



## HAMPTON ROADS CRIMINAL JUSTICE TRAINING ACADEMY

### TRAINING RECORD REQUEST

#### **“NEW INSTRUCTIONS”**

#### **1. Still an Employee with your Agency.**

Training is available from 1994 to PRESENT. Please maintain an electronic copy for future use or reference.

You now have access to your DCJS Training Record. Click on the link to the website: <https://tracer.dcjs.virginia.gov/personnel/login>

You can self-check when your functions expire (LEO, Court Security, and Civil Process), in-service training hours, and instructorships. You can also obtain a copy of your complete historical records (DCJS Training Record).

Note: If you took a non-DCJS credited course, it will not be on your DCJS training record.

#### **2. No Longer an Employee.**

To request records and you are no longer with an agency in Virginia, the following information will be needed.

**Email:**

1. [etrain@dcjs.virginia.gov](mailto:etrain@dcjs.virginia.gov)
2. Name
3. Agency Last With
4. Last 4 of Social Security Number