

12 NCAC 09I .0104 COMMISSION-ACCREDITED DELIVERY SITE ADMINISTRATION FORMS

The following Commission-approved forms shall be used by Commission-accredited delivery sites to administer Commission-approved courses:

- (1) Form F-10, School Director/Qualified Assistant Application, shall include the following:
 - (a) the name of the appointing institution or agency;
 - (b) the applicant's name, date of birth, last four digits of social security number, phone number, email address, instructor certification number, and the location and date the applicant completed orientation training;
 - (c) the applicant's educational background, specifically, the dates of attendance, the institution attended, and the degree or diploma attained from each institution;
 - (d) the applicant's criminal justice experience, specifically, the agency for which the applicant worked, the applicant's duties in each position, and the dates of employment. The applicant shall have acquired four years of practical experience as a criminal justice officer or as an administrator or specialist in a field directly related to the criminal justice system. At least one year of the required four years of experience must have been completed while actively participating in criminal justice training as a Commission-certified instructor;
 - (e) the signature of the applicant certifying the accuracy of the contents of the application; and
 - (f) the signature of the appointing institution's executive officer signifying recommendation of an applicant to be a School Director; or
 - (g) the signature of the School Director signifying recommendation of an applicant to be a Qualified Assistant.
- (2) Form F-10 (SA), Accreditation of Criminal Justice Schools, shall include the following:
 - (a) the name of the requesting institution or agency;
 - (b) the mailing address, phone number, and name of the institution head or executive officer;
 - (c) the name, title or rank, address, and phone number of the School Director;
 - (d) the type of Commission-approved training course in which accreditation is being sought;
 - (e) the type and location of all facilities to be used in administering the Commission-approved training course; and
 - (f) the signature of the institution head or executive officer.

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