

**12 NCAC 09G .0606      METHOD OF APPLICATION**

- (a) All applicants for an award of the basic, intermediate, or advanced certificates in the professional certificate program shall complete an "Application for Award of State Corrections Certificate."
- (b) Documentation of education and training shall be provided by certified copies of transcripts, diplomas, Report of Training Course Completion, agency training records, or other verifying documents attached to the application.
- (c) The applicant shall submit the "Application for Award of State Corrections Certificate" to his department head who shall attach his recommendation and forward the application to the Commission. Certificates will be issued to the Department head for award to the applicant.
- (d) Certificates and awards remain the property of the Commission, and the Commission shall have the power to cancel or recall any certificate or award.

*History Note:      Authority G.S. 17C-6;  
                         Temporary Adoption Eff. January 1, 2001;  
                         Eff. August 1, 2002;  
                         Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. May 25,  
                         2019.*