

12 NCAC 09I .0107 PROFESSIONAL CERTIFICATES FORMS

The following Commission-approved forms shall be used by individuals to apply for a new or replacement Professional Certificate:

- (1) Form F-6 (LE), Application for Award of Law Enforcement Certificate, shall include the following:
 - (a) Applicant's name, date of birth, and last four digits of Social Security Number;
 - (b) Applicant's address, phone number, and email address;
 - (c) Applicant's employing agency and agency address;
 - (d) Type of award applying for;
 - (e) Law enforcement experience (agencies and years of law enforcement experience);
 - (f) Completed law enforcement training courses;
 - (g) Level of college education;
 - (h) Name and signature of applicant; and
 - (i) Name and signature of agency head or In-Service Training Coordinator.
- (2) Form F-6 (DAC), Application for Award of Criminal Justice Certificate, shall include the following:
 - (a) Applicant's name, date of birth, and last four digits of Social Security Number;
 - (b) Applicant's address, phone number, and email address;
 - (c) Applicant's employing agency and agency address;
 - (d) Type of award applying for;
 - (e) Criminal justice experience (agencies and years of criminal justice experience);
 - (f) Completed criminal justice training courses;
 - (g) Level of college education;
 - (h) Name and signature of applicant; and
 - (i) Name and signature of agency head or In-Service Training Coordinator.
- (3) Form F-6 (DJJ), Application for Award of Juvenile Justice Certificate, shall include the following:
 - (a) Applicant's name, date of birth, and last four digits of Social Security Number;
 - (b) Applicant's address, phone number, and email address;
 - (c) Applicant's employing agency and agency address;
 - (d) Type of award applying for;
 - (e) Juvenile justice experience (agencies and years of juvenile justice experience);
 - (f) Completed juvenile justice training courses;
 - (g) Level of college education;
 - (h) Name and signature of applicant; and
 - (i) Name and signature of agency head or In-Service Training Coordinator.
- (4) Form F-7, Request for Replacement of Professional Certificate, shall include the following:
 - (a) Awardee's name, date of birth, and last four digits of Social Security Number;
 - (b) Awardee's address, phone number, and email address;
 - (c) Type of replacement certificate;
 - (d) Printed name and signature of awardee; and
 - (e) Name and signature of agency head or In-Service Training Coordinator, if still employed at an agency.

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