



West Virginia State Police Professional Development Center

*“An investment in knowledge always
pays the best interest.”*

2024 Training Schedule (January – June)



Billing and lodging:
LaDonna Escue
(304) 766-5857
ladonna.r.escue@wvsp.gov

123 Academy Drive, Dunbar, WV 25064

www.wvsp.gov

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Introduction

Mission Statement

The West Virginia State Police Academy Professional Development Center will provide police officers of West Virginia with the most current methods of training and instruction in law enforcement to promote efficiency and effectiveness in order to increase the professional skills of all law enforcement professionals to better serve the citizens of West Virginia.

The West Virginia State Police Academy has been providing the highest quality law enforcement training and education since 1949. There are many new methods of instruction and technological advances in the field of police training. However, our goal remains the same, to increase the professional skills of West Virginia law enforcement professionals at all levels of government.

We are committed to provide local, state, and federal law enforcement agencies low-cost education and training that will produce highly skilled and professional police officers.

Classes are taught by subject matter experts with extensive education, training, experience, and proven success in their areas of expertise. These subject matter experts teach courses that are relevant and current to your needs. The world of law enforcement is an ever-changing environment that demands training be tailored to what is taking place in your community, your county, your state, and our Nation today. We can assure you this is happening at the Professional Development Center and continues to be an ongoing priority for our Staff.

It is an honor and a privilege to have this opportunity to provide every Police Officer who attends the Academy the best training in the country.

Leadership and learning are indispensable to each other.

~ John F. Kennedy ~

Introduction

About Our Facility

The Professional Development Center offers approximately 12,000 square feet of office and classroom space. The PDC has four classrooms, the largest of which can accommodate 60 students and another that includes a 42-station computer lab. Each of the four classrooms are equipped with large screen televisions, computers, a public address system and a white glass board. There is also a centralized break room offering coffee, soda, water and various snacks. Free Wi-Fi and public computer access are available to all students.



Procedures

Procedures

Registration Procedures

Attendance and enrollment in the classes within this catalog are restricted to certified police officers, chiefs of police and sheriffs. The Director of Professional Development may grant exemptions to this rule on a case-by-case basis.

Registration must be received no later than two weeks prior to the course start date. Agencies and/or individuals with outstanding debts to the Academy will not be permitted to register for courses.

Complete registration information can be found on page 8. The course registration form can be located on the last page.

Cancellation Policy

Individuals who cancel their registration for a course must do so at least two weeks in advance of the start of the course. Failure to give adequate notice of cancellation will result in forfeiture of tuition and prevents others on a waiting list from attending the course. Your cooperation in reducing the number of “no shows” is appreciated. The intent and purpose of this policy is to encourage enrollees to attend courses for which they have registered.

Some courses are subject to cancellation by the Professional Development Center due to inadequate enrollment.

Special Note: Any instances regarding the spread of COVID-19 may force an immediate cancellation of a class or classes. If that is the case, all students and instructors will be notified and arrangements will be made for the issuance of any monetary refunds, if applicable.

In-Service Credit

In-service accreditation will be awarded for all applicable courses through the Law Enforcement Professional Standards Committee (LEPSC) of the Governor’s Committee on Crime, Delinquency and Correction.

Procedures

Classroom Presentation and Management

Generally, classes will begin between 8:00 and 8:30 a.m. and may conclude as late as 5:00 p.m. daily, unless otherwise noted. Certain courses may require additional evening training hours. Instructional breaks and lunch periods will be set by the course instructor or supervisor. Smoking is not allowed within the buildings located on the academy complex. All students are expected to display a professional demeanor at all times and are required to adhere to the rules and regulations governing the West Virginia State Police Academy.

Dress Code

The West Virginia State Police Academy Professional Development Center strives to provide and maintain the highest standards of training. Students are requested to ***dress in department uniform or casual business attire***. ***No shorts, tank-tops, sweats or athletic attire or other clothing considered unprofessional will be worn on academy grounds, outside of the privacy of the dormitories. Jeans are permissible; however, they will be clean, not faded, frayed, have holes or patches. T-shirts with obscene logos will not be permitted. Visible tattoos must be covered.***

NOTE: Those courses that may require specific clothing such as fatigues or physical training apparel are exceptions to the dress code.

Directions

The Professional Development Center is located west of Charleston, WV along Interstate 64. Take exit number 50, Institute, to WV Route 25. Proceed east on Route 25 for approximately 3/4 of a mile and then turn left onto Academy Drive. The Professional Development Center is located approximately 3/10 mile past the main complex on Academy Drive. Parking is available at the Professional Development Center.

Procedures

Lodging and Meals

Requests for lodging at the Academy facilities shall be made on the course registration form and is contingent upon availability. Academy lodging is not guaranteed if the request is not made in advance at the time of registration. Lodging will be invoiced to the student's agency at a rate of \$35.50 per day and includes all meals. (Please see below for rate breakdown). Invoices will be sent upon completion of the course.

Rate Breakdown

****Lodging.....\$12.50/day**

Meals

Breakfast.....	\$5.50
Lunch.....	\$6.00
Dinner.....	\$11.50

Meals are available to all students attending training. Each student's meals will be determined on the first day of each course. Meals will be invoiced to the student's agency based on the above rates. Invoices will be sent upon completion of the course.

Other lodging is available locally for law enforcement officers attending training at the West Virginia State Police Professional Development Center.

This information is provided for the convenience of our students. The West Virginia State Police Professional Development Center does not endorse, sponsor and are not affiliated with the following:

Ramada Plaza Hotel - South Charleston (304) 744-4641

Wingate Inn - South Charleston (304) 744-4444

Sleep Inn - Cross Lanes (304) 776-7711

Wyndham Garden Hotel - Cross Lanes (304) 776-8070

Holiday Inn Express & Suites - Cross Lanes (304) 769-5818

Procedures

Registration

All courses are filled on a “*first come, first serve*” basis. Registration (using the form located on the last page) for each class must be received in writing by fax, mail or email. To register for any of the classes listed in this catalog, unless otherwise noted, contact:

Mrs. LaDonna Escue

West Virginia State Police Academy

123 Academy Drive

Dunbar, WV 25064

Phone: (304) 766-5857

Fax: (304) 766-5864

Email: ladonna.r.escue@wvsp.gov

A faxed letter or email of confirmation will be sent upon receipt of each request. This confirmation letter will advise the individual that they are registered for the course or that the course is full, and their name has been placed on a waiting list.

West Virginia State Police members must submit a request through channels to attend the courses listed.

Course Schedule

Course Schedule (January– June 2024)

Month	Day(s)	Course Name
February	12-16	Crime Scene Investigation Level III (CSI III)
February	26 – March 8	Traffic Crash Reconstruction (Level III)
March	18-22	Blood Dynamics I
April	18-19	Forensic & Evidentiary Photography Techniques
April	22-26	Shooting Reconstruction
April	10-12	Tactical Response to Active Shooter
May	20-21	Body Recovery
June	3-7	Handgun Instructor Course
June	10-14	Blood Dynamics II
June	24-28	Instructor Development Course

NOTE: Any classes that are added or deleted from the catalog will be distributed to law enforcement using the Law Enforcement Professional Standards (LEPS) Listserv.

Course Descriptions

Course Descriptions

Blood Dynamics I (40 hours)

This course is intended to familiarize the student with the variety and significance of bloodstain patterns encountered at scenes involving bloodshed. The student will be introduced to proper bloodstain pattern taxonomy, dispersion mechanisms, and documentation methods. Students will also be introduced to simple chemical presumptive blood testing methods, as well as proper methods of collecting questioned and known blood/DNA samples. Instructors will use power point presentations and relevant case studies to illustrate the specific learning objectives.

NOTE: This class is offered for anyone, however, it is recommended for those persons involved with crime scene processing and evidence collection. The class should not be taken only as a way to fulfill in-service credits.

Date: March 18-22, 2024

Cost: \$125.00

Meals and lodging will be billed accordingly

Instructor: Dave Castle, WVSP

Course Descriptions

Blood Dynamics II (40 hours)

Prerequisite: Blood Dynamics I

Level: Advanced

Blood Dynamics II reflects briefly on the concepts introduced in Blood Dynamics I. Much of this course is dedicated to proper identification, documentation, and interpretation of discrete blood patterns through the analysis of mock blood spatter scenes. The student will understand and practice the mathematical concepts and stringing methods utilized to determine an area in 3-dimensional space where a blood spatter event originated. This class is designed to be physically interactive. Students are also encouraged to bring SLR cameras for use in documentation of mock spatter scenes.

NOTE: Blood Dynamics I is a prerequisite to attend this class. The class should not be taken only as a way to fulfill in-service credits.

Date: June 10-14, 2024

Cost: \$150.00

Meals and lodging will be billed accordingly

Instructor: Dave Castle, WVSP

Course Descriptions

Body Recovery (24 hours)

The Body Recovery class is designed to demonstrate and teach the proper way to excavate human remains. Students will take part in a mock excavation and will learn how to document and sketch human remains. A portion of the class will deal with the proper identification of human bones. All materials will be supplied.

Special Concern: Clothing suitable for getting dirty should be worn for the mock excavation.

NOTE: This class is offered for anyone, however, it is recommended for those persons involved with crime scene processing and evidence collection. The class should not be taken only as a way to fulfill in-service credits.

Dates: May 20-21, 2024

Cost: \$150.00

Meals and lodging will be billed accordingly

Instructor: Sergeant R. J. Gibson, WVSP (Retired)

Course Descriptions

Crime Scene Investigation Level III (CSI III) (80 hours)

Prerequisite: CSI I, CSI II, Blood Dynamics I, Blood Dynamics II, Shooting Reconstruction

Level: Advanced

Crime Scene Investigation III is designed for advanced crime scene investigators. In this course, the student will learn how to apply the information learned in the above prerequisites to a crime scene reconstruction methodology (Event Analysis [Bevel & Gardner]) in order to determine how an incident occurred by utilizing scientific method. The student will learn to identify the event segments and events that make up an incident and place them in a logical hierarchal sequence based upon scene context and the limited universe in which they occurred. Ultimately the student will be able to illustrate the best explanation of how an incident took place by creating a flowchart of events, which may be useful as an exhibit at trial. Among the concepts instructed in the course are relative and absolute timing, false premise, inductive/deductive/abductive reasoning, cognitive bias, and scientific method as well as the principles of lateral continuity and superposition. This course involves the use of classroom and practical exercises. Near the conclusion of the course, if time allows, students may present unresolved cases to the class for input and suggestions.

NOTE: This class is offered for those persons involved with crime scene processing and evidence collection. The class should not be taken only as a way to fulfill in-service credits.

Dates: February 12-16, 2024

Cost: \$200.00

Meals and lodging will be billed accordingly

Instructor: Dave Castle, WVSP
Mike Kief, WVSP Ret.

Course Descriptions

Forensic & Evidentiary Photography Techniques (16 hours)

This course is specifically designed for anyone who is tasked with the responsibility of having to document crime scenes, accident scenes, evidentiary items, and latent print evidence.

This class will cover using manual settings on digital SLR cameras (aperture, shutter speed, and ISO) for taking pictures in any situation, image compression (lossy vs lossless) and storage solutions, image composition, and evidentiary needs for photographs submitted to the laboratory for evaluation. Examination photography of evidence, impression photography, flash photography, night and low light photography, as well as situations with Luminol for blood stain documentation will be covered.

Special Concerns: Each student will need to provide an SLR digital camera and tripod.

Dates: April 18-19, 2024

Cost: \$125.00

Meals and lodging will be billed accordingly

Instructor: Lara D'agostin, WVSP Forensic Laboratory

Course Descriptions

Handgun Instructor Course (40 hours Supervisory/Non-Supervisory)

The handgun instructor class is a 40-hour class designed for the officer that wishes to conduct firearms training in the state of WV. Prospective students are expected to be proficient with a handgun prior to arrival in the class. (This is not a basic operator class). Students will have to qualify on the first day with a minimum score of 90% on the prescribed course. This course meets the standard for certification through the WV Law Enforcement Training Committee.

The student will provide a duty type handgun, three magazines, duty gear and 1000 rounds of ammunition. Please do not bring reloaded ammunition to class. Only ammunition of reputable manufacture will be allowed.

NOTE: Class will be held at the WVSP Academy Range

Dates: June 3-7, 2024

Cost: \$295.00

Meals and lodging will be billed accordingly

Instructors: Corporal Chip Donohoe, WVSP
Gary Martin, WVSP (Retired)

Course Descriptions

Instructor Development Course (40 hours Supervisory/Non-Supervisory)

This course of study is required prior to receiving certification as a law enforcement training instructor. The training is designed to improve and develop teaching skills. The course is designed as a “train-the-trainer” type course where an instructor teaches students how to be an instructor. Topics include adult classroom management, lesson planning and organizing and the use of visual aids. Instruction also includes aspects of classroom administration where the main instructor supervises fellow instructors in preparing students and the classroom for learning. Students will be required to give four (4) presentations during the course and will be tested at the end of the week.

Dates: June 24-28, 2024

Cost: \$200.00

Meals and lodging will be billed accordingly

Instructor: First Lieutenant Jay Powers, WVSP (Retired)

Course Descriptions

Shooting Reconstruction (40 hours)

The majority of violent crime involves the use of firearms, the result of which is often death. In order to successfully process the scene of a shooting incident the investigator should have a basic understanding of the principles of external/internal/terminal ballistics, shot hole identification, ricochet/deflection consequences, ejection patterns, and experimentation methods. Shooting reconstruction involves these and many other concepts that when considered together enable the investigator to determine the answers to many investigative questions. This information is often used to confirm or refute statements made by involved parties. Because shooting reconstruction is based on sound scientific and mathematical principles, the ability to testify on the subject as an expert trial witness often results in a favorable outcome when it is properly considered in context of the specific crime scene.

This course is designed to educate the student on the above principles as well as proper documentation and visualization techniques. The student will achieve proficiency in calculating vertical and horizontal impact angles using trigonometry and scaled drawings and ultimately reconstruct a shooting scene using string, lasers, and trajectory rods. As with CSI I & II and Blood Dynamics I & II, this course is a prerequisite for CSI III (Crime Scene Reconstruction). This course involves classroom and practical exercises. Students are encouraged to bring a SLR camera and scientific calculator for use in practical exercises.

Dates: April 22-26, 2024

Cost: \$150.00

Meals and lodging will be billed accordingly

Instructor: Dave Castle, WVSP

Course Descriptions

Tactical Response to Active Shooter (24 hours)

This course is designed to help prepare Patrol Officers to quickly and efficiently respond to an active shooter situation. Students will receive instruction on how to tactically respond to and neutralize an active shooter threat. Students will be instructed in classroom, range drills and simulation scenarios to further their understanding and skill set in the chaotic environment of an active shooter incident.

Special Concerns: Students will need to bring: Body armor, duty pistol and belt, ammo carry bag or load bearing vest normally accessible on road patrol, department approved patrol rifle or long gun carried on patrol, boots, fatigue uniform, hearing and eye protection, First Aid kit, and Hydration System.

Date: May 9-11, 2023

Cost: \$150.00

Meals and lodging will be billed accordingly

Instructor: Corporal Jamie Harris, WVSP

Course Descriptions

Traffic Crash Reconstruction (Level III) (80 hours)

This course will continue to build on skills learned from Advanced Crash Investigation (AI II), Traffic Crash Reconstruction will take a deeper look into vehicle dynamics, a more in depth look at time/distance, and dimensional momentum.

Also, the course will include a recap of Advanced Crash Investigation (AI II), students will diagram and analyze different crash scenarios, and students will complete vector sum analysis.

This is the final step towards becoming a Crash Reconstructionist.

Prerequisite(s)

Advanced Crash Investigation (AI II) (80 hours) course or equivalent.

Topics include:

Speed at impact from momentum

Vehicle dynamics and motion

Time/Distance Analysis

Determine Pre and Post impact angles of crash vehicles.

What to Bring

Scientific Calculator

Date: February 26 – March 8, 2024

Cost: \$800.00

Meals and lodging will be billed accordingly

Instructors: Sgt. R. A. Marsh, WVSP
Sgt. C. N. Workman, WVSP
Cpl. J. Owens, Charleston Police Department

Instructor Biographies

Instructor Biographies

Sergeant Robert A. Marsh, WVSP

Sergeant Marsh is a veteran of the State Police, currently serving as an assistant Detachment Commander at the Beckley Detachment in Raleigh County, WV. Prior to becoming a Trooper, Sergeant Marsh was a 10-year Master Certified Automotive Technician. Sergeant Marsh holds a Bachelor's Degree in Criminal Justice from Bluefield State College and an Associate's Degree in Police Science from Mountwest Community and Technical College.

Sergeant Marsh has been involved with Crash Reconstructions for the past 10-years and has provided expert testimony in both magistrate and circuit court. Sergeant Marsh is a certified Level III Accident Reconstructionist through IPTM. Sergeant Marsh was the former Accident Reconstruction and Crime Scene Team Leader in Troop 6, he now provides assistant by sharing his experience, knowledge, and skills to current team members. Sergeant Marsh has attended many seminars specific to crash reconstruction and the evolving technology that aides reconstructionist during their investigations. Sergeant Marsh has applied various methods to reconstruct and analyze crashes to include crash data retrieval (CDR), kinetic energy, airborne, momentum, and critical speed yaw. Sergeant Marsh is also certified to operate the Faro 3D Scanner and its mapping software. Sergeant Marsh has investigated and assisted in investigations in Troops 4, 5, 6, and 7 related to pedestrian strikes/fatalities, vehicle fatalities with two or more vehicles, and other criminal related crashes.

Instructor Biographies

Sergeant Nate Workman, WVSP

Sergeant Workman is a court-certified expert professional collision reconstructionist specializing in the analysis of all types of vehicular accidents. He is a former member of the West Virginia State Police Collision Reconstruction Unit who actively reconstructed collisions in its southern operations. Sergeant Workman is certified to utilize a wide variety of methods to reconstruct collisions, including linear momentum analysis, perception and reaction analysis, crash data retrieval (CDR), scene mapping with a theodolite, and computer-aided diagramming and animation. He is an experienced investigator and has reconstructed a multitude of vehicle crashes including driver, passenger, pedestrian fatalities and other crashes which resulted in criminal prosecution. Sergeant Workman has been qualified as an expert in crash reconstruction and testified as such in magistrate and circuit court proceedings in West Virginia.

Sergeant Workman is a veteran of the West Virginia State Police and currently serves as the Detachment Commander of the Hinton Detachment located in Summers County. Sergeant Workman holds a Bachelor of Science Degree in Criminal Justice Administration and a Master's of Education Degree in Adult Training and Education from the University of Phoenix. Sergeant Workman also has an Associate's Degree in Police Science from the Community College of the Air Force.

Sergeant Workman is a decorated veteran of the United States Air Force having served for 10 year as a Security Forces Explosive Military Working Dog Handler, Trainer and Kennel Master. Sergeant Workman completed several deployments in support of Operation Enduring Freedom and Operation Iraqi Freedom.

Instructor Biographies

Sergeant Chip Donohoe, WVSP

Sergeant Donohoe is a veteran of the West Virginia State Police and is currently assigned to the West Virginia State Police Academy as the Master Firearms Instructor and Cadet Class Supervisor. Sergeant Donohoe has served as a member of the West Virginia State Police Crime Scene Response Team for seven years and Crash Reconstructionist for eight years. Sergeant Donohoe is a certified armorer for Glock pistols, Smith and Wesson pistols and rifles, and Remington shotguns.

Instructor Biographies

Sergeant Jamie Harris, WVSP

Sergeant Harris is a veteran of the West Virginia State Police and is currently assigned as Detachment Commander of the Logan Detachment. He is an instructor of Initial Response to Critical Incidents, Law Enforcement Response to Active Shooter Incidents, Civilian Response to Active Shooter Incidents, Tactical Emergency Casualty Care and ADD/IDD Awareness (Pathfinders for Autism). Sergeant Harris also teaches Basic Principles of CQB (Structure/Room Clearing) on a regular basis to both Cadet and Basic Classes for entry level law enforcement officers. Sergeant Harris has served as a member of the West Virginia State Police Special Response Team for 12 years and is currently the team leader for SRT Bravo Team.

Instructor Biographies

Sergeant Rachel Blankenship

Sergeant Blankenship has been with the WVSP since 2009 and an investigator for Internet Crimes Against Children for six years. She has been certified in numerous areas of social media and online investigations throughout her career. Sergeant Blankenship has investigated numerous offenses online ranging from child exploitation to fraudulent schemes. She has developed knowledge in how to serve legal process to big social media names like Facebook and Amazon as well as obtain information on perpetrators through Open Source Information Technology.

Instructor Biographies

First Lieutenant Jay Powers, WVSP (Retired)

Lt. Powers is currently the Director of the Professional Development Center at the West Virginia State Police Academy. He enlisted in the West Virginia State Police in 1995 and was stationed at the South Charleston Detachment. He later spent a few years as a Community Liaison Officer until he was transferred to the Office of Public Affairs in 2000.

In 2006, Lt. Powers was transferred to the position of Southern Coordinator for the Commission on Drunk Driving Prevention (CDDP), where he stayed until 2021. He was also a member of the WVSP Legislative Detail and still serves as the WVSP Historian.

He was a Standardized Field Sobriety Test (SFST) and Drug Recognition Expert (DRE) Instructor and trained new officers at the WVSP Academy. He also traveled throughout the state and assisted with the Advanced Roadside Impaired Driving Enforcement (ARIDE) training. As an instructor, he has had the opportunity to train thousands of officers during his career.

He has experience in other specialties such as: crash reconstruction, child safety seat technician, community policing, traffic occupant protection strategies (TOPS), recruiting, suspect identification, school violence and cultural diversity. He served as the officer-in-charge of the WVSP Honor Guard for 16 years. He retired in 2023.

Instructor Biographies

Sergeant R. J Gibson, WVSP (Retired)

Sergeant Gibson is a 1989 graduate of US Army Military Police School and served in Operation Desert Storm. He earned a Bachelor's Degree in Criminal Justice from Fairmont State University in 1997. He enlisted in the WV State Police on October 6, 1997, and retired in 2023.

Sergeant Gibson served for 24 years on the Clandestine Lab Response Team, 20 years as a member of the WVSP Crime Scene Team. He served 12 years as the Troop 1 Crime Scene Team Leader and has over 1100 hours of specialized Crimes Scene Training. He also spent 14 years as a Detachment Commander.

Instructor Biographies

Lieutenant Dave Castle, WVSP (Retired – Huntington PD)

Lt. Castle is a Marshall University graduate with a BA degree in Criminal Justice (1991) and a 29-year veteran of the Huntington Police Department. His first four years were spent as a civilian forensic investigator. He became a sworn police officer in 1994 and worked midnight shift patrol in the Fairfield District for approximately five years. In 1999 he was transferred into the Forensic Investigations Unit as the supervisor.

Lt. Castle is a member of the International Association for Identification. He has over 1,000 hours of instruction in various aspects of crime scene investigation. He is adjunct faculty for the Marshall University Forensic Science Graduate program where he instructs the Advanced Crime Scene and Death Investigation FSC 615 and Bloodstain Pattern Analysis FSC 607 courses. Lt. Castle also instructs Crime Scene Investigation CJ 314-101 in the Marshall University undergraduate Criminal Justice program. He routinely testifies in court as an expert witness in the areas of fingerprint identification, crime scene reconstruction, bullet trajectory analysis, and bloodstain pattern analysis. He has testified as an expert in several WV county Circuit Courts, United States Federal Court, and the Circuit Court of Lawrence County, Ohio. Additionally, he has lectured at numerous conferences on the state and national levels and is a private consultant (Castle Forensic Consulting, LLC) in the areas of latent fingerprints and bloodstain pattern analysis.

Instructor Biographies

Lara D'agostin, CLPE

Ms. D'agostin is employed as a forensic analyst and training coordinator in the Latent Print Section of the West Virginia State Police Forensic Laboratory. She is trained to competency in all facets of the latent print discipline and fingerprint analysis and comparison. Ms. D'agostin has lectured on latent print and fingerprint topics at the West Virginia University Institute of Technology, and previously taught courses at Mountain State University for a total of six years. (Courses: Basics of Fingerprint Science, Advanced Fingerprint Comparisons, Automated Fingerprint Identification Systems, Indoor/Outdoor Crime Scenes, and Introduction to Forensic Science).

She has taught at the West Virginia State Police campus for Cadet, Basic, and in-service courses as well as local law enforcement in-service road shows on the topics of latent print development, preservation, and collection. She has been a presenter at the American Academy of Forensic Science's Conference on National Institute of Justice funded research results. She has been published in the Journal of Forensic Identification with regards to research (titled: Forced Condensation of Cyanoacrylate with Temperature Control of the Evidence Surface to Modify Polymer Formation and Improve Fingerprint Detection/ Visualization).



West Virginia State Police Professional Development Center Course Application

Contact Information			
Name:			
Rank:	Social Security #: / /	Phone: ()	Email:
Employer/Agency:			
Employer/Agency Address:			

Course Information	
Course Attending:	
Course Date(s):	
Will you require the following that is provided by the Professional Development Center/Academy?	
Lodging: Yes <input type="checkbox"/> No <input type="checkbox"/>	Meals: Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/>
<i>Please note, lodging and meals are invoiced separately at the completion of the course.</i>	

Payment Information	
Course Registration Fee paid by:	
Check <input type="checkbox"/> No. _____ <i>If paying by check, the check must be received in advance to guarantee registration.</i>	Purchase Order/Voucher: <input type="checkbox"/> No. _____ <i>If registering by PO or Voucher, provide an agency point of contact for accounting purposes.</i>
Name:	Phone:
Email:	

A confirmation email will be emailed to you upon receipt of your Course Application. If you do not receive confirmation, your application has NOT been received (call 304-788-5857 or 5587 if you do not receive confirmation). Receipt of your course application does not constitute acceptance in the course. You will be notified by e-mail by Mrs. Ladonna Escue, ladonna.r.escue@wvsp.gov

Please submit a separate application for each course you would like to attend.

Signature _____ Date _____

WVSP Use Only

Received:	
Enrolled:	Wait List:
Notes:	