



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>)	Total Hours of Classroom Instruction:	
Certification Credit:		
General	Firearms	RADAR/LIDAR
Defensive Tactics	RADAR	
Driver Training	LIDAR	
This instruction was conducted to complete my apprenticeship requirement.		
	Yes	No

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 basic or in-service classes at the Fredericksburg Academy. Those hours are tracked internally.

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

RRCJA Staff: _____ Date: _____ Hours Entered: _____

Complete this portion if the instructor taught more than one day during the course.

Date Taught	Classroom Hours	Practical Hours

NOTE:

Instruction hours for specialty topics taught in the classroom can be applied to BOTH general instructor and specialty instructor recertification minimum hour requirements.

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