



VACP Law Enforcement Executive Certification Program **Application for Initial Certification for** **Command Executive Officer**

APPLICANT INFORMATION	
Name:	
Agency:	
Rank:	
Position:	
Email:	
Mobile Phone:	

INITIAL CERTIFICATION REQUIREMENTS				
MANDATORY REQUIREMENTS:				
Eligibility	<u>Association Membership</u> <input type="checkbox"/> Virginia Association of Chiefs of Police (VACP) – ACTIVE or ASSOCIATE <input type="checkbox"/> Virginia Association of Campus Law Enforcement Administrators (VACLEA) – PROFESSIONAL or ASSOCIATE			
Tenure	Minimum of one year of service as a command executive officer for a Virginia agency with primary law enforcement responsibility (time serving as “acting” does not apply)			
Education	ASSOCIATE’S Degree or above (<i>accredited degree program from an accredited academic institution</i>)			
VERIFICATION (FOR VACP ADMINISTRATION USE ONLY)				
Eligibility	<input type="checkbox"/>	Tenure	<input type="checkbox"/>	
SUPPLEMENTAL REQUIREMENTS:				
Applicants must have a minimum total of 75 points from the following categories				
Sworn Service in a Law Enforcement Agency	Applicants must currently be serving in a duly constituted law enforcement agency within the Commonwealth of Virginia. Prior service in a state or local law enforcement agency from another state may be applied to years of service (military or federal agencies excluded).		Points for Years of Sworn Service <div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div>	
	Years of Service	Points Available		Check One
	5-10 years	5 points		
	11-15 years	10 points		
	16-20 years	15 points		
	21-25 years	20 points		
	26-30 years	25 points		
	30+ years	30 points		

Advanced Education	<input type="checkbox"/> Bachelor's Degree = 10 points per degree (list each) <hr/> <hr/>	Total Points for Educ. <div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>
	<input type="checkbox"/> Master's Degree = 10 points per degree (list each) <hr/> <hr/>	
	<input type="checkbox"/> Doctorate/Law Degree = 15 points per degree (list each) <hr/> <hr/>	
	<input type="checkbox"/> Certificate Program from an Accredited College or University = 5 points per certificate (list each) Unlike a degree, a certificate program is shorter and does not require the general courses that a degree does; instead, it focuses on the classes and training relating directly to the specific area of study. <hr/> <hr/> <hr/> <hr/> <hr/>	
A MINIMUM OF 20 POINTS MUST BE EARNED FROM THE PROFESSIONAL DEVELOPMENT SECTION (Cumulative Across Tier I, Tier II & Tier III Courses):		
Professional Development Tier I Courses	TIER I COURSES = 20 points each	Total Points for Tier I <div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>
	This tier includes leadership/public safety-related executive-, command-, or supervisory-level development schools, training seminars, and course work lasting 3 weeks or longer. Select the courses that apply from Appendix A, and/or include other courses that may apply, but will be subject to review and approval: 1. <hr/> 2. <hr/> 3. <hr/> 4. <hr/> 5. <hr/> 6. <hr/> 7. <hr/> 8. <hr/> 9. <hr/> 10. <hr/> 11. <hr/> 12. <hr/> 13. <hr/> 14. <hr/>	

Professional Development Tier II Courses	TIER II COURSES = 10 points each	Total Points for Tier II <div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>
	This tier includes leadership/public safety-related executive-, command-, or supervisory-level development schools, training seminars, and course work lasting 2 weeks or longer. Select the courses that apply from Appendix B, and/or include other courses that may apply, but will be subject to review and approval: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____ 11. _____ 12. _____ 13. _____ 14. _____	
Professional Development Tier III Courses	TIER III COURSES = 5 points each	Total Points for Tier III <div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>
	This tier includes leadership/public safety-related executive-, command-, or supervisory-level development schools and course work lasting less than 2 weeks, but at least 3 days. Select the courses that apply from Appendix C, and/or include other courses that may apply, but will be subject to review and approval: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____ 11. _____ 12. _____ 13. _____	

Memberships	PROFESSIONAL MEMBERSHIPS (2 points each; 10 points maximum for this section.)	Total Points for Mbrshps <i>(Max: 10)</i> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 10px auto;"></div>						
	<p>List CURRENT Professional Memberships other than VACP. See Appendix D for pre-approved professional organizations. You may include other organizations that might apply, but will be subject to review and approval:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>							
Board or Committee Service	VIRGINIA PUBLIC SAFETY-RELATED BOARD OR COMMITTEE POSITIONS (25 points maximum for this section.) <table border="1" data-bbox="545 789 1174 911"> <tr> <td>Board Chair</td> <td>15 points</td> </tr> <tr> <td>Officer</td> <td>10 points</td> </tr> <tr> <td>Member</td> <td>5 points</td> </tr> </table>	Board Chair	15 points	Officer	10 points	Member	5 points	Total Points for Board/Comm. Service <i>(Max: 25)</i> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 10px auto;"></div>
	Board Chair	15 points						
Officer	10 points							
Member	5 points							
<p>Service on boards and committees shall represent Virginia public safety-related organizations, functions, or partnerships at the state, regional, or local level. Past or current service is eligible for consideration.</p> <p>Board or Committee: _____</p> <p>Highest Position Held: _____</p> <p>Dates of Service: _____</p> <p><input type="checkbox"/> Current Service <input type="checkbox"/> Past Service</p> <p>Board or Committee: _____</p> <p>Highest Position Held: _____</p> <p>Dates of Service: _____</p> <p><input type="checkbox"/> Current Service <input type="checkbox"/> Past Service</p> <p>Board or Committee: _____</p> <p>Highest Position Held: _____</p> <p>Dates of Service: _____</p> <p><input type="checkbox"/> Current Service <input type="checkbox"/> Past Service</p> <p>Board or Committee: _____</p> <p>Highest Position Held: _____</p> <p>Dates of Service: _____</p> <p><input type="checkbox"/> Current Service <input type="checkbox"/> Past Service</p>								

	Board or Committee: _____ Highest Position Held: _____ Dates of Service: _____ <input type="checkbox"/> Current Service <input type="checkbox"/> Past Service	
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APPLICATION SUBMISSION INSTRUCTIONS:

All applications and required supporting documentation needs to be submitted electronically via the online form at <https://www.vachiefs.org/certification>

Questions? Contact Erin Schrad at erin@vachiefs.org or (804)709-1091.

VERIFICATION (FOR VACP ADMINISTRATION USE ONLY)			
DOCUMENTATION PROVIDED	POINTS	APPROVED	PENDING
Resume			
Sworn Service			
Advanced Education			
Professional Development			
Memberships			
Board/Committee Service			
Accreditation			
Total Points			

Comments	
Signature	