



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

June 12, 2008

MEMORANDUM

FROM: Kim B. Buckner, Training & Certification Manager, Private Security Services

SUBJECT: Entry-Level Compliance Agent Training Sessions for Eligible Locksmiths

Due to the immediate need for compliance agent certification for applicant locksmith businesses coming under regulation as a new category of private security services, we are conducting several dedicated sessions specifically for eligible locksmiths. The regulations require any licensed private security business to designate at least one (1) certified compliance agent to ensure compliance. Individuals seeking this certification must meet eligibility requirements and successfully complete the training and written exam.

Ordinarily the enrollment application must be received in advance of the training session. However, due to the time constraints for locksmith businesses to become licensed, we are offering eligible locksmiths the opportunity to enroll for a session without our receiving the application in advance. **There are several important stipulations:**

1. **Send an electronic enrollment request via email to: Kim.Buckner@dcjs.virginia.gov. Please indicate which session listed below you wish to attend.**
2. **You must be eligible. You may view eligibility requirements here: <http://www.dcjs.virginia.gov/pss/howto/certifications/complianceAgent.cfm>**
3. **Bring your completed compliance agent certification application (pss_ca) with official third-party documentation of experience attached, fingerprint application (pss-fp) and fingerprint card, and all applicable, non-refundable fees (checks only) with you to the session.**
4. **Once enrolled, you must contact me at least 2 business days prior to the session in order to cancel or reschedule. Failure to attend without canceling in advance will result in your being charge for the class (\$100.00 fee) and having to reapply.**



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If you attend a session and are not eligible, your application will be denied and no credit or refunds will be given. Should you have any questions about eligibility, contact me at the below email address.

SESSION 1 FULL

SESSION 2

DATE: Monday, July 7, 2008
TIME: 0800 - 1700
LOCATION: Virginia State Police Training Academy
Richmond VA

SESSION 3

DATE: Monday, August 18, 2008
TIME: 0800 - 1700
LOCATION: Virginia State Police Training Academy
Richmond VA

SESSION 4

DATE: Monday, August 25, 2008
TIME: 0800 - 1700
LOCATION: Rappahannock Regional Criminal Justice Academy
Fredericksburg VA

Once you have submitted an electronic enrollment request, I will send you a confirmation along with directions and other pertinent information. Remember that you may also choose to follow the routine application process and enroll in any of our published sessions or the online course found on our website (NOTE: The online course is valid but does not address locksmith content since the law is not yet in effect. We strongly recommend attending one of these in-class sessions for the most beneficial instruction). Should these special sessions fill up, additional dates will be added as needed.

If you have any questions regarding DCJS training, you may contact the Training & Certification Unit at 804-786-1399 or via email at: PSSTraining@dcjs.virginia.gov. To request a training date, please contact me directly at Kim.Buckner@dcjs.virginia.gov. I look forward to seeing you in class!