



VIRGINIA FREEDOM OF INFORMATION ADVISORY COUNCIL

FOIA Training Course Approval Application Instructions

Please allow up to two weeks for the Virginia Freedom of Information Advisory (FOIA) Council to review training course applications. Training courses and materials must be preapproved; **retroactive approval requests will not be considered**. After application packet review, the FOIA Council will send a training course approval letter or request additional information if needed.

Instructor Qualifications:

Instructors should meet one of the following criteria: (i) be an attorney licensed by the Virginia State Bar or (ii) be a FOIA subject matter expert (for example, a FOIA officer or municipal clerk with two or more years of FOIA experience).

For each instructor, attach to the training course application a brief summary of the instructor's background or verified credentials as proof of meeting at least one of the required criteria.

Application Questions:

1–2. Provide the training course title and training dates. If the training dates will be recurring or are to be determined, note "TBD" on line 2.

3. List any fees associated with this course.

4–6. Choose the delivery method, intended audience, and topic for each training course the instructor is applying to instruct. Submit a copy of the training materials for each training course topic to be offered to the FOIA Council for review and approval prior to presenting the training course.

Trainers and training sponsors are required to monitor and maintain attendance records for each training course delivered. A list of attendees or sign-in sheets must be submitted to the FOIA Council at the completion of each training course.

For virtual and prerecorded training courses, trainers or training sponsors are responsible for monitoring attendance and verifying training course completion for all virtual attendees.

7. If the training course was previously approved by the FOIA Council, indicate the name of previous training course and date of last approval.

8. If the training course has been approved for credit by another organization, provide the name of each accrediting organization and list the amount and type of approved credit hours, if applicable.

Additional Requirements:

- a. Provide a sample of training materials along with the training course application. If any changes are made to the training course, updated training materials must be provided to the FOIA Council for review and approval prior to presenting the training course.
- b. Submit a list of course attendees to the FOIA Council.
- c. Maintain an internal log of attendees; training records must be kept for a period of two years from the date of the completion of the training.
- d. Provide Certificates of Completion to all training attendees.

Submit the completed application via email to ric-foiatraining@dls.virginia.gov

"Any such FOIA officer shall possess specific knowledge of the provisions of this chapter and be trained at least once during each consecutive period of two calendar years commencing with the date on which he last completed a training session by legal counsel for the public body or the Virginia Freedom of Information Advisory Council (the Council) or through an online course offered or approved by the Council. Any legal counsel for a public body who is also designated as the public body's FOIA officer shall complete a training session or online course offered or approved by the Council. Any such training shall document that the training required by this subsection has been fulfilled." Subsection E of § 2.2-3704.2 of the Code of Virginia