12 NCAC 09I .0108 BASIC TRAINING FORMS – JUVENILE JUSTICE AND ADULT CORRECTION

The following Commission-approved forms shall be used by agencies and Commission-accredited schools, pursuant to 12 NCAC 09C .0401 and 12 NCAC 09G .0402, for officers holding probationary certification, pursuant to 12 NCAC 09C .0303 and 12 NCAC 09G .0303:

(1) Form F-11, Report of Training Course Completion, shall include the following:
   (a) student's name, academy ID number, and date of birth;
   (b) name of employing agency;
   (c) student's position title and date of appointment;
   (d) course title, location, start date, end date, meeting times, and total hours;
   (e) whether the student passed the course; and
   (f) name of individual completing the form and date of form completion.

(2) Form F-15, Request for Training Extension, shall include the following:
   (a) date of request;
   (b) employee's name, date of birth, last four of social security number, and position title;
   (c) expiration date of probationary certification;
   (d) scheduled basic training course type and course start and end dates;
   (e) reason for employee not completing basic training;
   (f) proposed start and end dates for subsequent basic training;
   (g) employee's name, signature, and date signed;
   (h) school director's name, signature, and date signed; and
   (i) agency authorized representative's name, signature, and date signed.

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