



# Department of Juvenile Justice Training Unit Training and Training Credit Request Form

This form is used to request Agency training to be recorded in the DJJ Knowledge Center (KC) in order for participants to do one of two things:

1. To enter approved agency field training into the KC so the training will appear on the participant's transcripts, and
2. To request approved non-agency, external training be entered into the KC.

I am requesting the Training Unit to:

- Create a course in the KC that is upcoming or has already been completed by your unit.
- Enter approved, non-agency external training into the KC to show on the participant's transcript  
Please attach a roster for multiple attendees.

Title:

Participant(s)

Description:

Program Capacity min  max

Training Credit Hours:

Please provide the following information for **ALL** sessions.

Date	Start Time	End Time	Location	Instructor
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Forms are to be completed electronically, printed and signed then submitted by scan/email to [DJJ-Training@virginia.gov](mailto:DJJ-Training@virginia.gov) or send a fax to 804-537-5907

Name of requesting Supervisor / Unit Head:

Date:

Phone Number:

Email Address:

Unit:

Signature:

For Training Unit only:

Date entered into KC:

by:

Signature: