



RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE ACADEMY

* TRACKING OF INSTRUCTOR MINIMUM HOUR REQUIREMENT

*This form is to:

1. Track instructors hours taught by non RRCJA members who teach at RRCJA;
2. Track instructor hours for RRCJA members who teach at other Academies;
3. Track instructor hours taught in-house at RRCJA member agencies.

Instructor Name (<i>Print, Last Name, First Name</i>):	Last 4 digits of SSN:
Signature:	Agency:

Training Provided

Course Title:		
Organization Receiving Training:		
Location:		
Beginning Date:	Ending Date:	Total Number of Hours Instructed: <i>(Complete back portion if hours were taught on multiple dates)</i>
Certification Credit: (<i>Please check only one.</i>)		
General	Firearms	RADAR
Defensive Tactics	SFST	LIDAR
Driver Training		RADAR/LIDAR

Would you like a portion of the specialty hours taught in the classroom to be credited towards general instructor hours? If so, how many of the total hours are to be credited towards general instructor?
(Complete back portion.)

Agency Administrator (or Designee) signature:	Date:
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Academy Director (or Designee) signature:	Date:
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This form is NOT FOR RRCJA instructors teaching academy or in-service classes at the Fredericksburg and Middletown Campuses. Those hours are tracked internally.

***** FOR OFFICE USE ONLY *****

RRCJA Staff: _____ Date : _____ Hours Entered: _____

Complete this portion if:

1. The instructor taught more than one day during the course; **AND/OR**
2. The instructor would like classroom hours taught during instruction of specialty topics to be credited toward general instructor hours.

Date Taught	Classroom Hours	If appropriate, number of specialty instructional hours taught in the classroom to be applied towards general instructor (see note below)	Practical Hours	Total Hours

NOTE:

Instruction hours for specialty topics taught in the classroom can be applied to EITHER general instructor or specialty instructor recertification minimum hour requirements – NOT BOTH.

Instruction hours for general topics taught in the classroom cannot be applied to specialty instructor recertification minimum hour requirements.

Combined total cannot exceed total hours taught.