



# Vermont Criminal Justice Council Annual In-Service Training Waiver Request

**The calendar year following certification as a law enforcement officer, and every calendar year thereafter, each certified law enforcement officer shall participate in a minimum of thirty (30) hours of certified or certifiable in-service training pursuant to Council Rule.**

**This form must be used for agencies looking to obtain a waiver to extend the time needed to come into compliance for these trainings. This form is for current employees from the current year. For new hires who have extension requirements or waivers from previous years use the *Transfer of Certification request form*.**

Last Name:	First Name:	MI:	DOB:
Last 4 SS#:	Agency:		

Level of Certification:

**In the space below submit what requirements are being requested to come back into compliance and check off which box supports the reason for the request.**

Reason for Request:  Medical  FMLA  Military  Administrative  Other—Please explain:

**To be filled in by Agency Head or Designee**

Name:	Date:
Title:	
Signature:	

**VCJC Staff Use**

Approved Rejected By:	Date:
-----------------------	-------

Approved Time Frame for Completion:    30 Days    60 Days    90 Days    Other