

12 NCAC 09I .0102 COURSE MANAGEMENT FORMS

The following Commission-approved forms shall be used by certified School Directors during the administration of Commission-approved courses:

- (1) Form F-10A, Pre-Delivery Report of Training Course Presentation, shall include the following:
 - (a) Name of delivery site (academy);
 - (b) Proposed Commission course being requested to administer;
 - (c) Number of course hours;
 - (d) Location of course delivery;
 - (e) Commencement and completion dates;
 - (f) Anticipated class size;
 - (g) Names of all delivery site (academy) staff requiring administrative access to the course page on the North Carolina Justice Training and Certification Portal; and
 - (h) Name and signature of certified School Director.
- (2) Form F-10B and Web Form F-10B, Post Delivery Report of Training Course Presentation, shall include the following:
 - (a) Name of delivery site (academy);
 - (b) Commission course administered;
 - (c) Number of course hours;
 - (d) Location of course delivery;
 - (e) Commencement and completion dates;
 - (f) Final class size; and
 - (g) Name and signature of certified School Director.
- (3) Form F-23, Commission Exam Admission Form, shall include the following:
 - (a) Course pre-delivery number, exam location, and exam date;
 - (b) First-Time Exam Admission information;
 - (c) Re-Examination Admission information;
 - (d) Name and signature of certified School Director; and
 - (e) List of all trainees.
- (4) Web Form WF-6, CJ Standards Specialized Training Departure Report, shall include the following:
 - (a) Course name, course dates, and training location;
 - (b) Departing student's name, date of birth, and academy ID number; and
 - (c) Date, reason for, and explanation of departure.

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