

12 NCAC 09I .0103 BASIC LAW ENFORCEMENT TRAINING (BLET) COURSE FORMS

The following Commission-approved forms shall be used by certified School Directors and instructors during the administration of a Commission-approved Basic Law Enforcement Training (BLET) course:

- (1) Form F-13, Request for Deficiency Remediation, shall include the following:
 - (a) Name of certified School Director and delivery site (academy);
 - (b) Date of request and state exam date;
 - (c) Student's name and academy ID number;
 - (d) Block of instruction and dates of deficiency;
 - (e) Instructor's name and academy ID number;
 - (f) Remediation location and dates of remediation;
 - (g) Details of remediation plan; and
 - (h) Signature of certified School Director.
- (2) Form F-14, Request for Limited Enrollment, shall include the following:
 - (a) Name of certified School Director and delivery site (academy);
 - (b) Date of request and original BLET start date;
 - (c) Student's name and academy ID number;
 - (d) Blocks of instruction for make-up training; and
 - (e) Delivery site (academy) where make-up training will be conducted.
- (3) Form F-17, Student Evaluation of Instructors, shall include the following:
 - (a) Name of delivery site (academy);
 - (b) Instructor's name;
 - (c) Block of instruction and date;
 - (d) Evaluation of delivery of course material by instructor; and
 - (e) Evaluation of organization and presentation of delivery of instruction;
- (4) Form F-25, Criminal Record Conviction History for BLET, shall include the following:
 - (a) Agency name and address;
 - (b) Applicant's full name and former names;
 - (c) Applicant's address; and
 - (d) Name and signature of Agency head.
- (5) Form F-26, BLET Student Absence Report, shall include the following:
 - (a) School or academy name and class name;
 - (b) Student's name and academy ID number;
 - (c) Course topic and date;
 - (d) Hours missed and made up;
 - (e) Reason for missed time;
 - (f) Student's and certified School Director's signature and date; and
 - (g) Name of instructor conducting the make-up training.
- (6) Form F-32, BLET Request for Early Enrollment, shall include the following:
 - (a) Name and signature of certified School Director and delivery site (academy);
 - (b) Student's name and date of birth; and
 - (c) BLET start date and date of state exam.
- (7) Web Form WF-1, BLET Student Injury Report, shall include the following:
 - (a) Student's name, date of birth, and academy ID number;
 - (b) Date and details of injury;
 - (c) Student's status (returned to training on same day or required hospital care); and
 - (d) Email address of School Director.
- (8) Web Form WF-2, BLET Departure Report, shall include the following:
 - (a) Student's name and academy ID number;
 - (b) Date, reason, and details of departure; and
 - (c) Email address of School Director.
- (9) Web Form WF-3, BLET Student Enrollment Questionnaire, shall include the following:
 - (a) Student's demographic information, including gender and employment status;
 - (b) Student's education information, including highest education level, name of institution, and degree earned;
 - (c) Student's military service history, including dates and branch of service and current status; and

- (d) Student's primary language.
- (10) Web Form WF-4, BLET Student Course Completion Record, shall include the following:
 - (a) Student's name and academy ID number;
 - (b) Student's gender;
 - (c) Student's employment status on last day of class;
 - (d) Student's hiring status with a law enforcement agency; and
 - (e) Course completion information, including whether the student completed all course requirements and passed the state exam.
- (11) Web Form WF-13B, BLET Deficiency, Report of Completed Training, shall include the following:
 - (a) Student's name and academy ID number;
 - (b) Deficiency information, including the number and names of instructional topics which the student is deficient in;
 - (c) Deficiency make-up information, including whether the student completed all required coursework for the instructional topic in which he or she is remediating and whether the remediation occurred outside of the scheduled course hours;
 - (d) Date the deficiency remediation was completed; and
 - (e) School Director's name, signature, and email address.

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