

SUBCHAPTER 09I – FORMS FOR CRIMINAL JUSTICE EMPLOYMENT, EDUCATION, AND TRAINING

SECTION .0100- FORMS FOR USE IN TRAINING PROGRAMS AND INSTRUCTOR CERTIFICATION

12 NCAC 09I .0101 INSTRUCTOR AND PROFESSIONAL LECTURER CERTIFICATION FORMS

The following Commission-approved forms shall be used by individuals applying for initial or renewal of certification as an instructor or professional lecturer, pursuant to 12 NCAC 09B .0300:

- (1) Form F-12, Application for Instructor or Professional Lecturer Certification, shall contain the following information:
 - (a) name of applicant;
 - (b) address, phone number, email address, date of birth, age, last four of Social Security Number, and academy ID number;
 - (c) current agency or firm, status (Retired, Civilian, Sworn), agency address, and business phone number;
 - (d) type of instructor certification applying for;
 - (e) supporting documents for specific certification sought;
 - (f) highest education level, school attended, school location, and graduation date;
 - (g) criminal justice experience;
 - (h) signature of applicant;
 - (i) Commission-accredited school taught at, course title, hours taught, course dates, and whether the course was a requirement of Mandatory In-Service Training; and
 - (j) signature of certifying School Director or In-Service Training Coordinator, school or agency name, phone number, and email address.
- (2) Form F-16, Criminal Justice Instructor Evaluation, shall contain the following information:
 - (a) instructor's name, date of birth, and academy ID number;
 - (b) evaluator's name and academy ID number;
 - (c) block of instruction, date, location, and total hours of instruction;
 - (d) scores for Instructional Ability and Strategies; and
 - (e) Presentation Evaluation Criteria.

History Note: Authority G.S. 17C-6;
Eff. February 1, 2026.