
Email Address:			
Home Phone: ()	Business Phone: ()	Fax: ()	

Required Documentation – Please attach the applicable documentation with application

Law Enforcement Training & Experience

- (1) Official documentation demonstrating successful completion of law enforcement basic training.
- (2) Documentation demonstrating a minimum of five (5) consecutive years of service as a law enforcement officer. This employment experience must not have ended longer than five (5) years prior to application date.

Private Security Training

Official documentation demonstrating successful completion of a **pre-approved** private security training program, in the category you seek exemption. (Not applicable for SCOP or Bail Enforcement Agents)

Private Security Experience

Documentation demonstrating a minimum of five (5) consecutive years of private security employment in the category for which you seek exemption and in a jurisdiction that regulates your category. This experience must not have ended longer than five (5) years prior to application date.

Firearms

- (1) Documentation of classroom training that meets or exceeds the requirements set forth in the Regulations Relating to Private Security.
- (2) Signed, dated range sheet form a Virginia Criminal Justice Academy, Corrections Department, or Private Security Training school that was completed within the previous 12 months.

Instructor

Official documentation supporting the successful completion of a course within the last three (3) years that meets or exceeds the standards established by DCJS. **FIREARMS:** In addition to instructor requirements; supporting documentation of a course specifically designed for law-enforcement or private security and the required documentation for firearms.

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.

Signature Required: _____

Date: _____
mm/dd/yy

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
— this form must be included with your application package when paying by credit card.