

Class Descriptions

(Not all classes are currently scheduled. Please refer to the Training Schedule for the most up-to-date class listings.)

Advanced Crime Scene Photography: This course is designed to give the crime scene investigator a review of crime scene photographic techniques as well as additional experience in documenting crime scenes. The course will be a combination of lecture and practical “hands-on” exercises. Special techniques will be covered to include documentation of evidence under various lighting conditions, photographic documentation of blood stain patterns, documenting items of evidence that pose special challenges (due to size, shape, etc.), and photographic documentation utilizing Alternate Light Sources. There will also be a block of instruction focusing on photographic documentation of injuries to the human body.

Students should bring the camera that they utilize during their everyday crime scene work.

Prerequisite: Forensic Field Technician class or a basic crime scene processing or photography course.

Animal Control Basic: This course is for animal control officers, law enforcement officers and others who are assigned to animal control duties. The course has been expanded from two to three weeks. Some of the course topics are officer safety, use of force on persons, use of force on animals, compassion fatigue, VA animal laws and regulations, search and seizure, constitutional law, evidence collection, animal behavior and care, rabies control, euthanasia overview and certification, animal fighting and cruelty investigation, and animal capture techniques.

Applied Evidence-Based Policing Practices: Homicide and Violent Crime Reduction (Online): Although the past several decades have seen a steady decrease in violent crime statistics, homicides and violent crimes continue to have a devastating impact on many of our nation's communities. With long-term social implications and staggering economic consequences, even minimal levels of violent crime diminish the quality of life in affected communities. In response, homicide and violent crime reduction (HVR) remains a top priority for police agencies throughout the nation. The challenge is addressing violent crime with effective interventions and countermeasures. Instead of guessing or speculating on which HVR strategies work best, many agencies are turning to evidence-based policing practices (EBPP) to address the unique needs of the communities they serve.

Applied Evidence-Based Policing Practices: Homicide and Violent Crime Reduction ([HVR Online](#)) is designed as a rapid eLearn course that provides an overview of the concept of evidence-based policing and examples of practices that have been shown to reduce homicides and violent crime. Crafted with all levels of police practitioners in mind, [HVR Online](#) bridges the gap between research and practice.

On-screen text, videos and narration in a user-friendly eLearn environment allows participants to start, stop and resume the training based on their schedules. Participants should expect to spend approximately 2 - 4 hours exploring the resources provided in this dynamic and timely course.

This tuition-free online training is supported by the U.S. Department of Justice, Office of Community Oriented Policing Services.

This course is ideal for law enforcement managers and decision makers, including but not limited to agency heads, directors, command staff, managers, and supervisors in agencies of all sizes. However, the content is also applicable to all law enforcement and criminal justice professionals, as well as any community-policing stakeholders.

Once the course is successfully completed, students must print or save the certificate of completion and fax it to the RRCJA @ (540) 371-4404 or email it to registrar@rrcja.org. Once the certificate of completion is received, 4 hours of career development in-service credit will be awarded. Students should also provide their agency's training officer with a copy of the certificate of completion.

To register, go to: <http://vc pionline.org/eLearn.asp>.

AR-15/M-16 Armorer: This comprehensive AR-15/M-16 armorer class is the most in depth law enforcement armorer course available today. It is not the basic armorer course most manufacturers and others present. In addition, it is rated the highest by over 6,300 law enforcement and government agents who have graduated from the class. The course is not brand specific.

The cost per student is \$475. Click [here](#) for further information and to register.

Basic Incident Command System for Law Enforcement: This 8 hour class will review the history, structure, implementation, and documentation used when conducting ICS. This course is geared for law enforcement supervisors (both sworn and civilian) or those individuals on a career path toward supervision.

Combating Dogfighting (Online): This tuition-free, online course teaches participants how to detect, investigate, and take action against dogfighting within their jurisdiction. The training is comprised of main parts:

Part One: *Understanding Dogfighting*, contains a comprehensive overview of dogfighting in the United States.

Part Two: *Investigating and Responding to Dogfighting*, contains information and resources to help you detect and take action against dogfighting, including successfully prosecuting dogfighting in your community.

This training is Underwritten by the US Department of Justice, Office of Community Oriented Policing Services and developed by The American Society for the Prevention of Cruelty to Animals®.

Once the course is successfully completed, students must print or save the certificate of completion and fax it to the RRCJA @ (540) 371-4404 or email it to registrar@rrcja.org. Once the certificate of completion is received, 2.5 hours of career development and 1 hour of legal in-service credit will be awarded. Students should also provide their agency's training officer with a copy of the certificate of completion.

To register, go to: <http://www.aspcapro.org/node/73225>.

Communications Basic: This 64 hour course provides the required training for meeting compulsory minimum training standards prescribed by Virginia Administrative Code which must be met within 24 months of the date of appointment as a dispatcher. It is taught by experienced communications supervisors and officers from our member agencies.

Community Policing Defined (Online): This is an interactive online course designed to provide participants with a basic awareness and understanding of the fundamental principles and best practices of community policing. Based on the Department of Justice, COPS Office publication of the same name, *Community Policing Defined* not only describes the practice of community policing but also examines how it can be effectively applied.

Comprised of four modules, the course explores partnerships, problem solving and organizational transformation as they relate to specific issues and challenges facing today's law enforcement professionals and the communities they serve. As such it is a valuable and appropriate training opportunity for a wide variety of law enforcement and public-safety professionals, ranging from new hires to experienced personnel, as well as community leaders, business owners and other community stakeholders.

Utilizing a blended learning approach, *Community Policing Defined* prompts users to actively navigate through the course's comprehensive content which includes on-screen text, graphics and narration. This design feature allows adult learners the flexibility to determine their own pace and sequence for completing the course.

Once the course is successfully completed, students must print or save the certificate of completion and fax it to the RRCJA @ (540) 371-4404 or email it to registrar@rrcja.org. Once the certificate of completion is received, 12 hours of career development in-service credit will be awarded. Students should also provide their agency's training officer with a copy of the certificate of completion.

To register, go to: <http://vcpionline.org/eLearn.asp>.

Conducting Administrative Investigations: Managing complaints and employee misconduct is a crucial function for first-line supervisors and commanders. This class will explain the legal consequences of failure to supervise/train and what the public and our agencies expect from supervisors in the criminal justice field. This class is geared for law enforcement, correctional, and communication supervisors.

This one-day course is designed to cover the major topics needed to conduct a complete, accurate and thorough investigation. The attendee will learn the importance of the complaint process, investigative techniques, legal aspects, and proper documentation.

Topics include:

- Handling and determining the complaint
- Legal considerations including failure to train and supervise, Brady and Garrity
- Physical evidence collection, preservation, and disposition
- Proper conduct of the investigation
- Recording techniques
- Employee Interviews- understanding the expectation of truthfulness
- Case preparation
- Proper documentation of the investigation

Court Security/Civil Process: This 40 hour course provides the training performance objectives required to become a court security or civil process officer, which are not contained in either the law enforcement or the jail basic programs. In order to become certified in either area, the student must attend several additional classes in either the law enforcement or the jail basic programs.

Cultural Diversity: This course fulfills the 2 hours of cultural diversity training required every two years as a part of in-service training.

Educating Law Enforcement Officers on Older Driver Issues (Online): This online course helps law enforcement officers understand and address the needs of the older driver population.

At the end of this course, officers will be able to:

- Dispel preconceived notions about aging
- Demonstrate effective communication techniques
- Provide guidance on traffic stops

- Discuss referrals to licensing and other authorities
- Provide cues for identifying at-risk drivers
- Discuss appropriate enforcement actions
- Suggest opportunities for improving community relations

This program is a self-paced interactive training designed for all law enforcement officers. It includes multiple content sections with videos and a final examination. It is provided at no cost by NHTSA.

Once the course is successfully completed, students must print or save the certificate of completion and fax it to the RRCJA @ (540) 371-4404 or email it to registrar@rrcja.org. Once the certificate of completion is received, 3 hours of career development in-service credit will be awarded. Students should also provide their agency's training officer with a copy of the certificate of completion.

To register, go to:

<http://www.iadlest.org/Projects/NLEARN/LibraryInformationPortal/NHTSATrainingCurricula/OlderDriver.r.aspx>. Click on the link at bottom of page.

Ethical Decision Making: Policing with Principled Insight (Online): EDM is a thought-provoking eLearn course that explores the practice of decision making and the ethical principles that support effective policing. In one of its most impactful and rewarding endeavors to date, VCPI partnered with the USDOJ, COPS Office to create the Ethical Decision Making: Policing with Principled Insight program. As part of this larger initiative, EDM stresses that police ethics are not just an after-thought or a means of discouraging bad behavior. Instead, ethics are a controlling insight that inform and guide police

practitioners from an internal, personal capacity. EDM invites participants to join a 2500 year-old conversation on ethical decision making while exploring realistic, modern day challenges faced by policing professionals.

Recognizing that for policing professionals, public trust, integrity, and liability hinge on each and every decision, EDM is crafted as a concise and relevant course addressing the realities of policing in the 21st century. Designed with the practitioner in mind, EDM includes on-screen text, videos, and narration in a user-friendly eLearn environment that allows participants to start, stop, and resume the training based on their schedules.

This tuition-free online training is supported by the U.S. Department of Justice, COPS Office.

Once the course is successfully completed, students must print or save the certificate of completion and fax it to the RRCJA @ (540) 371-4404 or email it to registrar@rrcja.org. Once the certificate of completion is received, 4 hours of career development in-service credit will be awarded. Students should also provide their agency's training officer with a copy of the certificate of completion.

To register, go to: <http://vcpionline.org/eLearn.asp>.

Field Training Officer: This course is designed to instruct newly appointed FTO's in the fundamentals of field training. Topics to be discussed include:

- Field Training Program and the Field Training Officer
- Field Training Program Delivery and Evaluation
- Training Liability
- Characteristics of the Adult Learner
- Methods of Instruction
- Fundamentals of Communication

Participants should bring a copy of their agency's FTO manual/SOP, Daily Observation Report, and any other FTO related paperwork used by their agency.

The third day of class will be evening hours.

The Virginia Administrative Code having to do with field training officer certification/recertification (<http://law.lis.virginia.gov/admincode/title6/agency20/chapter280/section10/>) only applies to law enforcement field training officers. However, all public safety field training officers, regardless of what agency they work for, are encouraged and welcome to attend this class.

Field Training Officer Recertification: A field training officer's initial certification is valid for three years and may be renewed by attending a field training officer recertification course prior to the end of the third year. Law enforcement officers who were serving as field training officers prior to December 31, 2015 are required to recertify by December 31, 2018, if they want to maintain their field training officer certification. This 2 hour class will meet the requirements for field training officer recertification.

The Virginia Administrative Code having to do with field training officer certification/recertification (<http://law.lis.virginia.gov/admincode/title6/agency20/chapter280/section10/>) only applies to law enforcement field training officers. However, all public safety field training officers, regardless of what agency they work for, are encouraged and welcome to attend this class.

General Instructor Development: This is the 40 hour, DCJS mandated class required for law enforcement, jail, and communication's officers to become certified general instructors. Communication skills, multimedia presentations, and management of the classroom are emphasized. In order to successfully complete this course of instruction, participants *must* attend all 40 hours of the class. The academy's computer lab will be available for student use, but students are strongly encouraged to bring a laptop with MS Office to class, if possible. A USB flash drive *must* be brought to class by each participant. Each student should anticipate putting in time after class to prepare for their class presentation.

Two years' experience with a criminal justice agency is mandated by DCJS to be eligible for certification. At the completion of this course, students will be required to serve an apprenticeship before being certified as a DCJS general instructor.

Instructor Recertification: All DCJS general and skills instructors *must recertify every three years*. In order to renew their certifications, all instructors must attend a two hour general and a two or four hour skills instructor recertification class, for each skill they are recertifying in, prior to their certifications running out. Instructor certifications expire on the last day of the calendar year.

The skills areas are *Firearms, Defensive Tactics, Driver Training, Speed Measurement – RADAR, Speed Measurement – LIDAR/RADAR, Speed Measurement – LIDAR, Standardized Field Sobriety Test, and Senior – Standardized Field Sobriety Test*. Instructors recertifying in these areas should come prepared for classroom and/or practical exercises related to each particular skill.

Effective July 1, 2015, DCJS mandated that the Academy Director must verify each instructor has taught a minimum number of hours **per instructorship** from initial certification or last recertification date to be eligible for recertification.

- **Individuals expiring 12/31/2017 need to teach a minimum of 6 hours PRIOR to registering for an instructor recertification class. Hours accumulated for those expiring in 2017 include hours taught during 2015, 2016, and 2017 timeframe.**
- **Individuals expiring 12/31/2018 need to teach a minimum of 8 hours PRIOR to registering for an instructor recertification class. Hours accumulated for those expiring in 2018 include hours taught during 2016, 2017, and 2018 timeframe.**

Only personnel employed by RRCJA member agencies may attend instructor recertification classes at RRCJA.

Introduction to Acting and Improv for Undercover/Plainclothes Operations: This class will introduce students to acting and improvisational skills to be used for undercover and plainclothes operations. Students will learn the basics of acting and creating characters in which they are confident that they are acting as the character in any given situation. By using improvisational skills students will learn to think quickly within whatever circumstance they are in, trusting they are behaving honestly while communicating as the character would within the circumstances of the undercover/plainclothes scenario.

This class is taught by a local law enforcement officer and veteran Hollywood actor.

Investigating Animal Abuse for Law Enforcement (Online): This tuition-free, online course assists law enforcement and animal control professionals in effectively identifying and investigating animal cruelty and neglect. The course offers a comprehensive approach to enforcing animal cruelty laws, covering:

- Animal abuse and community policing
- Evidence collection and preservation
- Officer safety

Note: A portion of this course deals with Illinois state law. This portion must be completed in order to successfully finish the course and print out a certificate. Even though Illinois state law is not applicable to Virginia law enforcement officers, there are some good points made during this part of the presentation. Everyone completing this training is encouraged to look up the Virginia laws applicable to this subject.

Once the course is successfully completed, students must print or save the certificate of completion and fax it to the RRCJA @ (540) 371-4404 or email it to registrar@rrcja.org. Once the certificate of completion is received, 4.5 hours of career development and .5 hour of legal in-service credit will be awarded. Students should also provide their agency's training officer with a copy of the certificate of completion.

To register, go to: <http://www.aspcapro.org/node/73225>.

Jail Officer Basic: This course is an intensive 12 week basic course for newly hired jail officers that consists of classroom courses and practical training. Students are required to attend all classes and must be physically able to participate in a weekly physical training program and a strenuous defensive tactics program. High standards of personal appearance, conduct, integrity, and self-discipline are required.

Judicial Security Specialist (Online): Nationally, threats against judicial personnel have quadrupled in the last decade. The judges themselves are not the only ones in danger. Judges' families are also being targeted as a direct threatening tactic and more attacks are occurring in the judges' homes. Creating awareness and providing resources is critical to securing the judiciary and their families.

In response, VCPI's [Judicial Security Specialist Online](#) (JSSO) program prepares participants to enhance the safety of judicial officials, their families, and other judicial staff. Throughout the interactive program, participants explore the foundations, current practices, challenges, and opportunities, as well as how to adopt a security-conscious approach at work, travel, and home.

JSSO is crafted as a concise and relevant eLearn course addressing the critical issues related to judicial security. Designed with the practitioner in mind, the course includes on-screen text, downloadable

resources, exercises, videos, and narration in a user-friendly eLearn environment that allows participants to start, stop, and resume the training based on their schedules. Participants should expect to spend approximately 6-8 hours completing this dynamic and timely course.

Ideal candidates are court security practitioners and others involved in judicial and courthouse security.

Once the course is successfully completed, students must print or save the certificate of completion and fax it to the RRCJA @ (540) 371-4404 or email it to registrar@rrcja.org. Once the certificate of completion is received, 8 hours of career development in-service credit will be awarded. Students should also provide their agency's training officer with a copy of the certificate of completion.

To register, go to: <http://vc pionline.org/eLearn.asp>.

Law Enforcement Basic: This is a 20 week long course that contains all of the state minimum requirements for becoming a Virginia certified law enforcement officer. Students are required to attend all classes and must be physically able to participate in a weekly physical training program and a strenuous defensive tactics program. High standards of personal appearance, conduct, integrity, and self-discipline are required.

Legal Update: This course fulfills the 4 hours of legal training required every two years as a part of in-service training.

New Perspectives on Community Policing (Online): For over three decades, the principles of community policing have been a driving force in American law enforcement. Yet for all of its past success, community policing may never have been as vital to law enforcement and the well being of our communities as it is today. *New Perspectives on Community Policing* is a free, web-based training course that examines how change, emerging issues, and threats are necessitating a reinvigorated commitment to the key components of community policing: community partnerships, organizational transformation, and problem solving. The course introduces this new perspective on community policing and offers an overview of the dramatic shifts and challenges that are faced by law enforcement agencies and the communities they serve. *New Perspectives on Community Policing* also offers problem-solving tools, examples of successful police and community partnerships, and numerous community-policing resources.

New Perspectives on Community Policing is the product of a joint partnership between the Virginia Center for Policing Innovation (VCPI), the Western Community Policing Institute (WCPI), and the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS). *New Perspectives on Community Policing* has been developed as a modular online training that will require an absolute minimum of 4 hours to complete. However its technology-enhanced design allows participants to start, stop, and resume the training based on their schedules and the demands of the day.

Once the course is successfully completed, students must print or save the certificate of completion and fax it to the RRCJA @ (540) 371-4404 or email it to registrar@rrcja.org. Once the certificate of completion is received, 6 hours of career development in-service credit will be awarded. Students should also provide their agency's training officer with a copy of the certificate of completion.

To register, go to: <http://vc pionline.org/eLearn.asp>.

OC Refresher: This class will refamiliarize students with the use of OC. Topics to be discussed include when OC should/should not be used, the correct deployment of OC, and what to do after OC is deployed. Students should bring their agency issued OC spray and duty belt. Students **will not** be sprayed with OC during this class.

Overview of Probation and Parole: This class will present a comprehensive overview of Virginia Probation and Parole. Topics include: presentence reports and sentencing guidelines; specific job duties of probation/parole officers; types of supervision/specialized caseloads; standard and special conditions imposed by the court or parole board; the use of risk/needs assessment to determine appropriate supervision levels; community-based referrals; sanctions utilized to address violations of supervision; major violations reports which include PB-15's; show cause or revocation hearings and potential case outcomes; collaborative efforts between probation/parole and law enforcement agencies.

Statement Analysis: Statement Analysis is the structured examination of an individual's verbatim words. This course is designed to provide investigators with a structured method of examining verbal and written communications. Investigators will develop specific linguistic tools to use in analyzing statements provided by witnesses, victims and suspects.

Within the law enforcement context, Statement Analysis is used as an investigative tool to gain insight into an individual and to detect areas of possible deception. Investigators will participate in a practical problem to use the knowledge gained through Statement Analysis to gain insight into a statement, and in criminal cases, to enhance the prospects of gaining confessions through the amplification of the statement. In addition to practical problems, instructional methods will include case studies, demonstrations, and group discussions.

Tactical Community Policing for Homeland Security: This 3 day class focuses on strengthening the capacity of law enforcement agencies to implement an all-crimes approach, based on community policing principles. The fundamental premise for the course is that terrorism and community policing are both philosophical approaches aimed at influencing civilian populations. Whereas terrorism seeks to inspire fear and coerce civilian populations into submission, community policing aims to preserve order, diminish fear, and build resilience. The contrasting qualities of the philosophies render community policing an ideal means to thwart terrorism. Based on this fundamental premise, TCPHS delivers specific training and practical guidance designed to encourage law enforcement practitioners to proactively implement community policing as a homeland security strategy. The course focuses on the systematic use of partnerships and problem-solving techniques, initiatives for building community resilience, grassroots intelligence gathering, and enforcement strategies that are likely to be effective means of interdicting terrorism

Tactical Community Policing for Homeland Security (Online): This online class focuses on strengthening the capacity of law enforcement agencies to implement an all-crimes approach, based on community policing principles. The fundamental premise is that terrorism and community policing are both philosophical approaches aimed at influencing civilian populations. Whereas terrorism seeks to inspire fear and coerce civilian populations into submission, community policing aims to preserve order, diminish fear, and build resilience.

Throughout this eLearn course, participants explore the following topics:

- Community Partnerships
- Practical Problem Solving Strategies
- Proactive Prevention, Intervention and Interdiction Strategies
- Values Based Policing in the Climate of Terrorism
- The Process of Intelligence Development

TCPHS online is crafted as a concise and relevant eLearn course addressing the realities of policing in the 21st century. Designed with the practitioner in mind, the course includes on-screen text, videos, and narration in a user-friendly eLearn environment that allows participants to start, stop, and resume the training based on their schedules. Although it requires a minimum of 2 hours of uninterrupted run-time, participants should expect to spend approximately 4 hours completing this dynamic and timely course.

This tuition-free online training is supported by the U.S. Department of Justice, Office of Community Oriented Policing Services.

This course is ideal for all law enforcement and criminal justice professionals, as well as any community-policing stakeholders.

Once the course is successfully completed, students must print or save the certificate of completion and fax it to the RRCJA @ (540) 371-4404 or email it to registrar@rrcja.org. Once the certificate of completion is received, 4 hours of career development in-service credit will be awarded. Students should also provide their agency's training officer with a copy of the certificate of completion.

To register, go to: <http://vcpionline.org/eLearn.asp>.

TASER Instructor Certification/Recertification: The TASER Conducted Electrical Weapon (CEW) Instructor Course includes an online component that must be completed no later than three days before the practical portion of instruction. This course will cover the X26, X26P and X2 CEWs.

Newly certifying TASER Instructors will have to complete the 4 hour online block of training and attend BOTH practical days. Cost to newly certify is \$435 per person.

Recertifying TASER Instructors must complete the 8 hour online block and the SECOND of the practical session. Cost to recertify is \$225 per person.

Registration for this course closes 21 days before the practical dates, unless it becomes full earlier. To register for either class, click [here](#).

United States Postal Inspection Service Overview: This class will present an overview of the United States Postal Inspection Service (USPIS) and how it can help with your investigations. The role of the USPIS in investigations involving identity theft, narcotics, child pornography, fraud, assaults, burglaries, homicides, etc. will be discussed, as well as credit card re-encoding, card cracking, and "Operation Homeless." Current and historical fraud trends, such as reshipping schemes, lottery scams, and the various other methods criminals use to fraudulently obtain money from people will be examined. Additionally, students will be familiarized with the laws involving mail, postal employees, and postal facilities, as well as the tools and services the USPIS has to offer.

VCIN B/A Certification: This is a 12 hour class which certifies the operator to extract information from the state information system. A grade of 75% or better is required on the VCIN Level B test to advance to the VCIN Level A class. VCIN Level A, also a 12 hour class, certifies the operator to input information into the state information system. A test grade of 75% or better is necessary to be certified as a VCIN Level A operator. VCIN operators are certified through the Virginia State Police and must attend a recertification class every 2 years.

****Prior to attending a VCIN certification class, the criminal justice agency employee should have a minimum of 1 week hands on training with the VCIN terminal. Refer to the VCIN manual, page I-19, for instructions regarding user ID.****

VCIN A/B Recertification: This 4 hour class recertifies VCIN A and VCIN B operators.

VCIN Instructor Recertification: This 4 hour class recertifies VCIN instructors.

Violence Interdiction: A Proactive Approach to Mitigating Conflict (Online): This course is an innovative online course that equips law enforcement with the practical skills and knowledge necessary to tackle escalating violence through a proactive and tough interdiction approach. Based on crime prevention principles, Violence Interdiction shatters the notion that law enforcement is limited to responding to conflict only after it has escalated to violence. Instead, this web-based course highlights

the opportunities that law enforcement and criminal justice professionals have to intervene prior to escalation. The course explores a variety of strategies that help mitigate conflict and examines the steps to identify, assess, and manage threats in ways that may prevent violence from occurring at all.

Concepts covered in this course are applicable for all criminal justice disciplines, including law enforcement patrol, crime prevention specialists, corrections, probation and parole, courts and more.

This is an online, self-paced course of instruction that will allow you the flexibility of starting, stopping and resuming the training based on your schedule. It is anticipated that successfully completing this course will take 8 hours.

Once the course is successfully completed, students must print or save the certificate of completion and fax it to the RRCJA @ (540) 371-4404 or email it to registrar@rrcja.org. Once the certificate of completion is received, 12 hours of career development in-service credit will be awarded. Students should also provide their agency's training officer with a copy of the certificate of completion.

To register, go to: <http://vcpionline.org/eLearn.asp>.

We Regret to Inform You (Online): Is there a right and wrong way to provide a death notification? This online course covers how to make death notifications with professionalism, dignity, and compassion using the four step process. In addition, special circumstances when preparing for a death notification are addressed.

Once the course is successfully completed, students must print or save the certificate of completion and fax it to the RRCJA @ (540) 371-4404 or email it to registrar@rrcja.org. Once the certificate of completion is received, 2 hours of career development in-service credit will be awarded. Students should also provide their agency's training officer with a copy of the certificate of completion.

To register, go to: <http://www.deathnotification.psu.edu/>.