

**DCJS - Private Security Services Section**  
**PSS\_WA: In-service Alternative Credit Application - Instructions**

For additional questions on eligibility, please refer to the Regulations Relating to Private Security Services, 6VAC 20-171 ARTICLE 4.

**GENERAL:**

1. In order to receive credit, you must submit an application with all required documentation. Applications received without the required documentation will be returned. DCJS does not retain documentation previously submitted. Please do not write in "on file" or "attached to another application"; all relevant documentation must accompany the application requiring it.
2. In-service training alternative credit applications may take a minimum of 30 days to process upon receipt by the Department. You should submit this application a minimum of 60 days prior to your expiration date to allow time to take training should this application be denied. You are required to meet all training requirements prior to expiration date. **Denial of this application does not make an exception to this requirement.**
3. All in-service alternative credit applications are for full credit only. You must submit appropriate documentation of training that meets or exceeds the full requirements and content for your specific category.
4. Only one category of registration or certification training may be requested per application, but may include firearms training also for a firearms endorsement to go along with the Registration category.
5. You may not apply for in-service alternative credit if your Registration or Certification has expired. You will be required to take certified training through a PSS certified school.
6. If you are unsure of eligibility, please refer to the Regulations Related to Private Security - 6VAC 20-171 Article 4, as well as the FAQ section on our website for details. Applications that are denied are not eligible for a refund.
7. When submitting an application for an in-service training exemption, the following documents must be submitted:
  - ? Information on the sponsoring organization (brochure, pamphlet, bio card)
  - ? Session outline
  - ? Instructor bio
  - ? Length of training program (hours of attendance)
  - ? Date(s) and location of training (must be onsite unless a **pre-approved\*** online program)
  - ? Certification of successful completion (must show student's name, sponsoring organization, instructor's signature, and course name and completion date)

*\*Currently, the only online training accepted is listed under "Training Alternatives - Online Training" on the PSS website.*

8. Please refer to our website for a current list of pre-approved, in-service training opportunities. Other types of alternative training that may be eligible for credit includes, but is not limited to:
  - ? Trade Association sponsored training
  - ? Vendor training
  - ? National / Regional Conferences (Training at a conference - not simply attendance)
  - ? Seminars or training sessions offered for CEU credit and hosted by an accredited institution, trade or technical college, or university
  - ? Law enforcement departments or training academies providing training programs
  - ? Pre-approved training programs - see the DCJS website under "Training Alternatives" for a list of pre-approved programs

**GENERAL INSTRUCTOR and FIREARMS INSTRUCTOR DEVELOPMENT IAC:**

At the time of this policy, the only alternative for 13I and 14I shall be for pre-approved training listed on our website for approved schools.

