



VIRGINIA FREEDOM OF INFORMATION ADVISORY COUNCIL

COMMONWEALTH OF VIRGINIA

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804-698-1810 | (Toll Free) 1-866-448-4100
Website: foiacouncil.dls.virginia.gov | Email: ric-foiatraining@dls.virginia.gov

Application for Approval of a Virginia Freedom of Information Act Training Course

Please submit the completed forms and required documents via email to ric-foiatraining@dls.virginia.gov

Course Instructor(s): _____

Course Sponsor or Training Provider: _____

Name of Contact Person(s): _____

Email Address: _____

Phone Number(s): _____

1. Course Title: _____

2. Date(s) of Training*: _____

**Please list all applicable scheduled dates or use "TBD" for recurring training dates or dates not yet scheduled.*

3. Will there be a fee associated with this training course? If so, please indicate the fee: _____

4. Delivery Method (please check all that apply):

☐ In Person

☐ Virtual

☐ Prerecorded

☐ Other (please specify): _____

**For virtual and prerecorded training courses, note how attendance will be monitored. Additionally, a list of attendees must be provided to the FOIA Council after the completion of each training course.*

5. Intended Audience (please check all that apply):

☐ New FOIA Officers (officers with less than two years of experience)

☐ Experienced FOIA Officers (officers with two or more years of experience)

☐ Local Government

☐ State Government

☐ Elected/Appointed Officials

☐ Citizens/General Public

☐ Media

☐ Other (please specify): _____



6. Please select the topics to be covered during the training course:

☐ **Public Records**

☐ **Public Meetings**

☐ **Remedies/Litigation**

☐ **Other (please specify):** _____

7. Has this training course or a prior version of this training course previously been approved by the FOIA Council?

☐ **Yes**

☐ **No**

8. If yes, when? _____

9. Has this training course been approved for credit by another organization?

☐ **Yes**

☐ **No**

10. If yes, please list each accrediting organization/amount and type of credit hours:

Ex. Virginia State Bar/1.5 hours Continuing Legal Education or Virginia Municipal Clerks Association/1 Institute point:

1. _____

2. _____

3. _____

4. _____

Please submit completed application and training materials via email to: ric-foiatraining@dls.virginia.gov