



HAMPTON ROADS CRIMINAL JUSTICE TRAINING ACADEMY

TRAINING RECORD REQUEST

“NEW INSTRUCTIONS”

You can access your Virginia Department of Criminal Justice Services (DCJS) training records via the TRACER website:

<https://tracer.dcjs.virginia.gov/personnel/login>

This system allows active and former agency employees to check:

- The expiration dates for functions like Law Enforcement Officer (LEO), Court Security, Civil Process, and Dispatcher certifications.
- The total number of in-service training hours accumulated.
- Current instructorships held.
- Training is available from 2000 to PRESENT.
- Records are for viewing only. You cannot make any changes or adjustments.

You can also use the website to obtain a complete historical copy of your DCJS-credited training records, which the provided instructions recommend maintaining electronically for future reference.

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